



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 4 September 2025

2025-288 - Present

Councillors:

Cllr B Ahier, Cllr G Burch, Cllr N Crampin, Cllr N Mitchell, Cllr M Price (Chairman of the meeting), and Cllr T Wright.

Officers of the Council:

Victoria Fear – Assistant Clerk

Members of the public:

No members of the public were present.

2025-289 - Chairman's Announcements

The Chairman gave the health and safety announcements.

2025-290 - 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 B Nagle. Apologies accepted.

Cllr G Burch kindly substituted for Cllr B Nagle.

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

2025-291 - Public Participation

No members were present.

2025-292 - 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.

2025-293 - Amendments to the Register of Interests

No amendments were made.

2025-294 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2025-295 - Declaration of non-pecuniary Interests

Cllr N Mitchell declared an interest in planning application number 25/P/00897 as he knows the applicants, although they had not approached him about the application prior to submission.

2025-296 - Declaration of gifts or hospitality over £50

No declarations were made.

2025-297 - Planning Applications for consideration:

Planning Application No: 25/P/00822 - 76 Frog Grove Lane, Guildford, GU3 3HA - Partially retrospective application for the erection of a replacement ancillary outbuilding following demolition of three existing ancillary outbuildings.

Whilst it was acknowledged that this was a retrospective application, it was, nevertheless, **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

1. Asbestos / Waste Disposal

The applicants should be required to demonstrate that they used an approved waste transfer company by providing the company's waste transfer licence and evidence that any asbestos was lawfully disposed of. Whilst this requirement primarily falls under environmental health and waste regulations, it is consistent with the Local Plan's objective of ensuring sustainable development and safeguarding health.

2. Surface Water Run-off / Drainage

The footprint of the replacement building is significantly larger than the previous individual outbuildings. This creates an increased risk of surface water run-off entering the adjacent watercourse, which in turn leads into the main river. Significant flooding has already occurred along Frog Grove Lane, and there is a clear need to ensure that local properties are not placed at further risk.

The Local Plan contains strong policy requirements in this regard:

- **Policy P4: Flooding, Flood Risk and Groundwater Protection Zones** – *“All development proposals must demonstrate that land drainage will be adequate and that they will not result in an increase in surface water run-off. Development should use sustainable drainage systems (SuDS) unless demonstrated to be inappropriate.”*
- **Policy P11: Sustainable Surface Water Management** – *“Drainage schemes must ensure that run-off rates and volumes are no greater than the levels prior to the proposed development. Development should incorporate permeable surfaces, rainwater harvesting and other sustainable measures to intercept as much rainwater as possible.”*
- **Policy ID4: Green and Blue Infrastructure** – *“Development proposals will avoid adverse impacts on the functions and setting of watercourses, and will contribute positively to flood*

risk management and water quality improvements in line with the Water Framework Directive.”

In line with these policies, the applicants should be required to provide clear details of what drainage and attenuation measures (e.g. SuDS, permeable surfacing, on-site attenuation) have been put in place to manage the increased footprint, prevent uncontrolled run-off, and safeguard neighbouring and local properties.

3. Ancillary Use Condition

To ensure the replacement building remains in keeping with the site and its surroundings, a condition should be attached requiring that the building remains ancillary to the main dwelling and is not used for habitable purposes.

- **Policy D1: Place Shaping** requires development to *“respond to the character of the surrounding built environment in terms of scale, massing and form”* and to ensure development is appropriate to its context.
- **Policy D5: Protection of Amenity** requires that *“new development does not result in unacceptable harm to the living conditions of neighbouring properties.”*

A habitable use of this structure could conflict with these requirements and alter the relationship of the site to its surroundings. A condition restricting the use to ancillary purposes is therefore essential to maintain compliance with the Local Plan.

Conclusion:

On this basis, the Parish Council respectfully requests that any permission granted is subject to conditions requiring compliance with Policies **P4**, **P11**, **ID4**, **D1** and **D5** of the Guildford Borough Local Plan (2019).

Planning Application No: 25/T/00181 - 4 Cater Gardens, Guildford, GU3 3BY - 1) - Conifer: height reduction of approx 2.5m (same height as the hedgerow), 2) Sycamore: 2m crown reduction, 3) Poplar - Crown reduced by up to 3m OR to previous reduction points (similar scope of works). Removal of epicormic growth from lower stem. Removal of all major dead wood. (TPO P1/201/332)

It was **RESOLVED**: leave to Guildford Borough Council’s tree officer.

