



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 19:30 on Thursday 30 April 2026

2026-130 - Present

Councillors:

Cllr B Ahier, Cllr N Crampin, Cllr N Mitchell, Cllr B Nagle, Cllr M Price (Chairman), Cllr R Watson, and Cllr T Wright.

Officers of the Council:

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

Members of the public:

None present.

2026-131 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr S Busby. Cllr S Busby's apologies and reasons for absence were accepted and approved.

2026-132 - Public participation session

No members of the public were present.

2026-133 - 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.

2026-134 - Amendments to the Register of Interests

No declarations were made.

2026-135 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-136 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

2026-137 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-138 - Planning Applications for consideration:

Planning Application No: 26/P/00049 - 71 Stringers Avenue, Jacobs Well, Guildford, GU4 7NN - Erection of single storey front and rear extensions.

This application had already been approved by Guildford Borough Council being the Local Planning Authority.

Planning Application No: 26/P/00383 - The Kepler Building, 10 Surrey Research Park, Guildford, GU2 7YE - Variation of condition 1 (time limit) of planning permission 23/P/00975 approved 11/08/2023 for an application to vary condition 2 (temporary use of building) of planning permission 20/P/00766, approved on 23/06/2020, to extend the siting and use of the temporary building for research and development use for a further period of 3 years to 21 May 2026. It is proposed that Condition 1 is amended to extend the temporary permission period from 26 May 2026 to 22 May 2028.

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

Planning Application No: 26/P/00380 - Wittsend, 25 Brocks Drive, Fairlands, Guildford, GU3 3ND - Part one and part two storey rear, side and front extension to existing property alongside internal configuration to create revised property with 4 bedrooms, additional shower room, frontage garage and utility room alongside rear shared kitchen/dining/living area following demolition of existing detached garden garage.

It was **RESOLVED**: Worplesdon Parish Council noted with concern that no Construction Management Plan (CMP) had been submitted in support of the application.

Brocks Drive forms part of an informal one-way system associated with school-related traffic movements, particularly during morning drop-off and afternoon pick-up periods. During these times, traffic levels are significantly elevated, resulting in congestion and increased sensitivity to additional vehicle movements.

In the absence of a CMP, there was insufficient information to demonstrate how construction traffic - including delivery vehicles, contractors' vehicles, and plant - would be managed in a manner that safeguards highway safety, maintains the free flow of traffic, and protects the amenity of local residents.

The Parish Council therefore considered that the proposal does not adequately demonstrate compliance with the National Planning Policy Framework (2024), in particular paragraph 115, which seeks to ensure that development does not give rise to unacceptable impacts on highway safety or severe cumulative impacts on the road network.

Furthermore, the proposal is considered to be contrary to the Guildford Borough Local Plan: strategy and sites, specifically:

1. Policy ID3 (Transport, Highways and Accessibility), which requires development to provide safe and suitable access for all users and to avoid significant adverse impacts on the operation of the highway network; and
2. Policy D1 (Place Shaping), which seeks to ensure that development integrates effectively with local infrastructure and safeguards the amenity of existing residents.

Recommendation (if approved):

Should the Local Planning Authority be minded to approve the application, the Parish Council respectfully requests that consideration be given to the imposition of a condition requiring the submission and approval of a Construction Management Plan prior to the commencement of development.

For the Council's assistance, the Parish Council suggests that such a condition could reasonably include the following:

Suggested Planning Condition – Construction Management Plan

1. No development shall commence until a Construction Management Plan (CMP) has been submitted to and approved in writing by the Local Planning Authority.
2. The CMP shall include details of:
 - a) The routing of construction and delivery vehicles to and from the site;
 - b) Parking and turning arrangements for site operatives, contractors and visitors;
 - c) Loading and unloading arrangements;
 - d) Measures to prevent the deposit of mud, debris and detritus on the public highway;
 - e) Measures to minimise noise, dust and disturbance to neighbouring properties;
 - f) Hours of construction activity and delivery times;
 - g) Wheel washing facilities, where appropriate.
- h) The CMP shall also include specific provisions to prevent construction and delivery vehicle movements to and from the site during school drop-off and pick-up periods, in recognition of the sensitivity of Brocks Drive as part of an informal one-way system serving local school traffic.
- i) The approved CMP shall be adhered to for the duration of the construction period.

