



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 11 June 2026

2026-197 - Present

Councillors:

Cllr B Ahier, Cllr N Crampin, Cllr N Mitchell, Cllr G Burch, Cllr M Price (Chairman), and Cllr R Watson.

Officers of the Council:

Mrs G White - Retiring Clerk to the Council
Miss M Wingate - Clerk to the Council
Mrs V Fear - Assistant Clerk

Members of the public:

None present.

2026-198 - Appointment of the Chairman for the meeting:

It was proposed by Cllr B Ahier, seconded by Cllr G Burch, and unanimously **RESOLVED** that Cllr M Price be appointed as Chairman for the meeting.

Appointment of the Chairman for the municipal year will take place at the next GPs meeting, to be held on 23 July 2026.

2026-199 - 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 T Wright. Cllr T Wright's apologies and reasons for absence were accepted and approved. Cllr R Watson attended as substitute.

2026-200 - Public participation session

No members of the public were present.

2026-201 - 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.

2026-202 - Amendments to the Register of Interests

No declarations were made.

2026-203 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-204 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

2026-205 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-206 - Planning Applications for consideration:

Planning Application No: [26/P/00608](#) - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU - Certificate of lawfulness for existing building work to confirm that planning permission 99/P/01819 (Appendix 1) was implemented within the statutory three-year time frame and is therefore extant, allowing the construction of the garage to continue lawfully. (For information only).

It was **RESOLVED**: that the Parish Council would support this retrospective application provided the proposed building remains ancillary to the main building.

It was noted that some documents were omitted from the application pack.

Planning Application No: [26/P/00629](#) - 20 Envis Way, Fairlands, Guildford, GU3 3NH - Erection of new and replacement boundary fences, some 1.8m high and some 2.2m high. Installation of raised parking area to front of property and installation of two number raised Patios at height greater than 300mm above local ground level.

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

The fence of 2.2m to the boundary of the adjoining property (a bungalow) is considered intrusive as it may reduce the light entering the adjacent property.

Planning Application No: [26/P/00667](#) - 29 Rickford Hill, Worplesdon, Guildford, GU3 3PG - Certificate of lawfulness for proposed development to establish whether the erection of a single storey side and rear extension and new enclosed front porch following the removal of existing rear extension and garage is lawful.

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

Planning Application No: [26/P/00614](#) - 51 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - Single storey rear extension.

It was **RESOLVED**: that the Parish Council has no objection in principle to the proposed extension, however, the Council would request that condition is applied:

1. Deliveries should avoid school drop-off and pick-up times.

Planning Application No: [26/P/00681](#) - Field Villa, Liddington New Road, Guildford, GU3 3AH - Proposed side/rear roof alterations, façade alterations, and changes to fenestration.

It was **RESOLVED**: that the Parish Council has no objection to the proposed extension. As this property is located in a known flood risk zone, it may be a good opportunity for the homeowners to install additional drainage.

2026-207 - Volunteer Fishing Bailiff for Wood Street Village Pond

Matt West had kindly volunteered to be the fishing bailiff for Wood Street Village Pond. A draft agreement was proposed for this activity.

It was proposed by Cllr M Price, seconded by Cllr N Crampin and unanimously **RESOLVED** that the agreement be approved and accepted.

The insurers were contacted and the role (a high-risk volunteer activity) has been added to the Parish Council's policy.

The council was advised that Danni Rogers (volunteer wildfowl rescuer, Shepperton Swan Sanctuary, Surrey) had attended the pond to look at a reported male Mallard duck with a broken wing. The response was that the best course of action was to leave the duck in-situ. While attending the pond, Danni cleared some fishing line and tackle from the water. Danni and Matt are both keen to endorse utilisation of barbless hooks, which Matt is planning to promote while performing his duties. There was also mention of implementing a tube for disposing of damaged tackle, with intent to install at the swim nearest the shelter.

2026-208 - Angling Information Leaflet

The Assistant Clerk had prepared a draft leaflet to be displayed at the pond.

It was proposed by Cllr M Price, seconded by Cllr N Crampin and unanimously **RESOLVED** that the leaflet be approved.

2026-209 - Jazz festival 2026

The Event Management Plan and Site Plan had been circulated to all Members by email in advance of the meeting.

It was proposed by Cllr N Crampin, seconded by Cllr B Ahier and unanimously **RESOLVED** that the management plan and site plan be approved.

2026-210 - Street Trading Application – The Galloping Bean (to trade around Wood Street Village Green)

The Council reviewed this application and highlighted four main areas of concern:

1. Highway Safety

The proposed locations on both the east and west sides of the Green raise highway safety concerns.

At the western end of the Green, the parking of a horse box and associated customer vehicles could impede visibility at an existing junction where sightlines are already restricted.

At the eastern end of the Green, there is a permissive horse ride. In addition, anglers using the village pond regularly park their vehicles in this location. The Parish Council is concerned that the introduction of a coffee stall could increase parking demand, resulting in congestion and potential conflict between different users of the Green.

2. Impact on Community Events

Wood Street Village Green hosts a number of established community events throughout the year, including (but not limited to) the May Day event, Summer Show, Jazz Festival, Macmillan fundraising event and Christmas Carol Service. The application does not address how the proposed business would operate alongside these events. The Parish Council seeks clarification regarding whether trading hours and operating arrangements would be adjusted to accommodate community events and prevent conflicts of use.

3. Safeguarding Considerations

Worplesdon Parish Council has recently granted permission to Christopher Robin Day Nursery to use an area of the Green on the western side for weekly outdoor PE sessions.

