



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 19:32 on Thursday 3 September 2026

2026-302 - Present

Councillors:

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

Officers of the Council:

Miss M Wingate - Clerk to the Council

Mrs V Fear - Assistant Clerk

Members of the public:

None present.

2026-303 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

None received.

2026-304 - Public participation session

No members of the public were present.

2026-305 - 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.

2026-306 - Amendments to the Register of Interests

No declarations were made.

2026-307 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-308 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr N Mitchell declared a non-pecuniary interest relevant to the agenda item regarding Liddington Hall Farm fields, as his property shares a boundary and overlooks these fields.

2026-309 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-310 - Planning Applications for consideration:

Planning Application No: [26/T/00224](#) - 1 Finglebridge Cottages, Woking Road, Guildford, GU4 7PS - T1 - Oak Tree Reduce by approximately 6m in height and lateral spread due to heavy crown decline. All deadwood removed (TPO 11 of 2010).

It was **RESOLVED**: Leave to tree officer.

Planning Application No: [26/W/00051](#) - 38 Frog Grove Lane, Guildford, GU3 3EX - Prior notification for a single storey 8.00 metre rear extension, 2.93 metres in height with an eaves height of 2.93 metres. (For information only).

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

Planning Application No: [26/W/00052](#) - 38 Frog Grove Lane, Guildford, GU3 3EX - Prior notification for a single storey 8.00 metre rear extension, 3.45 metres in height with an eaves height of 2.93 metres. (For information only).

It was **RESOLVED**: Leave to planners. With comment that there is a preference for this application over the alternate application 26/W/0051.

Planning Application No: [26/P/01083](#) - 48 Liddington New Road, Guildford, GU3 3AH - Erection of a single storey side extension and double storey side and rear extension following the demolition of existing conservatory.

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

Worplesdon Parish Council has reviewed the application and wishes to make the following comments:

Scale, bulk and roof form

The Parish Council notes the significant increase in the scale and bulk of the dwelling arising from the proposed two-storey side and rear extensions, including the increased extent and massing of the roof.

The Council asks the Planning Authority to carefully consider whether the cumulative scale, bulk, massing and roof form of the proposed extensions remain proportionate to the original dwelling and respect the character and appearance of the existing property and surrounding residential area.

In particular, consideration should be given to whether the enlarged roof form would result in an unduly dominant appearance when viewed in the context of neighbouring development.

The Parish Council considers that the proposal should demonstrate compliance with Policy D1 (Place Shaping) of the Guildford Borough Local Plan: Strategy and Sites 2015–2034 and the relevant design policies within the Local Plan: Development Management Policies, which seek high-quality design that responds appropriately to local character, scale and context.

Water efficiency and climate resilience

The Parish Council notes that the application does not appear to include any details regarding rainwater harvesting or grey-water recycling/re-use.

Given the increased roof area created by the development, the Parish Council considers that there is an opportunity to incorporate rainwater harvesting measures within the scheme and asks the applicant and Planning Authority to consider appropriate measures to reduce potable water consumption and manage rainwater sustainably.

This would support the objectives of Guildford Borough Council's adopted climate change and sustainable design policies and supplementary planning guidance, together with the NPPF's objectives relating to climate change mitigation, adaptation and sustainable development.

2026-311 - Wood Street Village Show 2027 - Application form

Further to the agreement in principle granted by the Council on 2 July 2026 (Minute 2026-234), an application had been received from Wood Street Village Association to hold the 2027 Wood Street Village Show on Saturday 17 July 2027.

It was proposed by Cllr G Burch, seconded by Cllr N Crampin and unanimously **RESOLVED** that the application be approved, subject to receipt, prior to the event, of the Council's standard supporting documentation, including an up-to-date site plan, appropriate risk assessments, evidence of relevant insurance cover, and any other required health and safety documentation.

2026-312 - Wood Street Village Green - Electrical supply changes request

Members considered a request from Wood Street Village Association (WSVA) to undertake improvements to the electrical supply at Wood Street Village Green for safety reasons.

It was noted that WSVA currently takes responsibility for the maintenance of the electrical installations at the Green and would continue to do so following completion of the proposed works.

It was proposed by Cllr M Price, seconded by Cllr G Burch and unanimously **RESOLVED** that the proposed electrical works be approved, subject to WSVA providing appropriate risk assessments and relevant health and safety documentation prior to the works commencing.

2026-313 - Maintenance of the Millenium Well in Jacobs Well

Members considered the future ownership and maintenance of the Millennium Well monument at Jacobs Well following the dissolution of the Jacobs Well Residents Association.

It was proposed by Cllr M Price, seconded by Cllr B Ahier and unanimously **RESOLVED** that Worplesdon Parish Council adopt the Millennium Well monument and assume responsibility for its ongoing maintenance.

2026-314 - Community Right to Bid: Liddington Hall Farm fields

A briefing paper was prepared by Gaynor White proposing that Worplesdon Parish Council support the submission of an Asset of Community Value nomination under the Community Right to Bid provisions in respect of the Liddington Hall Farm fields, having regard to their longstanding and continuing recreational and community use and their contribution to the social wellbeing and social interests of the local community.