Reason:

In the interests of highway safety, the free flow of traffic, and the protection of residential amenity, in accordance with the National Planning Policy Framework and Policies ID3 and D1 of the Guildford Borough Local Plan: strategy and sites.

Planning Application No: 25/P/01327 - Flat 2, 5 Halifax Close, Worplesdon, Guildford, GU3 3FN - Erection of a shed in rear garden (retrospective application) and retention of two areas of decking (amended description). (amended and additional drawings received 14/04/26).

It was **RESOLVED**: that the Parish Council would object to this retrospective application as follows:

The Council notes that insufficient detail has been provided within the submission, in particular the absence of clear measurements relating to the bulk, scale, height and overall footprint of the garden shed and associated raised decking. This lack of information makes it difficult to fully assess the impact of the development.

Notwithstanding this, based on the information available, the Parish Council considers that the development, by reason of its bulk, scale, height and elevated positioning, appears visually dominant and overbearing when viewed from the neighbouring property. The relationship between the structure and the adjoining residential curtilage is such that it gives rise to a harmful sense of enclosure.

Furthermore, the introduction of raised decking and the apparent increase in site levels has the potential to exacerbate localised surface water runoff, thereby increasing the risk of flooding to the neighbouring dwelling. In the absence of any drainage details or mitigation measures, the Local Planning Authority cannot be satisfied that the development would not give rise to adverse flood risk impacts.

The Parish Council is also concerned that the positioning of windows within the shed, at a height above the existing approximately 6ft boundary fencing, results in a direct and unacceptable loss of privacy to the adjoining garden. This introduces overlooking and a perception of being overlooked, which is detrimental to residential amenity.

The proposal is therefore considered to be contrary to the National Planning Policy Framework (2024), in particular those sections which seek to secure a high standard of amenity for existing and future occupants.

In addition, the development conflicts with the Guildford Borough Local Plan: strategy and sites, specifically:

1. Policy D1 (Place Shaping), which requires development to function well, add to the overall quality of the area, and safeguard the amenity of existing residents; and
2. Policy P5 (Flooding), which seeks to ensure that development does not increase flood risk elsewhere and appropriately manages surface water.

Conclusion

For the reasons set out above, the Parish Council considers that the development results in unacceptable harm by reason of its scale, overbearing impact, increased flood risk potential, and loss of privacy, and therefore recommends

refusal of the application.

Planning Application No: [26/P/00372](#) - 5 and 7 Brookside, Jacobs Well, Guildford, GU4 7NS - Erection of single storey rear extensions to Nos. 5 and 7 Brookside.

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

Planning Application No: [26/P/00433](#) - Cranmere, The Avenue, Worplesdon, Guildford, GU3 3RA - Erection of a small infill front extension, single storey front/side/rear extension to existing garage, alterations to fenestration and insulation added to existing roof.

It was **RESOLVED**: that the Parish Council raise concern regarding the proposed extension due to its size, bulk, mass and increased floor area when compared to the original dwelling.

The Council notes that the bungalow has already been extended and is concerned about the cumulative impact of both the existing and proposed additions.

The Parish Council also notes that the application does not specify the intended use of the room proposed behind the garages, making it difficult to fully assess the proposal and its potential impact.

Planning Application No: [26/P/00478](#) - 56 Grangefields Road, Jacobs Well, Guildford, GU4 7NP - Single storey rear extension following demolition of existing rear conservatory

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

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 air source heat pump. (description amended 07/10/2025).

Planning appeal – for information only

Planning Application No: 25/P/01414 Great Oaks Goose Rye Road, Worplesdon, Guildford, GU3 3RQ - Erection of first floor front extension over new open timber porch, single storey rear extension with conversion of existing garage into habitable accommodation and erection of new detached garage along with alterations to fenestration, following demolition of existing conservatory/front porch.

An appeal has been lodged against the Council's refusal of the above application. The Secretary of State has accepted the appeal, and it will be dealt with by way of Written Representations – Reference number: 6006069

2026-139 - Asbestos report – Horse Field, Salt Box Road

A copy of the Asbestos report had been circulated to all members via email in advance of the meeting.

