



**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 12 June 2025**

**2025-189 - Present**

**Councillors:**

Cllr B Ahier, Cllr N Crampin, Cllr N Mitchell (Chairman of the meeting), Cllr B Nagle, and Cllr T Wright.

**Officers of the Council:**

Victoria Fear – Assistant Clerk

**Members of the public:**

No members of the public were present.

**2025-190 - Chairman's Announcements**

The Chairman gave the health and safety announcements.

**2025-191 - 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 Price.

Apologies were also received from the Clerk to the Council (Gaynor White).

**2025-192 - Election of Chairman for the Planning/General Purposes and Finance Committee for the municipal year 2025/2026**

It was proposed by Cllr B Ahier, seconded by Cllr T Wright and unanimously **RESOLVED** that Cllr M Price be elected as Chairman of the Planning/General Purposes and Finance Committee for the municipal year 2025/2026.

**2025-193 - Public Participation**

No members were present.

**2025-194 - 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.

**2025-195 - Amendments to the Register of Interests**

No amendments were made.

**2025-196 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-197 - Declaration of non-pecuniary Interests**

No declarations were made.

**2025-198 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2025-199 - Planning Applications for consideration:**

**Planning Application No: [25/W/00047](#) - Whitley Farm, Aldershot Road, Normandy, Guildford, GU3 2BE** - Application for prior approval for the change of use from agriculture to flexible commercial use to provide storage (Use Class B8) under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

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

**Planning Application No: [25/P/00591](#) - Willow Brook Cottage, Ashbrook, White Hart Lane, Wood Street Village, Guildford, GU3 3EA** - Construction of a 2-bedroom bungalow following demolition of an existing dwelling (self-build).

It was **RESOLVED**: that the Parish Council raise the following concerns:

1. Within the submitted plans there are anomalies re the extent of the blue lined area.
2. The red line area includes a separate property (Ashbrook).
3. There are inaccuracies in the sustainability Design Statement (references in Part 1 to south facing roof design (2b), large amount of glazing to the front of the property (2c), and cycle and waste stores (4a) none of which is reflected in the submitted plans).

In the event that this planning application is approved, the Parish Council wishes to request the following:

1. Permitted Development Rights be removed.
2. A pre-commencement condition survey of the bridge situated over the watercourse (What3Words location [///outfitter.signs.curated](#)) must be carried out, together with a post condition survey - this bridge is an asset belonging to Surrey County Council. The bridge to be brought back to its pre-commencement condition at the cost of the planning applicant.

3. Due to the location of this dwelling, a Construction Method Statement should be required.

**Planning Application No: 25/P/00719 - 106 Frog Grove Lane, Guildford, GU3 3HA - Erection of office and associated storage building (retrospective).**

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

The Parish Council is:

1. Disappointed that this building has been constructed without planning permission in the Green Belt in an area that is susceptible to flooding.
2. Also disappointed that despite this building being utilised for some years as a commercial premises, the premises do not appear to have been registered with the VOA (Valuation Office Agency) for business rate purposes.
3. Supportive of the employment benefits and appreciates the apprenticeships being offered.

**Planning Appeal Ref: APP/Y3615/W/25/3365890 - Jacobs Well Village Hall – For information only** - an appeal has been lodged against the refusal of planning application number 25/P/00346.

The Parish Council's previous comments would be taken into consideration by the Planning Inspector.

#### **2025-200 - Roadside Rangers - Spring Clean**

Cllr K Witham had advised that Surrey County Council's Roadside Rangers will be carrying out a Spring clean.

It was agreed Worplesdon Parish Council would nominate the following locations for a Spring Clean (in priority order):

1. Drainage ditch Broad Street Common abutting Broad Street.
2. Frog Grove Lane (cricket club access track to SANG lay-by) – cut back vegetation and clear out ditch.
3. Pavement – Pitch Place (Rifle Range to Salt Box roundabout) cut back vegetation and side out footpath.
4. Junction of Frog Grove Lane and the Aldershot Road – cut back vegetation to improve sightlines.

#### **2025-201 - Jazz Festival - Challengers 20 July 2025**

The revised risk assessment had been circulated to the Planning/General Purposes and Finance Committee Members via email in advance of the meeting. It was proposed by Cllr N Mitchell, seconded by Cllr T Wright and unanimously **RESOLVED** that the revised risk assessment be approved.

It was proposed by Cllr B Ahier, seconded by Cllr B Nagle and **RESOLVED** that the Parish Council award a grant of £500 towards this year's Jazz Festival.

A vote took place. Result of the vote – 3 in favour - Cllr N Crampin and Cllr T Wright abstained. Motion carried.

*Power to spend: Local Government Act 1972 section 137(3).*

Councillors requested that donations to charities (budget setting process) be reconsidered at the budget setting meeting in Autumn 2025.