The Parish Council is concerned that the proximity of the proposed coffee stall to these activities could give rise to safeguarding considerations which have not been addressed within the application.

4. Waste Management

The application states that waste will be disposed of at Slyfield; however, it is unclear whether appropriate arrangements have been made for the disposal of commercial waste.

In addition, the Parish Council is concerned that customers may utilise litter bins provided and maintained by the Parish Council, resulting in increased waste volumes and associated costs to the public purse.

It was proposed by Cllr N Mitchell, seconded by Cllr N Crampin and **RESOLVED** that the Parish Council submit a objection to the licencing team at Guildford Borough Council. Cllr R Watson abstained.

2026-211 - Great Crested Newt Survey – Wood Street Village Pond – Report received

A report was received from Thomson Environmental Consultants confirming that great crested newts are not present at the Wood Street Village Pond.

Two further quotations for de-silting the pond are to be obtained as soon as practicable.

2026-212 - 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 £23,166.38 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting

Table 1 – Payment list 11 June 2026

Code	Date	Description	Supplier	Net	VAT	Total
Staff Costs	21/05/2026	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	15,387.46	0.00	15,387.46
Staff mileage	21/05/2026	Mileage	Mrs G F White	32.50	0.00	32.50
Staff mileage	21/05/2026	Mileage	Mrs V C Fear	21.45	0.00	21.45
IT budget	26/05/2026	Standard Fibre 76 Pro & Digital Line - Early Termination Charges	BT PLC	247.17	49.43	296.60
Parish Office	21/05/2026	External window cleaning	Trevor Porter Window Cleaning Service	21.00	4.20	25.20
Establishment Charges	21/05/2026	Batteries for office use	Mrs V C Fear - SNL Dynamics Ltd (Amazon)	4.15	0.83	4.98
Bank Interest/Charges	28/05/2026	Bank charges - April 2026	Metrobank	3.00	0.00	3.00
Bank Interest/Charges	31/05/2026	Bank charges - April 2026	Unity Trust Bank	7.00	0.00	7.00
Revenue Costs Works Vehicle	01/06/2026	Service plan - 29th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/06/2026	MOT Service plan - 29th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Establishment Charges	01/06/2026	Office materials	Sainsburys	7.50	0.00	7.50
Land Management	01/06/2026	Fuel for tools	Waitrose Shell	13.12	2.63	15.75
Revenue Costs Works Vehicle	01/06/2026	Fuel for works van	Waitrose Shell	49.03	9.81	58.84
Parish Office	01/06/2026	Business rates - Parish Office	Guildford Borough Council	1,027.65	0.00	1,027.65
Community Car Park	01/06/2026	Business rates - Community Car Park	Guildford Borough Council	89.35	0.00	89.35
Establishment Charges	02/06/2026	Printer paper	Sounds Wholesale Ltd (Amazon)	24.05	4.81	28.86
Chairman's Allowance	02/06/2026	Photo album for MB (Freedom of the Parish event)	Photobox	38.97	0.00	38.97
Land Management	03/06/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	68.81	13.76	82.57
Establishment Charges	03/06/2026	Rectangular desk with 3 drawer mobile pedestal	Surrey Office Supplies	275.00	55.00	330.00
IT budget	03/06/2026	FTTP, Backup, eHub, Admin, Support, CyberPro, M'Soft	Cloudy IT	278.28	55.66	333.94

Code	Date	Description	Supplier	Net	VAT	Total
		Intune,Defender,Teams &Entra - 01.05.26-31.03.26				
IT budget	03/06/2026	FTTP,Backup,eHub,Admin,Support, CyberPro ,M'Soft365, Teams - 01.06.26-30.06.26	Cloudy IT	380.17	76.03	456.20
PC Grant Aid to Wards	03/06/2026	Grant - 2026/27	Worplesdon Primary School	500.00	0.00	500.00
PC Grant Aid to Wards	03/06/2026	Grant - 2026/27	Wood Street Infant School	500.00	0.00	500.00
Grass Cutting	03/06/2026	Grass cutting - Month 2 2026	GCB Gardens	2,481.81	496.36	2,978.17
Land Management	04/06/2026	Materials	Selco Builders Warehouse	9.40	1.88	11.28
Donations	04/06/2026	Donation - 2026/27	Crimestoppers	108.00	0.00	108.00
Parish Office	04/06/2026	Cleaning Services - Parish Office	Charlotte Bridge	270.00	0.00	270.00
Section 137	04/06/2026	Donation - 2026/27	Kent, Surrey & Sussex Air Ambulance	324.00	0.00	324.00
Land Management	05/06/2026	Fuel can for tools and Materials	Wickes	13.25	2.65	15.90
Land Management	05/06/2026	Drainage Square Rodding Eye	Travis Perkins	64.80	12.96	77.76
Establishment Charges	09/06/2026	Greetings cards	Cards Direct Retail Ltd	7.84	0.00	7.84
Establishment Charges	10/06/2026	Stationery	Mrs G F White - Amazon EU S.a.r.l.	15.13	3.03	18.16
Establishment Charges	10/06/2026	Stationery	Mrs G F White - Amazon EU S.a.r.l.	25.98	0.00	25.98
Land Management	10/06/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	37.66	7.53	45.19
Total				22,364.39	801.99	23,166.38

2026-213 - Date of next Planning/General Purposes and Finance Committees meeting: Thursday 23 July 2026
Meeting closed 20:22.

Signed:

Chairman of the Council
Date: 2 July 2026