The report noted that the soil is not contaminated with asbestos. The asbestos is limited to the various on-site buildings and, if left undisturbed, does not pose a serious threat.

The Parish Council had previously **RESOLVED** to submit a bid of £20,000 for the field based on the community survey feedback. Minute number 2026-121 refers.

Given the Parish Council's offer is acknowledged to be well below the perceived market value, and therefore is unlikely to be accepted, it was agreed that no action would be taken in respect of the asbestos report.

2026-140 - Event application - Jacobs Well Social Club - Summer Show 4 July 2026 - Use of Harry's Meadow

An application had been received from the Jacobs Well Social Club for permission to use Harry's Meadow to facilitate parking for their summer show event.

Following discussion, it was **RESOLVED** that permission be granted for the Jacobs Well Social Club to use Harry's Meadow for the Jacobs Well Summer Fair on the following basis:

- The event to take place between 2.00 pm and 4.00 pm; and
- Use of the field permitted between 9.00 am and 4.00 pm.

The following conditions to apply:

- A maximum of 50 vehicles permitted to park at the top of the meadow;
- A responsible person to be present at the site entrance from the time the site is first opened until closure;
- Use of the key to be strictly controlled and no copies of the key to be cut;
- The key to be collected from Cllr Price's house on the day of the event and returned to Cllr Price immediately following the event;
- If the field is wet, it must not to be used for vehicle parking;
- Any damage arising from the event to be made good at the organisers' expense;
- The organisers to undertake and record, in writing, a site inspection prior to use and report the findings to the Parish Council;
- Any trip hazards identified during the inspection to be made safe prior to use at the organisers' expense; and
- Worplesdon Parish Council to arrange for the grass to be cut prior to the event on 4 July 2026.

2026-145 - Fairlands Family Fun Day Sunday 19 July 2026 (12 noon until 5pm)

The Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) had offered the Parish Council a free stall at this event, to highlight the work of the Council. Volunteers are required to help set up and operate the Parish Council's stall as well as tidying away after the event.

It was agreed that the Clerk would circulate a rota so that councillors can choose the most convenient times to assist with this event.

2026-147 - Quarterly playground inspections – 24 March 2026

Summary of Findings – 22 April 2026

On 24 March 2026 Inspector Mark Culverhouse from MJR Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

Gate [closest to the field] – closing slowly. Gasket could be wearing. [Groundstaff to monitor]

Wooden bench – chip one edge of bench could cause cuts or splinters. Bare wood exposed to weather and rot can occur. [Groundstaff to rub back chip and treat]

Toddler swings – top bar has paint damage exposing metal to the weather. [Assistant Clerk to source appropriate paint and Groundstaff to prepare and repaint]

Junior swings - eye fixings on Tango seat are loose but tightened to the max. [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Multiplay unit – some slight graffiti scratched into a panel.

Wetpour – Rubber edge is shrinking back leading to path to field. Surface either side of the swing barrier has also lifted causing a trip hazard. [Groundstaff to monitor wetpour for trip hazards. Assistant Clerk to obtain quote to address wetpour adjacent to swing barrier]

White House Lane, Jacobs Well Play Area

HAGS multi-play unit – Tear in scramble net cover [rubber coating over metal], rot is starting on one of the foot bridge slats, and some subsidence is occurring beneath the bottom of the slide. [Groundstaff to monitor]

See Saw – damage is occurring to the stops on the bottom of the seats. [Groundstaff to monitor. Assistant Clerk to obtain quotes for replacement seats]

Basket swing – wear on connectors to basket (replace when wear reaches 40%), and monitor the cut which has appeared in the rubber mulch beneath.