Planning Application No: 25/P/01126 - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Erection of open-sided roof structure over existing menage.

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

1. Green Belt: Inappropriateness and lack of Very Special Circumstances

The proposed roofed structure (approx. 9.75 m ridge; over 1,800 m² roof area) constitutes new built form in the Green Belt. Under Local Plan Policy P2: Green Belt, development is inappropriate unless it falls within listed exceptions. Where development is inappropriate, it should not be permitted unless Very Special Circumstances (VSC) are clearly demonstrated. On the evidence submitted, the asserted VSC are not compelling or site-specific and do not clearly outweigh the definitional and actual harm to openness from a large, permanent roof.

2. Surface water run-off, attenuation and watercourse protection

Given the marked increase in hard roof area, we are concerned at the risk of uncontrolled runoff to the adjoining watercourse that flows from Britten’s Pond to the River Wey. The application should demonstrate a SuDS-led strategy sized to greenfield rates/volumes and climate change allowances (e.g., on-site attenuation, restricted discharge, permeable finishes). Policies P4: Flooding and ID4: Green and

Blue Infrastructure require developments to avoid any increase in surface water run-off and to protect the function of watercourses.

3. Effects on the Thames Basin Heaths SPA (Whitmoor Common)

The ménage is likely to require artificial lighting to be usable year-round. No lighting assessment has been provided. Whitmoor Common is part of the Thames Basin Heaths Special Protection Area (SPA) and also a SSSI/LNR. Artificial lighting and increased activity can affect sensitive nocturnal species and SPA bird species. Policy P5: Thames Basin Heaths SPA requires proposals to demonstrate no adverse effect on the SPA, with avoidance and mitigation measures secured in perpetuity.

4. Landscape and visual effects

At present the open ménage has minimal visual impact; the roofed building would materially alter openness and local character. A proportionate Landscape and Visual Appraisal should be undertaken to show that the design, height, bulk and materials will not harm the character or amenity of the area. This site is potentially visible from a nearby listed property. This is required under Policy D1: Place Shaping and also relates to the Green Belt openness under Policy P2.

5. Conditions

If, notwithstanding the above, the planning authority is minded to approve, the following conditions are recommended:

- 1) SuDS and runoff control: No development above slab until approval of a detailed SuDS strategy.
- 2) Lighting control: No external lighting unless first approved via a Lighting Impact Assessment demonstrating no adverse effect on SPA/SSSI integrity.
- 3) Ecology/Habitats: Submit and implement a SPA avoidance/mitigation scheme as required by Habitats Regulations assessment.
- 4) Ancillary/non-commercial use: The ménage and roofed structure shall be used only for purposes ancillary to the existing private equestrian use of the site and not for commercial or habitable purposes.
- 5) Materials/colour: External materials to be submitted for approval to ensure low visual prominence in the rural Green Belt setting.

Conclusion:

For the reasons above, the Parish Council objects: the proposal is inappropriate development in the Green Belt without convincing Very Special Circumstances (P2); fails to demonstrate compliance with P4 and ID4 for drainage and watercourse protection; and lacks the SPA-focused assessment and safeguards required by P5. If permission were nevertheless contemplated, the conditions listed are essential to achieve minimum compliance.

Planning Application No: 25/P/00635 - Land at Dennis Way, Slyfield Industrial Estate, Guildford, GU1 1AF
- Demolition of existing buildings and erection of flexible commercial units, Use Classes B2 (General Industrial), B8 (Storage and Distribution) and Class E(g)(iii) (Light Industrial), with loading areas, car parking, landscaping and associated infrastructure.

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

1. Access & Highway Safety

- Transport report is outdated, showing a roundabout rather than the approved crossroads with traffic signals.
- No swept path analysis provided for large vehicles.
- Real-world parking and access challenges not considered.

2. Parking Provision

- Only 195 parking spaces proposed vs. 220–650 expected staff.
- Risk of overflow parking in an already pressured area.

