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 15 October 2026

2026-345 - 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:

Melissa Lawson.

2026-346 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

None received.

2026-347 - Public participation session

The member of the public present declined to address the committee.

2026-348 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)

Cllr N Crampin declared that the planning application for 48 Wood Street references sharing a boundary with Steadmans Mead, which is the property owned by Cllr N Crampin. However, this is erroneous as there is no shared boundary.

2026-349 - Amendments to the Register of Interests

No declarations were made.

2026-350 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-351 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

2026-352 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-353 - Planning Applications for consideration:

Planning Application No: 26/P/01217 - Oak End, Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Demolition of the existing dwelling and erection of two semi-detached dwellings.

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

Worplesdon Parish Council raises no objection in principle to the proposed redevelopment of the site but has concerns regarding flood risk and surface-water management.

The Parish Council notes that Environment Agency mapping identifies the site as currently having a medium risk of flooding, with the projected annual chance of flooding increasing to high risk between 2040 and 2060. Given that the proposed dwellings will reasonably be expected to remain in use well beyond this period, the Parish Council considers that future flood risk and the effects of climate change should be fully addressed as part of the application.

The proposal would increase the number of dwellings on the site, yet there appears to be insufficient information regarding sustainable drainage, surface-water attenuation and how the development would avoid increasing flood risk to neighbouring properties. The Parish Council therefore requests that appropriate Sustainable Drainage Systems (SuDS) and attenuation measures are incorporated into the development, with suitable arrangements for their long-term management and maintenance.

In view of the identified current and future flood risk, the Parish Council also considers that appropriate flood-resilient construction measures should be incorporated into the design, including raised electrical installations and other appropriate measures to enable the properties to recover quickly in the event of flooding.

The Parish Council further notes the absence of clear provision for electric vehicle charging points and requests that suitable EV charging infrastructure is incorporated within the development.

Planning Application SCCRef-2026-0147 - Land to the North-East of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR - Details of the Odour Management Plan pursuant to Condition 34 of Planning Permission ref: GU22/CON/00006 dated 10 November 2022

It was **RESOLVED** that the Parish Council have no comment on this application and its contents.

Planning Application No: 26/P/01249 - Old Rickford, Rickford, Worplesdon, Guildford, GU3 3PJ - Listed Building Consent for the internal restoration of exposed oak timber beams, principal vertical posts, fireplace mantle, and associated structural timber framing by dry ice blasting. The works comprise the specialist cleaning of the exposed oak ceiling beams, principal vertical posts, fireplace mantle, and associated structural timber framing located across the ground floor reception rooms (sitting room and entrance hall), hallway, and first floor bedrooms (three bedrooms) to remove existing paint coatings, accumulated surface contamination, and age-related deposits. The works will not include the oak doors, wall panelling, skirting boards, or staircase treads. The cleaning will be done by a specialist heritage cleaning contractor, using dry ice (solid CO2) blasting. This is a non-abrasive, chemical-free, and moisture-free technique that removes surface contaminants by propelling solid CO2 pellets which sublimate on contact, leaving no residue. The works are entirely internal. No structural alterations, removal of historic fabric, or external works are proposed. A natural oil finish (linseed oil) may be applied following cleaning to nourish the timber, subject to the conservation officer's approval.

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

Worplesdon Parish Council (WPC) supports this application.

The Parish Council considers that the proposed internal restoration works represent a sensitive approach to the conservation and enhancement of the listed building. The specialist cleaning of the exposed historic oak timbers is intended to retain and reveal existing features without structural alteration or removal of historic fabric.

WPC particularly welcomes the use of a non-abrasive, chemical-free and moisture-free cleaning technique and notes that any subsequent application of a natural oil finish would be subject to the Conservation Officer's approval.

The proposals are considered to respect the significance and historic character of the listed building while enabling the sensitive restoration and continued appreciation of its original features. WPC therefore supports the application,

subject to the Conservation Officer being satisfied with the proposed methodology and treatment of the historic timberwork.