It was proposed by Cllr G Burch, seconded by Cllr T Wright and unanimously **RESOLVED** that Worplesdon Parish Council authorise the Clerk to the Council to prepare and submit the necessary nomination to Guildford Borough Council.

Appendix 1: Briefing Note: Liddington Hall Farm fields – Proposed Community Right to Bid

2026-315 - Licencing Application – Merrist Wood College, Coombe Lane, Worplesdon, Guildford, Surrey, GU3 3PE – Bavaria Events

A licence request was received for the annual Oktoberfest Guildford event taking place at Merrist Wood College on 9 October 18:00 – 23:00 and 10 October 2026 12:00 - 23:00, managed by Bavaria Events Ltd.

The Councillors confirmed their support.

2026-316 - 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 G Burch, seconded by Cllr N Crampin and unanimously **RESOLVED** that payments to the value of £44,414.57 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 3 September 2026

Code	Date	Description	Supplier	Net	VAT	Total
Replacement Badge of Office	13/08/2026	Chairman and Vice Chairman Badges of Office	Michaels Civic Robes and Regalia Limited	£2,559.00	£511.80	£3,070.80
Establishment Charges	13/08/2026	Mulberry LAS Annual Conference 2026 x2	Mulberry Local Authority Services Limited	£120.00	£24.00	£144.00
Tree Surgery	13/08/2026	OPM removal - 9 Trees	Lumber-Jacks Tree Services Ltd	£1,550.00	£310.00	£1,860.00
Parish Newsletter	13/08/2026	Newsletters and Annual Surveys	Knaphill Print Co Ltd	£870.00	£0.00	£870.00

Minutes approved by the Full Council 24 September 2026

Code	Date	Description	Supplier	Net	VAT	Total
Training	13/08/2026	Training - Playground Inspectors Course - MW 17/09/26	Surrey ALC Ltd	£250.00	£50.00	£300.00
Training	13/08/2026	Training - Playground Inspectors Course - MW 17/09/26 - Certification	Surrey ALC Ltd	£150.00	£0.00	£150.00
Land Management	13/08/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£79.38	£15.88	£95.26
Land Management	12/08/2026	Red Gorilla Shallow Green 15L (Bird Bath)	Rokers	£6.25	£1.25	£7.50
Land Management	12/08/2026	Garden Scissors	Rokers	£10.79	£2.16	£12.95
Pond Maintenance	13/08/2026	Gloves for Pond	TradePoint	£3.00	£0.60	£3.60
IT budget	17/08/2026	Additional back up	Apple.com	£2.49	£0.50	£2.99
Revenue Costs Works Vehicle	17/08/2026	Fuel for works van	Waitrose Shell	£40.44	£8.09	£48.53
Ward Improvements	18/08/2026	Water Tankers for WSV Pond	The Drinking Water Club	£1,590.00	£318.00	£1,908.00
IT budget	19/08/2026	Subscription - 17.08.26 - 16.09.26	Adobe	£16.64	£3.33	£19.97
IT budget	19/08/2026	ChatGPT Plus Subscription	OpenAI LLC	£16.67	£3.33	£20.00
IT budget	19/08/2026	Office 365 charges - April 2026 Refund	BT PLC	-£112.00	-£22.40	-£134.40
Parish Office	19/08/2026	Water and sewerage charge - Unit 2 Saxton - 01.07.26 - 31.07.26	Castle Water	£30.83	£0.00	£30.83
Land Management	20/08/2026	Top Soil for Trip Hazards	TradePoint	£15.00	£3.00	£18.00
Land Management	24/08/2026	Fuel for tools	Esso Bellfields	£7.62	£1.53	£9.15
Land Management	24/08/2026	Graffiti Wipes	Graffiti Removal Limited	£266.00	£53.20	£319.20
Land Management	25/08/2026	Gloves & Disinfectant	Cluskeys CCP Ltd	£13.99	£2.80	£16.79
Land Management	26/08/2026	Masks & Goggles	Cluskeys CCP Ltd	£18.50	£3.70	£22.20
Establishment Charges	26/08/2026	ULCS Membership MW	Union for Local Council Staff	£60.00	£0.00	£60.00
Staff Costs	27/08/2026	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	£28,682.00	£0.00	£28,682.00
Staff mileage	27/08/2026	Mileage	Mrs V C Fear	£11.05	£0.00	£11.05
Staff mileage	27/08/2026	Mileage	Miss M Wingate	£88.40	£0.00	£88.40
Staff mileage	27/08/2026	Mileage	Mrs G F White	£84.18	£0.00	£84.18
Revenue Costs Works Vehicle	28/08/2026	Fuel for works van	Waitrose Shell	£37.49	£7.50	£44.99
ER Ringfenced for the village of Jacobs Well	28/08/2026	Silent Soldier for Jacobs Well	Royal British Legion Industries	£175.00	£35.00	£210.00
Chairman's Allowance	28/08/2026	Large event poppies - pack of 20 & Medium Poppy Wreath x6	Royal British Legion Industries	£115.00	£23.00	£138.00
Donations	28/08/2026	Large event poppies - pack of 20 & Medium Poppy Wreath x6	Royal British Legion Industries	£316.67	£63.33	£380.00
Accrual towards bus shelters/seats/benches etc	27/08/2026	Replacement bench - Fairlands Play Area	Glasdon UK Ltd	£689.42	£137.88	£827.30
Bank Interest/Charges	28/08/2026	Bank charges	Metrobank	£3.00	£0.00	£3.00
Bank Interest/Charges	31/08/2026	Bank charges	Unity Trust Bank	£7.00	£0.00	£7.00
Establishment Charges	01/09/2026	Office Sundries	Sainsburys	£7.00	£0.00	£7.00
Parish Office	01/09/2026	Business rates - Parish Office	Guildford Borough Council	£1,027.65	£0.00	£1,027.65
Community Car Park	01/09/2026	Business rates - Community Car Park	Guildford Borough Council	£89.35	£0.00	£89.35
Chairman's Allowance	01/09/2026	Event sundries - 30.08.26	Tesco	£6.00	£0.00	£6.00
Revenue Costs Works Vehicle	01/09/2026	Service plan - 32nd instalment of 45	PlanMyService LLP	£27.08	£5.42	£32.50
Revenue Costs Works Vehicle	01/09/2026	MOT Service plan - 32nd instalment of 45	PlanMyService LLP	£3.78	£0.00	£3.78
IT budget	02/09/2026	FTTP, Backup, eHub, Admin, Support, CyberPro, M'Soft365, Teams- 01.08.26-31.08.26	Cloudy IT	£418.12	£83.62	£501.74
Land Management	02/09/2026	Hire of storage container MW - August 2026	Activate Learning	£87.00	£0.00	£87.00