Tango seat – eye fixings on Tango seat are loose. [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Picture panel and Tumble Ball panel – Some strimmer damage starting to occur to the posts. [Groundstaff to monitor and, if necessary, fit strimmer guards]

There is a raised drain beyond the see-saw causing a potential trip hazard. [Clerk to approach contractor for a quote to reset the drain]

Wood Street Green Play Seat Area

Surface is covered in leaves and algae which could produce a slip hazard when wet. [Groundstaff to clean surface]
Paint has worn away exposing metal to the elements which could in future start rusting. [to be added to Groundstaff's list]

Worplesdon Play Area

Worplesdon Junior/Teen Area

Basketball hoop, baseboard and post (closest car park) - Some rust is appearing and the board has been bent. [Groundstaff to monitor]

Edge snapped off corner of MUGA points board. [Groundstaff to monitor]

Green spinny pole – bearing worn. Monitor and replace. [Item subsequently removed]

Double perch - Bounce stop has moved in the rubber and incorrect fixings were used to secure it to the wetpour surfacing. [Highlighted to manufacturer and installation contractor – bounce stop subsequent re-installed correctly]

Basket swing – small, damaged area in rubber wet pour (behind main swing area). [Contractor has subsequently repaired this area]

Worplesdon Toddler Area

Wooden bench – rub down and treat. [Groundstaff to address]

Multi-play Unit – Subsidence has occurred under the graphic at the base of the slide. [Groundstaff to monitor]

Multi-play Unit – Spinning ball has been damaged and is coming apart which could create a finger trap. [Groundstaff addressed this immediately and re-glued the ball components]

Multi-play Unit – Grass cuttings left on wetpour surface. [Groundstaff have blown the arisings from the surfacing]

Fixings are missing from the bottom of the 'What time is it?' play panel. [Groundstaff have subsequently ordered and fitted replacement fixings]

Fixings are missing from the bottom of the 'Today's weather is...' play panel. [Groundstaff have subsequently ordered and fitted replacement fixings]

The Assistant Clerk confirmed that the tango seat swings are fitted as they are supposed to be.

It was proposed by Cllr M Price, seconded by Cllr B Nagle and unanimously **RESOLVED** that the report be approved and accepted.

2026-148 - 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 N Mitchell, seconded by Cllr R Watson and unanimously **RESOLVED** that payments to the value of £20,679.21 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting

