



**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 16 October 2025**

2025-345 - Present

Councillors:

Cllr B Ahier, Cllr S Busby, Cllr N Crampin, Cllr N Mitchell, Cllr B Nagle, Cllr M Price (Chairman of the meeting), Cllr R Watson, and Cllr T Wright.

Officers of the Council:

Victoria Fear – Assistant Clerk

Members of the public:

No members of the public were present.

2025-346 - Chairman's Announcements

The Chairman gave the health and safety announcements.

2025-347 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

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

2025-348 - Public Participation

No members were present.

**2025-349 - 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.

2025-350 - Amendments to the Register of Interests

No amendments were made.

2025-351 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2025-352 - Declaration of non-pecuniary Interests

No declarations were made.

2025-353 - Declaration of gifts or hospitality over £50

No declarations were made.

2025-354 - Planning Applications for consideration:

Planning Application No: [25/P/01335](#) - Rosendene, Coombe Lane, Worplesdon, Guildford, GU3 3PF -

Application under section 19 of the Listed Building and Conservation Area Act 1990 (as amended) to vary conditions 2 (window details) and 3 (external materials) to allow photos to be used to discharge these conditions of listed building consent 06/P/01642 approved 29/08/2006 for 'Addition of pitched roof to rear of dwelling to replace existing flat roof to bathroom, insertion of rooflight to rear elevation following removal of existing dormer window and replacement chimney stack following partial demolition of existing chimney'.

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

Planning Application No: [25/P/01341](#) - Rosendene, Coombe Lane, Worplesdon, Guildford, GU3 3PF -

Application under section 19 of the Listed Building and Conservation Area Act 1990 (as amended) to vary condition 2 (sample panel of proposed walls) and 9 (external materials) to allow photos to be used to discharge these conditions of listed building consent 07/P/00569 approved 14/05/2007 for 'Demolition of utility / shower room and erection of rear extension to form kitchen extension and rebuilding of chimney stack and internal alterations'.

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

Planning Application No: [25/P/01334](#) - Rosendene, Coombe Lane, Worplesdon, Guildford, GU3 3PF -

Application under Section 73 of the Town and Country Planning Act 1990 (as amended) to vary conditions 2 (external materials) and 3 (window details) to allow photos to be used to discharge these conditions of planning application 06/P/01641 approved 29/08/2006 for 'Addition of pitched roof to rear of dwelling to replace existing flat roof to bathroom, insertion of rooflight to rear elevation following removal of existing dormer window and replacement chimney stack following partial demolition of existing chimney'.

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

Planning Application No: [25/P/01337](#) - Rosendene, Coombe Lane, Worplesdon, Guildford, GU3 3PF -

Application under Section 73 of the Town and Country Planning Act 1990 (as amended) to vary condition 7 (sample panels of walls) to allow photos to be used to discharge this condition of planning application 07/P/00558 approved 14/05/2007 for 'Demolition of existing utility/ shower room and erection of rear extension to form kitchen extension and rebuilding of chimney stack and internal alterations'.

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

Planning Application No: [25/P/01256](#) - 170 Frog Grove Lane, Guildford, GU3 3HD - Alterations to the existing dwelling including roof extension, front dormer window, rooflights, Juliet balcony, front porch extension and single storey rear extension. Installation of an air source heat pump. (description amended 07/10/2025)

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

For information only - 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.

Cllr M Price advised that Cllr N Mitchell had addressed the Borough Council's planning committee about the planning application to expand Slyfield Industrial Estate. After a lengthy debate, the Borough Council's Planning Committee refused the application.

The owners of Queen Anne Farm had thanked the Parish Council for its strenuous objection and for speaking in opposition to the proposal.

Cllr M Price also expressed his sincere thanks to the Assistant Clerk, Victoria Fear, for her excellently worded and comprehensive objection to this planning application.

2025-355 - Requests for litter bins beside specific bus shelters received from residents of Jacobs Well and Perry Hill - Bus shelters: Junction of The Avenue and Worplesdon Road, Woking Road [Woking bound], and Woking Road [Guildford bound].

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr R Watson that as the budget for the provision of litter bins had already been spent for the financial year 2025/2026, these locations would be monitored for litter, to establish whether the expense at these locations would be warranted.

2025-356 - Surrey Police Cadet Unit – Environmental Improvements

The Police Cadet Unit is looking for a location which they can tend in exchange for local support (i.e. the donation of equipment and flowers) – signage to read “Maintained by Guildford Police Cadets & Guildford Safer Neighbourhood Team”.

Following discussion it was agreed the following locations would be nominated:

1. Fairlands Community Centre
2. Jacobs Well Village Hall Trust.

2025-357 - Christopher Robin Day Nursery (Minute number 2025-298 refers) – request to use part of Wood Street Village Green for supervised weekly sport sessions for the children attending the nursery

Following the Nursery's initial enquiry, a full application form, risk assessment, proof of public liability insurance (£10m), and a map showing the specific area in question had been received and circulated to all Members of the Parish Council via email in advance of the meeting.

It was proposed by Cllr R Watson, seconded by Cllr S Busby and unanimously **RESOLVED** that permission be granted.

2025-358 - 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 Ahier, seconded by Cllr N Crampin, and unanimously **RESOLVED** that payments to the value of £24,702.82 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting.