Planning Application No: 26/P/01250 - 48 Wood Street Green, Wood Street Village, Guildford, GU3 3EU - Alterations to existing outbuilding/workshop to facilitate improved ancillary use of loft space, including new rooflights/openings to the gable end and rear, with associated eaves storage for ancillary accommodation.

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

Worplesdon Parish Council (WPC) raises no objection in principle to the proposed alterations but wishes to raise the following matters for clarification and consideration:

The Parish Council notes apparent inconsistencies within the submitted plans and documentation. In particular, the red-line boundary appears unclear, and WPC considers that the car port and driveway should be correctly identified within the application site where these form part of the property. The documentation also refers to a boundary shared with Steadmans Mead, which does not appear to accurately describe the location of the site. WPC requests that the Local Planning Authority satisfies itself that the application site and adjoining land have been accurately identified and the correct neighbouring property to be notified.

There also appears to be an inconsistency between the drawings in relation to the proposed rooflights. The Velux windows shown on some elevations do not appear on the overhead/roof plan. Furthermore, although the supporting documentation describes the proposed rooflights as heritage-style units, this is not clearly reflected on the submitted drawings.

A substantial part of the building lies within the Wood Street Conservation Area. WPC therefore requests that the design and detailing of the proposed alterations, particularly the rooflights and new openings, are carefully assessed against the requirements for development within a Conservation Area and that heritage-style rooflights are secured, where appropriate.

Finally, given that the proposed works are described as facilitating improved ancillary accommodation, WPC requests that, should permission be granted, an appropriate condition is imposed requiring the accommodation to remain ancillary to the main dwelling and preventing its use as a separate independent dwelling or separate short-term holiday accommodation.

Planning Application No: 26/P/01268 - The Cricketers, Aldershot Road, Guildford, GU3 3AA - Retrospective application for siting an InPost Parcel Locker.

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

Worplesdon Parish Council (WPC) supports this application.

The Parish Council considers the parcel locker to be a practical and useful facility which helps to address the limited availability of convenient parcel collection and drop-off facilities within the local area.

WPC considers the location to be a sensible use of the site, providing an accessible community facility for local residents, and therefore supports the retention of the InPost Parcel Locker.

Planning Application No: 26/W/00063 - 47 Brocks Drive, Fairlands, Guildford, GU3 3NE - Prior notification for a single storey 3.30m rear extension, 3.55m in height with an eaves height of 3.45m.

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

Worplesdon Parish Council (WPC) raises no objection to the proposal but requests that consideration is given to minimising disruption to neighbouring residents and the surrounding area during construction.

Given the proximity of the site to the local school, WPC requests that construction deliveries and collections avoid school drop-off and pick-up times wherever possible.

The Parish Council also requests that contractors and construction vehicles park considerately, avoiding obstruction of neighbouring properties, driveways and the highway, which would also compromise pedestrian safety.

Planning Application No: 26/T/00243 - Perry Hill Farm, Coombe Lane, Worplesdon, Guildford, GU3 3PF - T1 beech tree in the rear garden, reduce canopy by approximately 2 metres back to suitable growth points. Tree is close to the house, reducing canopy to keep the tree maintained and looked after.

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

Planning Application No: 26/T/00244 - Worplesdon Rifle Range, Worplesdon Road, Guildford - G1, Sycamores overhanging the range creating too much shade, to reduce the overhang we want to remove first smaller sycamore to ground level marked with 1 dot, second sycamore to reduce lateral canopy in line with the wall, final sycamore on that line to remove lowest 4 limbs. T1, elm tree to reduce off driveway reducing lateral canopy by approximately 3 meters. T2, Large sycamore. Remove first 2 lower limbs and reduce lateral canopy back to fence line which is approximately 3 meters, this tree is overhanging the house below. TPO no. P1/201/222.

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

Planning Application No: 26/T/00248 - 47 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - Ash Tree - 20% reduction keeping shape and thin (Wood Street Conservation Area).

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

2026-354 - Asset disposal Clay Lane

The Council considered the notification received regarding the proposed disposal of Clay Lane Barns and Field, situated on the south side of Clay Lane, adjoining Harry's Meadow and Burpham Court SANG.