## 2025-202 - 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 B Nagle, seconded by Cllr N Crampin and unanimously **RESOLVED** that payments to the value of £35,217.95 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 12 June 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Replacement litter bins	09/05/2025	2 x Metal 35L Green Dog Bins	Glasdon Manufacturing Ltd	673.36	134.67	808.03
Land Management	13/05/2025	Manhole Key	Toolstation	16.13	3.23	19.36
Land Management	22/05/2025	Materials	Amazon EU S.a.r.L.	5.81	1.16	6.97
Land Management	22/05/2025	Materials	Amazon EU S.a.r.L.	5.38	1.08	6.46
Chairman's Allowance	22/05/2025	Wreath from Worplesdon Parish Council	Mrs G F White - Longacres	42.50	8.50	51.00
Staff Costs	22/05/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,768.27	0.00	13,768.27
Staff mileage	22/05/2025	Mileage	Mrs V C Fear	29.25	0.00	29.25
Staff mileage	22/05/2025	Mileage	Mrs G F White	10.40	0.00	10.40
Equipment Maintenance	22/05/2025	Telescopic pole saw, blade and lopper head	Honey Bros Ltd	257.29	51.46	308.75
IT budget	23/05/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Establishment Charges	24/05/2025	Office supplies	Sainsburys	3.57	0.71	4.28
Establishment Charges	28/05/2025	PPE for Groundsman	Toolstation	32.98	0.00	32.98
IT budget	28/05/2025	Office IT equipment	Argos Ltd	66.66	13.33	79.99
Land Management	28/05/2025	Hose, reel and connector	TradePoint	46.67	9.33	56.00
Land Management	28/05/2025	Shelving for shipping container	Rapid Racking Ltd	27.15	5.43	32.58
ER Christmas Illuminations	28/05/2025	Arboricultural supervision of excavation within RPAs of surrounding trees on Pitch Place Green	TGB Tree Consulting	277.50	0.00	277.50
Bank Interest/Charges	31/05/2025	Bank charges - April 2025	Unity Trust Bank	6.00	0.00	6.00
Establishment Charges	01/06/2025	Office supplies	Sainsburys	39.00	0.00	39.00
ER Christmas Illuminations	01/06/2025	3 x Extra keys for GRP Kiosk Perry Hill Green	Timpson	18.00	0.00	18.00
Parish Office	02/06/2025	Business rates - Parish Office	Guildford Borough Council	1,073.00	0.00	1,073.00
Revenue Costs Works Vehicle	02/06/2025	Service plan - 17th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	02/06/2025	MOT Service plan - 17th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
ER Christmas Illuminations	02/06/2025	Mains supply to GRP Kiosk Pitch Place Green	UK Power Networks	2,419.20	0.00	2,419.20

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	02/06/2025	Fee for insufficient postage	Royal Mail	1.50	0.00	1.50
Community Car Park	02/06/2025	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Establishment Charges	04/06/2025	2 x Metal filing cabinet replacement keys	Mrs V C Fear - lockdoctorservices (ebay)	2.95	0.00	2.95
Establishment Charges	04/06/2025	Kettle for Council Chamber	Mrs H Lawrence - Asda	13.00	0.00	13.00
Grass Cutting	04/06/2025	Grass cutting - Month 2 2025	GCB Gardens	2,457.25	491.45	2,948.70
Land Management	04/06/2025	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	81.11	16.22	97.33
Donations	05/06/2025	Donation 2025/26	Crimestoppers	100.00	0.00	100.00
PC Grant Aid to Wards	05/06/2025	Grant - WSVA - VE Day 2025	Wood Street Village Association	500.00	0.00	500.00
Land Management	05/06/2025	Installation of 3 bollards at Perry Hill	Stephen Gunner	232.40	0.00	232.40
Christmas trees/lights WS, Perry Hill	10/06/2025	Electrical supply Perry Hill Green - 01.05.25 - 28.05.25	Octopus Energy Limited	10.51	0.53	11.04
Land Management	10/06/2025	Materials	Amenity Choice	59.70	0.00	59.70
Land Management	10/06/2025	Materials	Selco Builders Warehouse	40.32	8.06	48.38
Parish Office	10/06/2025	Gas & Electricity - Unit 2 Saxton - 01.05.25 - 31.05.25	Octopus Energy Limited	67.75	3.39	71.14
Training	11/06/2025	Training and Assessment Day for Senior Groundsman and Groundsman	Holly Landscape and Training	570.00	114.00	684.00
Tree Inspections	11/06/2025	Annual Walk-over Tree Survey of 7 sites	TGB Tree Consulting	1,500.00	0.00	1,500.00
Playground Repairs	11/06/2025	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Playground Repairs	11/06/2025	Repairs to Jacobs Well Multi Play	MJR Services	579.00	0.00	579.00
IT budget	11/06/2025	External back-up - May 2025	RISC IT	40.00	8.00	48.00
Land Management	11/06/2025	Replacement Padlock and Keys for Harry's Meadow gate (Jacobs Well Road)	Fast Key Services Ltd	74.07	14.81	88.88
Land Management	11/06/2025	Materials	Pitchcare.com	37.84	7.57	45.41
Land Management	11/06/2025	Hire of storage container MW - June 2025	Activate Learning	87.00	0.00	87.00
Parish Office	11/06/2025	Rent Unit 2 Saxton - 24.6.25 -29.9.25	TL Fund	7,000.00	1,400.00	8,400.00
Parish Office	11/06/2025	Quarterly service charge 01.07.25 - 30.09.25	TL Fund	185.90	37.18	223.08
<b>Total</b>				<b>32,871.23</b>	<b>2,346.72</b>	<b>35,217.95</b>

### 2025-203 - Donations to charity in memory of the late Gordon Adam (National Trust, Royal British Legion, Battersea Dogs and Cats Home)

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr N Crampin and unanimously **RESOLVED** that in memory of the late Cllr Gordon Adam £50 be donated to each of the following charities:

Approved by the Full Council 3 July 2025

1. National Trust
2. Royal British Legion
3. Battersea Dogs and Cats Home.

*Power to spend: Local Government Act 1972 section 137(3).*

**2025-204 - Date of next Planning/General Purposes and Finance Committee meeting – 24 July 2025**

Meeting closed 20:34

Signed:

Chairman of the Council  
Date: 3 July 2025