- No detailed car park management plan submitted pre-application.
 - Safety concerns for articulated lorry access without proper swept path studies.
- 3. Green Belt Impact**
- Buildings (Units 1 & 8) too tall and bulky, harming openness.
 - Unit 8 directly borders a residential property and Green Belt.
 - No “Very Special Circumstances” provided as required by the NPPF.
- 4. Bulk, Size & Massing**
- Scale inappropriate for edge-of-estate location, dominating residential gardens and Green Belt.
 - Taller buildings poorly sited – should be repositioned to reduce impact.
 - Ground level changes may further increase apparent height.
- 5. Environmental & Ecological Impact**
- Site is close to multiple designations (SNCI¹, SPA², SSSI³, LNR⁴, BOA⁵s).
 - Insufficient information on lighting impacts and biodiversity enhancement.
 - No sensitive lighting plan, habitat features, hedgehog access, or tree protection zones provided.
- 6. Impact on Heritage Assets**
- Tall new buildings will be visible from nearby listed buildings.
 - No Landscape and Visual Impact Assessment provided.
 - Reliance on tree screening is unrealistic given seasonal leaf loss and tree diseases.
- 7. Sustainability (Travel)**
- Inadequate details on bike storage, e-bike charging, and EV charging points.
 - Bus shelter reinstatement impractical at suggested location.
- 8. Sustainability (Design)**
- No solar panels, greywater recycling, or green roofs included.
 - Missed opportunity to meet sustainability and climate objectives.
- 9. Landscaping**
- Insufficient new planting proposed along residential boundaries to mitigate visual impact.
- 10. Flood Risk & Drainage**
- No detailed drainage strategy or evidence of compliance with SuDS standards.
 - Parish Council requests large attenuation tanks and separator systems to prevent surface water flooding.
- 11. Demonstrated Need**
- No clear evidence of local demand for units of the proposed size.
 - Existing and new local industrial/warehouse units remain vacant.
- 12. Working Hours & Noise**
- No proposed limits on working hours despite residential proximity.
 - Risks of late-night HGV noise, reversing alarms, roller shutters, and headlight glare.
 - Lack of acoustic buffers or meaningful mitigation measures.

¹ Site of Nature Conservation Importance

² Special Protection Area (Thames Basin Heaths)

³ Site of Special Scientific Interest

⁴ Local Nature Reserve

⁵ Biodiversity Opportunity Area

13. Rights of Way & Footpaths

- FP66 requires major improvements.
- Contributions towards maintenance FP66 and of other public rights of way requested via S106.

14. Local Plan Compliance

- Unclear how proposal aligns with Guildford's Spatial Development Strategy and existing commitments.
- Does not provide for small business units or childcare facilities as required by Policy E2.

As such, the Parish Council objects strongly to the proposal due to:

- Outdated and inadequate transport/parking assessments.
- Harm to the Green Belt and residential amenity from excessive bulk and height.
- Negative impacts on ecology, heritage, drainage, and sustainability.
- Failure to demonstrate need or compliance with key Local Plan and NPPF requirements.

The Council requests that further detailed assessments (swept path, Landscape Visual Impact Assessment, drainage, lighting, car park management, ecological measures) and design revisions are made before the application can be properly considered.

The Parish Council therefore respectfully recommends that the application be refused.

Appendix 1: Objection letter in full

Planning Application No: 25/P/00897 - 34 St Michaels Avenue, Fairlands, Guildford, GU3 3LZ - Single storey rear extension, side dormer extension and garage conversion (Amended application).

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

Planning Application No: 25/P/01151 - 22 Pennings Avenue, Guildford, GU2 9SU - Single-storey rear extension with mono pitched roof.

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

Details relating to the retaining wall should be provided due to the potential impact on the adjoining property.

Planning Application No: 25/P/01090 - 38 Brooke Forest, Fairlands, Guildford, GU3 3JJ - Single storey part front, side and rear extensions, replacement garage following demolition of existing detached garage.

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

1) Loss of garage functionality

Due to the design of the proposed extension, the garage will become inaccessible to vehicles (other than possibly motorbikes). In these circumstances, the garage is no longer serving its intended function. It would also be unusual for a garage to have two double doors in addition to a triple window with an opening light, which raises doubt about the intended use of the structure.

Policies D1: Place Shaping and D5: Protection of Amenity requires development to respect the character and function of buildings and to avoid adverse effects on neighbouring amenity. In order to ensure clarity and correct classification of the building, the applicant should submit an application for change of use of the garage, if it is not to be used for vehicular purposes.

2) Potential conversion to habitable accommodation

If the garage is intended to be converted into habitable accommodation (e.g. an annexe), it is important that it remains ancillary to the main dwelling in perpetuity as per Policy D1 (ensuring appropriate scale, form and relationship to existing dwellings) and Policy D5 (preventing unacceptable impacts on neighbouring amenity). A condition should therefore be imposed to prevent the building from becoming a separate planning unit or independent dwelling.