Table 1: Payments list 16 October 2025

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	25/09/2025	2026 Diary for Clerk	Mrs G F White - Amazon EU S.a.r.l.	12.46	2.49	14.95
Land Management	25/09/2025	DeWalt 12v Lithium Ion Li-ion Battery	Mrs V C Fear - Ebay	28.00	0.00	28.00
Land Management	25/09/2025	DeWalt 12v Lithium Ion Li-ion Battery	Mrs V C Fear - Ebay	3.95	0.79	4.74
Staff Costs	25/09/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Concs Ee's & Er's	Staff Costs	14,676.40	0.00	14,676.40
Staff mileage	25/09/2025	Mileage	Mrs V C Fear	18.20	0.00	18.20
Staff mileage	26/09/2025	Mileage	Mrs G F White	61.75	0.00	61.75
Land Management	26/09/2025	New padlock for Harry's Meadow	Insight Security	128.15	25.63	153.78
Bank Interest/Charges	30/09/2025	Bank charges	Unity Trust Bank	6.00	0.00	6.00
Establishment Charges	01/10/2025	Insurance premium - year 3 of 3	Zurich Town and Parish Insurer Trust	2,649.32	0.00	2,649.32
Community Car Park	01/10/2025	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Land Management	01/10/2025	12v XR Li-Ion Battery	City Electrical Factors	57.90	11.58	69.48
Parish Office	01/10/2025	Business rates - Parish Office	Guildford Borough Council	1,073.00	0.00	1,073.00
Revenue Costs Works Vehicle	01/10/2025	Service plan - 21st instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/10/2025	MOT Service plan - 21st instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Establishment Charges	06/10/2025	Branding of 2 Hi Vis Jackets	Guildford Signs	30.00	6.00	36.00
Grass Cutting	06/10/2025	Grass cutting - Month 6 2025	GCB Gardens	2,457.25	491.45	2,948.70
Land Management	06/10/2025	Removing branches from White House pond and Moat House pond	Stephen Gunner	150.00	0.00	150.00
Revenue Costs Works Vehicle	06/10/2025	Fuel for works van	Waitrose Shell	31.77	6.35	38.12
IT budget	09/10/2025	External back-up - October 2025	RISC IT	46.20	9.24	55.44
Establishment Charges	15/10/2025	10 WPC Lanyards	Mrs V C Fear - Platford Clothing Ltd (Ebay)	35.33	7.07	42.40
Land Management	15/10/2025	Hire of storage container MW - August 2025 - Additional Amount	Activate Learning	6.00	0.00	6.00
Land Management	15/10/2025	Hire of storage container MW - August 2025	Activate Learning	81.00	0.00	81.00
Establishment Charges	15/10/2025	Milk for Community Volunteering Event	Mrs G F White - Tesco	5.10	0.00	5.10
Establishment Charges	15/10/2025	Hi Vis Safety Vest	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	5.56	1.11	6.67
Establishment Charges	15/10/2025	Food for Community Volunteering Event	Costco	9.69	1.93	11.62
Establishment Charges	15/10/2025	Food for Community Volunteering Event	Costco	66.94	0.00	66.94
Playground Repairs	15/10/2025	Replacement gate for Worplesdon Play Area	MJR Services	1,960.00	0.00	1,960.00
M'nance Bus Shelters/Seats Etc.	15/10/2025	2 x Black gloss spray paint	Mrs V C Fear - Intermix Supplies Ltd (Amazon)	10.17	2.03	12.20
Land Management	15/10/2025	Cutting back brambles at Moat House Pond, Jacobs Well	Stephen Gunner	250.00	0.00	250.00

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	15/10/2025	Hire of storage container MW - September 2025	Activate Learning	87.00	0.00	87.00
Land Management	15/10/2025	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	37.94	7.59	45.53
Parish Office	15/10/2025	External window cleaning	Trevor Porter Window Cleaning Service	21.00	4.20	25.20
Total				24,137.94	582.88	24,720.82

- b) JWRA funding** – To consider how to best utilise the monies remaining following the dissolution of the JWRA in 2023. Monies available: £3,790. Possible options: Silent soldier, replacement goal posts Jacobs Well Rec, permanent Christmas tree, near Jacobs Well Village Hall.

Following discussion, it was proposed by Cllr R Watson, seconded by Cllr T Wright and unanimously **RESOLVED** that some of the money would be used to replace the goal posts in the Jacobs Well Recreation Ground which has reached the end of their anticipated life expectancy. In terms of the remaining monies, it was agreed that an article be placed in the Jacobs Well newsletter asking people to email Cllr M Price with their suggestions as to how the funds should be spent on behalf of the village.

It was proposed by Cllr N Mitchell, seconded by Cllr B Nagle and unanimously **RESOLVED** that the Assistant Clerk be excused from the room during the discussion about staff costs. The Assistant Clerk left the meeting at 20:13.

- c) Draft budget 2026/2027** - The initial draft budget, considered by the Budget Working Party, was tabled for the Committee's consideration.

It was agreed that further information regarding the IT provision costs (anticipated to be in the region of £10,000 in total) is to be provided in due course.

- d) Precept 2025/2026 (2nd instalment)** – An online transfer of £195,774.50 was received from Guildford Borough Council 25 September 2025.

2025-359 - Date of next Planning/General Purposes and Finance Committee meeting: Thursday 27 November 2025.

Meeting closed 20:50

Signed:

Chairman of the Parish Council
6 November 2025