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	02/09/2026	Delivery of leaflets	Colne Distribution Ltd	£360.00	£72.00	£432.00
Land Management	02/09/2026	Clearing by White House Pond & branches by WSV CC	Stephen Gunner	£300.00	£0.00	£300.00
Playground Repairs	02/09/2026	JW Play Area - New Aco sump unit	T J Hunt (Contracting) Ltd	£1,215.00	£243.00	£1,458.00
Parish Office	02/09/2026	External window cleaning	Trevor Porter Window Cleaning Service	£21.00	£4.20	£25.20
Establishment Charges	02/09/2026	Diaries	Card Factory	£5.37	£0.00	£5.37
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Mrs V C Fear - Fairlands Post Office & Special Occasions Party Shop	£31.34	£0.00	£31.34
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Mrs V C Fear - M&S	£2.50	£0.00	£2.50
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Mrs V C Fear - Welcome Fairlands	£51.21	£0.00	£51.21
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Ms M Wingate - Welcome Fairlands	£1.49	£0.00	£1.49
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Mrs V C Fear - Lidl	£37.29	£7.46	£44.75
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Mrs V C Fear - Lidl	£22.01	£0.00	£22.01
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Ms M Wingate - Morrisons	£19.78	£0.00	£19.78
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Ms M Wingate - Costco	£34.96	£6.99	£41.95
Chairman's Allowance	02/09/2026	Refreshments for event - 30.08.26	Ms M Wingate - Costco	£211.66	£0.00	£211.66
Chairman's Allowance	02/09/2026	Donation - T Cater	Prostate Cancer UK	£50.00	£0.00	£50.00
Chairman's Allowance	02/09/2026	Donation - T Cater	GUTS Fighting Bowel Cancer	£50.00	£0.00	£50.00
Chairman's Allowance	02/09/2026	Donation - T Cater	British Heart Foundation	£50.00	£0.00	£50.00
Section 137	02/09/2026	Grant for HEMS	Kent Surrey Sussex Air Ambulance	£500.00	£0.00	£500.00
Cost of hiring meeting rooms	02/09/2026	Hire of hall for Play Equipment Consultation	Jacobs Well Village Hall	£31.00	£0.00	£31.00
Total				£42,434.40	£1,980.17	£44,414.57

b) Baseline Ecological survey/Habitat Suitability Index (HSI) assessment – Pinks Hill Pond

The quotes were reviewed for the ecological survey to be completed to provide a baseline position for the planned restoration of Pinks Hill Pond.

It was proposed by Cllr T Wright, seconded by Cllr G Burch and unanimously **RESOLVED** that approval be given to proceed with the survey/assessment, conditional to receipt of the associated grant from Surrey County Council for restoration of the pond.

Power to spend: Open Spaces Act 1906, sections 9 and 10.

2026-317 - Date of next Planning/General Purposes and Finance Committees meeting: Thursday 15 October 2026

Meeting closed 20:13.

Signed:

Chairman of the Council
Date: 24 September 2026