Conclusion

For the reasons above, the Parish Council requests that the Local Planning Authority requires either (a) a formal change of use application if the garage is not to be retained for parking, or (b) if converted to habitable use, a condition ensuring that the accommodation remains ancillary to the host dwelling in perpetuity.

2025-298 - Christopher Robin Day Nursery

The Chairman read a letter from the Christopher Robin Day Nursery asking the Parish Council for permission to use a small part of Wood Street Village Green for supervised weekly sport sessions for the children attending the nursery to the meeting.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that, in principle, subject to the receipt of a full application form, completed comprehensive risk assessment, proof of public liability insurance (£10m), together with a map showing the specific area in question, the Parish Council would support this request.

The Clerk was instructed to send an application form and risk assessment form (with guidance notes) to the Manager of the nursery at the earliest possible opportunity.

2025-299 - Surrey County Council consultation - Proposed Provision of a Raised Pedex Crossing in Clay Lane (C14) Jacobs Well, Guildford and accompanying speed limit reductions. Deadline for comments 12 September 2025

Following discussion it was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** Worplesdon Parish Council wishes to submit the following formal response to this public consultation:

1. In principle, the members supported the reduction of the speed limit to 30mph due to the number of KSIs (Killed, or Seriously Injured accidents) that have occurred at this location.
2. It is the Parish Council's understanding that there are no commonly used public rights of way on the north side of Clay Lane (whether publicly or privately owned), nor is there any form of pavement on the north side of Clay Lane. The members questioned the legitimacy of installing an expensive raised Pedex crossing when there appears to be no connection to any private footpaths within the wooded area to the north of Clay Lane. Public Right of Way no. 439a appears to be disconnected from the main right of way network. In addition, it does not logically link to the proposed raised Pedex crossing.
3. Encouraging pedestrians to cross Clay Lane (used by approximately 10,000 vehicles per day) at a location deemed highly inappropriate by the Parish Council seems both foolhardy and a significant waste of public funds.
4. The Parish Council therefore objects, in the strongest possible terms, to the proposal to install a raised Pedex crossing at this location.

5. Should a crossing be required at this location, it should be via a pedestrian bridge for the safety of both pedestrians and motorists.

2025-300 - [West Byfleet Neighbourhood Plan](#) public consultation

It was agreed the Parish Council make no comment regarding this public consultation.

2025-301 - [Guildford Borough Council Licensing Act Policy 2026 – 2031](#) public consultation

It was agreed the Parish Council make no comment regarding this public consultation.

2025-302 - Guildford Borough Council Local Government (Miscellaneous Provisions) Act 1982 – [Review of Street Trading Resolution and Street Trading Policy](#)

It was agreed that the Parish Council comment as follows:

Would the change of policy preclude the use of the North Street market utilising car parking spaces for stalls?

2025-303 - Local Nature Recovery Strategy (Surrey Nature Partnership) – Public consultation

The [Local Nature Recovery Strategy](#) (LNRS) is a new spatial strategy to identify locations to improve nature and provide other environmental benefits, such as carbon sequestration, flood regulation and improved access to green space. In Surrey this will be called the Surrey Nature Recovery.

The draft Surrey LNRS, which is currently out for public consultation, sets out the county's priorities for nature recovery and the recommended actions to deliver these. The draft Local Habitat Map also aims to identify specific locations where some of these actions could be delivered to create 'areas that could become of particular importance to biodiversity' in the future. ([Surrey Local Nature Recovery Consultation](#))

The consultation deadline is 25 September 2025.

It was agreed by the Parish Council that it would respond by email as follows:

The Parish Council supports any efforts to improve and enhance biodiversity. Whilst the information in the document was broadly comprehensive, the evidence presented within the consultation paperwork is felt to be too vague. It had been hoped by Members that this document would have provided more specific direction for Town and Parish Councils.

2025-304 - 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 T Wright, seconded by Cllr B Ahier and unanimously **RESOLVED** that payments to the value of £25,863.42 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting.