Table 1 – Payment list 30 April 2026

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	09/04/2026	Hire of storage container MW - February 2026	Activate Learning	87.00	0.00	87.00
Cost of hiring meeting rooms	09/04/2026	Booking for Annual Parish Assembly 2027	Jacobs Well Village Hall	83.00	0.00	83.00
Revenue Costs Works Vehicle	09/04/2026	Fuel for works van	MFG Woodbridge Hill	42.50	0.00	42.50
Parish Office	15/04/2026	Gas & Electricity - Unit 2 Saxton - 01.03.26 -31.03.26	Octopus Energy Limited	141.91	7.10	149.01
Christmas trees/lights WS, Perry Hill	15/04/2026	Electrical supply Perry Hill Green - 26.02.26 - 31.03.26	Octopus Energy Limited	36.54	1.83	38.37
Playground Repairs	16/04/2026	Remove whizzer pole and repair wet pour - Worplesdon Play Area	MJR Services	365.00	0.00	365.00
Land Management	16/04/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	37.18	7.44	44.62
IT budget	16/04/2026	OnePhone - phone charges - including mobile data	BT PLC	225.56	45.11	270.67
IT budget	16/04/2026	Mobile Phone Charges	EE	95.85	0.00	95.85
IT budget	17/04/2026	Additional back-up	Apple.com	2.49	0.50	2.99
IT budget	20/04/2026	Subscription - 17.04.26 - 16.05.26	Adobe	16.64	3.33	19.97
IT budget	20/04/2026	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Parish Office	22/04/2026	Water and sewerage charge - Unit 2 Saxton - 01.03.26 - 31.03.26	Castle Water	25.98	0.00	25.98
Parish Newsletter	22/04/2026	Delivery of parish newsletters	Colne Distribution Ltd	360.00	72.00	432.00
Establishment Charges	22/04/2026	Cleaning materials for office	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	30.23	6.05	36.28
IT budget	23/04/2026	Standard Fibre 76 Pro & Digital Line	BT PLC	58.95	11.79	70.74
Land Management	22/04/2026	Strimmer line	Sutton Green Garden Centre	7.99	0.00	7.99
Establishment Charges	22/04/2026	Eye Test - VF	Hook Heath Eye Care	45.00	0.00	45.00
Establishment Charges	26/04/2026	3 x 1l Ironing Water	Tesco	4.80	0.00	4.80
Establishment Charges	27/04/2026	Plates x 11 and Jug	Asda Store Ltd	11.04	2.21	13.25
Chairman's Allowance	25/04/2026	Food and sundries for event	Tesco	18.60	0.00	18.60
Chairman's Allowance	25/04/2026	Food for event	Costco	9.97	1.99	11.96
Chairman's Allowance	25/04/2026	Food for event	Costco	253.36	0.00	253.36
IT budget	27/04/2026	Office 365 charges	BT PLC	336.00	67.20	403.20
Revenue Costs Works Vehicle	27/04/2026	Fuel for works van	Waitrose Shell	30.03	6.01	36.04
Staff Costs	29/04/2026	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	14,543.68		14,543.68
Staff mileage	27/04/2026	Mileage	Mrs V C Fear	16.25	0.00	16.25
Bank Interest/Charges	28/04/2026	Bank Charge - March 2026	Metrobank	3.00	0.00	3.00
Establishment Charges	28/04/2026	Data Protection Fee	Information Commissioner's Office	47.00	0.00	47.00
Establishment Charges	29/04/2026	ULCS Membership VF	Union for Local Council Staff	60.00	0.00	60.00
Establishment Charges	29/04/2026	Job Advert	NALC	100.00	20.00	120.00
Establishment Charges	29/04/2026	Corkscrews x2	Tesco	8.10	0.00	8.10
Chairman's Allowance	29/04/2026	Napkins for Event	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	6.91	1.38	8.29
Chairman's Allowance	29/04/2026	Balloons for event	Mrs V C Fear - Fairlands Post Office & Special Occasions Party Shop	14.33	0.00	14.33
Establishment Charges	29/04/2026	Printer paper	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	12.11	2.42	14.53
Chairman's Allowance	29/04/2026	Food for event	Mrs V C Fear - Lidl	27.49	5.50	32.99
Councillor's Allowance	29/04/2026	Food for event	Mrs V C Fear - Lidl	20.55	0.00	20.55
IT budget	29/04/2026	Broadband FTTP 1G - 30/03/2026 - 30/04/2026	Cloudy IT	50.06	10.01	60.07
Land Management	29/04/2026	Hire of storage container MW - April 2026	Activate Learning	87.00	0.00	87.00
Parish Office	29/04/2026	Parking signs	Guildford Signs	75.00	15.00	90.00
Staff mileage	29/04/2026	Mileage	Mr N Smart	109.85	0.00	109.85
IT budget	29/04/2026	Backup, eHub, Admin, Support, Cyber Pro, M'soft	Cloudy IT	225.58	45.12	270.70

Code	Date	Description	Supplier	Net	VAT	Total
		Intune, Defender, Teams & Entra - 24.03.26-30.04.26				
Establishment Charges	29/04/2026	Annual subscription - NALC 2026-27	Surrey ALC Ltd	565.19	0.00	565.19
Establishment Charges	29/04/2026	Annual subscription - SALC 2026-27	Surrey ALC Ltd	2,029.50	0.00	2,029.50
				20,343.89	335.32	20,679.21

b) Challengers - £500 Grant request

The grant application had been circulated to all members via email in advance of the meeting.

Following a lengthy discussion, it was proposed by Cllr B Ahier, seconded by Cllr T Wright that a grant of £400 be awarded (to offset the cost of waiving the fee for a charitable event).

A vote took place: 2 For, 4 against. Motion failed.

It was then proposed by Cllr N Mitchell, seconded by Cllr R Watson and **RESOLVED** that the fee for using the Green be waived, and a grant of £500 be awarded.

A vote took place. 4 For, Cllr N Crampin, Cllr T Wright, and Cllr B Ahier voted against. Motion carried.

2026-149 - Date of next Planning/General Purposes and Finance Committees meeting: Thursday 30 April 2026

Meeting closed 20:38.

Signed:

Chairman of the Council
Date: 9 April 2026