Following consideration and discussions relating to footpath 439 which runs across the centre of the field, it was **RESOLVED** that Worplesdon Parish Council did not wish to make an offer to acquire the land.

2026-355 - Martyn's Law consultation

The Council considered the request from the Society of Local Council Clerks (SLCC) to respond to the Security Industry Authority (SIA) consultation regarding the implementation and regulation of Martyn's Law.

It was proposed by Cllr N Mitchell, seconded by Cllr N Crampin and unanimously **RESOLVED** that Worplesdon Parish Council authorise the officers complete a consultation response on behalf of Worplesdon Parish Council by the deadline of 20 October 2026. The response would include a suggestion that a clear flow diagram or decision-making tool be provided to assist organisations in understanding whether, and how, the requirements of Martyn's Law would apply to their events, given the volume and complexity of the information provided.

2026-356 - North Moors Allotments

Cllr M Price thanked the officers for the comprehensive notes circulated.

The Council reviewed the informal notes circulated following the meeting with Guildford Allotment Society (GAS) and would like to formally record its thanks to Andrew Simmonds of GAS for his time and for the quality and breadth of information shared.

A question was raised as to whether GAS remained interested in acquiring the asset, noting that it had previously been approached and had submitted an offer.

It was proposed by Cllr Nigel Mitchell, seconded by Cllr Mike Price and unanimously **RESOLVED** that an updated proposal be presented to Full Council, taking account of the information obtained from the meeting with GAS. The proposal would clearly distinguish between initial set-up/restitution costs and ongoing management costs, with provision for an Earmarked Reserve to be established for the relevant funds.

Appendix 1: Meeting notes 7 October 2026 on site meeting between Worplesdon Parish Council and Guildford Allotment Society (GAS)

2026-357 - Merrist Wood Golf Course

Cllr Mike Price provided a verbal report following the site meeting between representatives of Worplesdon Parish Council and Kristian Baker regarding the future proposals for Merrist Wood Golf Course.

The key points were as follows:

- a planning application was anticipated to be submitted in early 2027, with community engagement planned in advance of the submission
- the proposed works were expected to use a cut-and-fill approach, with no additional soil being imported onto the site
- the proposals were expected to create a significant number of employment opportunities
- the applicant would work with Worplesdon Parish Council regarding the appropriate incorporation of the war memorial within the proposed golf course
- Worplesdon Parish Council inspected the war memorial ahead of remembrance day and will make arrangements for remedial repairs

2026-358 - 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 G Burch, seconded by Cllr N Crampin and unanimously **RESOLVED** that payments to the value of £63,757.54 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 15 October 2026