Table 1: Payments list 4 September 2025

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	08/08/2025	External back-up - August 2025	RISC IT	38.00	7.60	45.60
Establishment Charges	11/08/2025	Community Volunteering Event Banners x7	Hampshire Flag Company Ltd	182.59	36.52	219.11

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	12/08/2025	Magnusson Telescopic Hedge Shears x2	Tradepoint	35.00	7.00	42.00
Chairman's Allowance	13/08/2025	Donation - re D Bird	Prostate Cancer UK	150.00	0.00	150.00
Parish Office	14/08/2025	Gas & Electricity - Unit 2 Saxton - 01.07.25 -31.07.25	Octopus Energy Limited	99.30	4.96	104.26
IT budget	18/08/2025	OnePhone - phone charges - including mobile data	BT PLC	225.56	45.11	270.67
IT budget	18/08/2025	Subscription - 17.08.25 - 16.09.25	Adobe	16.64	3.33	19.97
IT budget	19/08/2025	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Safe Drive Stay Alive	19/08/2025	Refund of Safe Drive Stay Alive - Donation 2025/2026	Surrey County Council	-606.00	0.00	-606.00
Establishment Charges	19/08/2025	Community Volunteering Event Banners x7	Hampshire Flag Company Ltd	282.59	56.52	339.11
IT budget	20/08/2025	Additional back-up	Apple.com	2.49	0.50	2.99
Staff Costs	20/08/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	17,490.40	0.00	17,490.40
Establishment Charges	20/08/2025	Booking for Community Volunteering Event 15/10/25	Fairlands, Liddington Hall & Gravetts Lane Community Association	62.75	0.00	62.75
Parish Newsletter	20/08/2025	3,600 newsletters	Knaphill Print Co Ltd	435.00	0.00	435.00
Parish Office	20/08/2025	Water and sewerage charge - Unit 2 Saxton - 01.07.25 - 31.07.25	Castle Water	21.77	0.00	21.77
Staff mileage	20/08/2025	Mileage	Mrs V C Fear	15.60	0.00	15.60
Staff mileage	20/08/2025	Mileage	Mrs G F White	13.00	0.00	13.00
Ward Improvements	26/08/2025	Concrete barriers - Protection for Harry's Meadow	Maltaward (Barriers) Ltd	1,100.00	220.00	1,320.00
Revenue Costs Works Vehicle	26/08/2025	Fuel for works van	Waitrose Shell	42.82	8.56	51.38
IT budget	27/08/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Establishment Charges	27/08/2025	Diaries	Mrs V C Fear - Card Factory	5.37	0.00	5.37
Tree Surgery	27/08/2025	Removal of oak processional moth nests - trees on PH Green & WSV Green	Lumber-Jacks Tree Services Ltd	800.00	160.00	960.00
Land Management	28/08/2025	3 x Signs for JW Recreation Ground Parking Spaces	Guildford Signs	60.00	12.00	72.00
Training	28/08/2025	Training - AGAR Assertion 10 - GW & HL	Mulberry Local Authority Services Limited	30.00	6.00	36.00
Training	28/08/2025	Training - Procurement & Tendering - GW	Mulberry Local Authority Services Limited	45.00	9.00	54.00
Playground Repairs	28/08/2025	Inspection of the Typhoon WMG	Hags-SMP Ltd	495.00	99.00	594.00
Establishment Charges	29/08/2025	Refund for duplicate payment - Community Volunteering Event Banners x7	Hampshire Flag Company Ltd	-182.59	-36.52	-219.11
Bank Interest/Charges	31/08/2025	Bank charges - July 2025	Unity Trust Bank	6.00	0.00	6.00
Parish Office	01/09/2025	Business rates - Parish Office	Guildford Borough Council	1,073.00	0.00	1,073.00
Community Car Park	01/09/2025	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Revenue Costs Works Vehicle	01/09/2025	Service plan - 20th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/09/2025	MOT Service plan - 20th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Grass Cutting	03/09/2025	Grass cutting - Month 5 2025	GCB Gardens	2,457.25	491.45	2,948.70
Ward Improvements	03/09/2025	Concrete barriers - Protection for Harry's Meadow	Maltaward (Barriers) Ltd	92.86	18.57	111.43
Total				24,693.88	1,169.54	25,863.42

Approved by the Full Council 25 September 2025

- a) **The late Dr Paul Cragg - charitable donation in memory of the late Dr Paul Cragg (requested by Cllr B Nagle)**

This item was deferred in Cllr B Nagle's absence.

2025-305 - Date of next Planning/General Purposes and Finance Committee meeting: Thursday 16 October 2025.

Meeting closed 21:39

Signed:

Chairman of the Parish Council
25 September 2025