Code	Date	Description	Supplier	Net	VAT	Total
Training	23/09/2026	Training - Planning - JA	Surrey ALC Ltd	£45.00	£9.00	£54.00
Parish Office	23/09/2026	Servicing of the air con units in Unit 2 Saxton	Absolute Climate Ltd	£175.00	£35.00	£210.00
Revenue Costs Works Vehicle	23/09/2026	New graphics for works vehicle	Guildford Signs	£210.00	£42.00	£252.00
Audit Fees	23/09/2026	External audit fee - 2025/26	PKF Littlejohn	£1,050.00	£210.00	£1,260.00
Staff Costs	23/09/2026	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	£15,600.17	£0.00	£15,600.17
Staff mileage	23/09/2026	Mileage	Mrs V C Fear	£98.80	£0.00	£98.80
Staff mileage	23/09/2026	Mileage	Miss M Wingate	£98.15	£0.00	£98.15
Grass Cutting	23/09/2026	Grass cutting - Month 5 2026	GCB Gardens	£2,481.81	£496.36	£2,978.17
Land Management	23/09/2026	Painting materials	Selco Builders Warehouse	£27.74	£5.55	£33.29
Land Management	25/09/2026	Painting materials	Cluskeys CCP Ltd	£5.50	£1.10	£6.60
Playground Repairs	24/09/2026	Paint for benches and swings at Fairlands	Brewers Decorator Centres	£63.92	£12.78	£76.70
Training	25/09/2026	ILCA & FILCA Training - MW	SLCC Enterprises Ltd	£280.00	£56.00	£336.00
Accrual towards new playground equipment	25/09/2026	Refreshments for Playground Equipment Consultation	Tesco	£0.85	£0.00	£0.85
Land Management	28/09/2026	Abrasive paper yellow oxide	Selco Builders Warehouse	£6.65	£1.33	£7.98
Land Management	28/09/2026	Sanding disks	Screwfix Direct Ltd	£12.47	£2.50	£14.97
Bank Interest/Charges	28/09/2026	Bank charges	Metrobank	£3.00	£0.00	£3.00
Establishment Charges	30/09/2026	Refreshments for Meeting	Miss M Wingate - Tesco	£2.75	£0.00	£2.75
Accrual towards new playground equipment	30/09/2026	Sweets for Playground Consultation Event	Miss M WIngate - The Range	£2.60	£0.00	£2.60
Accrual towards new playground equipment	30/09/2026	Phoenix bench - Fairlands Play area (replacement for BEN01)	Glasdon UK Ltd	£689.42	£137.88	£827.30
Land Management	30/09/2026	Hire of storage container MW - September 2026	Activate Learning	£87.00	£0.00	£87.00
Establishment Charges	30/09/2026	Signed for Delivery - EE Complaint	Miss M Wingate - Post Office Ltd	£3.80	£0.00	£3.80
Training	30/09/2026	Training - Finance for Councillors JA	Surrey ALC Ltd	£35.00	£7.00	£42.00

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	30/09/2026	Insurance premium - year 1 of 3	Zurich Town and Parish Insurer Trust	£2,949.69	£0.00	£2,949.69
Bank Interest/Charges	30/09/2026	Bank charges	Unity Trust Bank	£7.00	£0.00	£7.00
Revenue Costs Works Vehicle	30/09/2026	Fuel for works van	Waitrose Shell	£49.69	£9.94	£59.63
Parish Office	01/10/2026	External window cleaning	Trevor Porter Window Cleaning Service	£21.00	£4.20	£25.20
Office Cleaning	01/10/2026	Cleaning Services - Parish Office	Charlotte Bridge	£270.00	£0.00	£270.00
Professional Advice	01/10/2026	Payroll services - qtr to 30/09/2026	Mulberry & Co Ltd	£240.00	£48.00	£288.00
Parish Office	01/10/2026	Business rates - Parish Office	Guildford Borough Council	£1,027.65	£0.00	£1,027.65
Community Car Park Business Rates	01/10/2026	Business rates - Community Car Park	Guildford Borough Council	£89.35	£0.00	£89.35
Revenue Costs Works Vehicle	01/10/2026	Service plan - 33rd instalment of 45	PlanMyService LLP	£27.08	£5.42	£32.50
Revenue Costs Works Vehicle	01/10/2026	MOT Service plan - 33rd instalment of 45	PlanMyService LLP	£3.78	£0.00	£3.78
IT budget	07/10/2026	Refund for non-return of equipment	BT PLC	-£190.00	-£38.00	-£228.00
Establishment Charges	07/10/2026	Cleaning materials for office	Miss M Wingate - Lidl	£1.37	£0.27	£1.64
Establishment Charges	07/10/2026	Cleaning materials for office	Miss M Wingate - Tesco	£2.80	£0.00	£2.80
Establishment Charges	07/10/2026	Cleaning materials for office	Miss M Wingate - Savers	£7.99	£0.00	£7.99
Playground Repairs	07/10/2026	Quarterly playground inspections	MJR Services	£225.00	£0.00	£225.00
IT budget	07/10/2026	FTTP,Backup,eHub,Admin, Support,CyberPro,M'Soft365, Teams-01.09.26-30.09.26	Cloudy IT	£418.12	£83.62	£501.74
Grass Cutting	07/10/2026	Grass cutting - Month 6 2026	GCB Gardens	£2,481.81	£496.36	£2,978.17
Land Management	08/10/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£37.67	£7.53	£45.20
Land Management	08/10/2026	Fence WSV, Bench Fairlands, Repair PH sign, Gate Post HM, Bait Bin WSV pond	Stephen Gunner	£650.00	£0.00	£650.00
Parish Office	08/10/2026	Rent Unit 2 Saxton - 29.09.26 - 24.12.26	TL Fund	£7,000.00	£1,400.00	£8,400.00
Parish Office	08/10/2026	Quarterly service charge 01.07.26 - 30.09.26	TL Fund	£192.15	£38.43	£230.58
Christmas trees/lights WS, Perry Hill	08/10/2026	Christmas Decorations year 2 of 3	JDS Decorations Ltd	£19,850.00	£3,970.00	£23,820.00
ER Pinks Hill Pond Project	09/10/2026	Large Forestry First Aid Kit	Zafety Supplies Ltd	£84.95	£16.99	£101.94
Christmas trees/lights WS, Perry Hill	09/10/2026	Electrical supply Perry Hill Green - 01.09.26 - 29.09.26	Octopus Energy Limited	£7.01	£0.35	£7.36
Christmas trees/lights WS, Perry Hill	09/10/2026	Electrical supply Pitch Place Green - 01.09.26 - 23.09.26	Octopus Energy Limited	£14.76	£0.74	£15.50
Christmas trees/lights WS, Perry Hill	09/10/2026	Electrical supply Pitch Place Green - 01.09.26 - 23.09.26	Octopus Energy Limited	-£0.30	-£0.06	-£0.36
IT budget	12/10/2026	Mobile Phone Charges	EE	£75.00	£15.00	£90.00
Land Management	14/10/2026	Cable ties	T.L.C. (Southern) Ltd	£3.70	£0.74	£4.44
Establishment Charges	14/10/2026	Application fee - DBS check Clerk	Gov.uk	£20.00	£0.00	£20.00
ER Pinks Hill Pond Project	14/10/2026	Application fee - DBS check Volunteer	Gov.uk	£20.00	£0.00	£20.00
Establishment Charges	14/10/2026	The Clerks' Manual 2026	SLCC Enterprises Ltd	£43.80	£0.00	£43.80
ER Pinks Hill Pond Project	14/10/2026	The Clerks' Manual 2026	SLCC Enterprises Ltd	£4.50	£0.90	£5.40
Revenue Costs Works Vehicle	14/10/2026	Fuel for works van	Waitrose Shell	£42.02	£8.40	£50.42
Establishment Charges	14/10/2026	Office supplies	Miss M Wingate - Costco	£14.99	£0.00	£14.99
Total				**£56,672.21**	**£7,085.33**	**£63,757.54**

b) Precept 2026/2027 (2nd instalment)

An online transfer of £244,875 was received from Guildford Borough Council on 24 September 2026.

c) Draft budget 2027/28

An Extra-Ordinary Meeting will be arranged for 28 October 2026 to run through the initial draft budget.

It was **RESOLVED** that pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business the public and press would be excluded from the remainder of the meeting.

At 20:44 Melissa Lawson left the meeting.

2026-359 - Structural Governance Review – Staff Capacity (Confidential Report Issued)

The Clerk presented the report for the committee's consideration.

At 20:52 the officers left the meeting.

Members considered the Structural Governance Review and the proposed changes to staffing provision.

Members discussed the proposed changes and financial implications, current staff capacity and workload, the scope and recruitment of the Communications Officer role, and the appropriate governance process for considering changes to staffing provision.

It was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that following the Structural Governance Review, two options be presented to Full Council for their consideration and determination.

Members noted that to ensure sufficient time was available for detailed consideration of staffing matters, it was agreed that future Staffing Committee meetings should be scheduled as standalone, diarised meetings rather than being held immediately prior to another Council meeting.

2026-360 - Date of next Planning/General Purposes and Finance Committees meeting: Thursday 26 November 2026.

Meeting closed 22:25.

Signed:

Chairman of the Council
Date: 5 November 2026