



PIRBRIGHT PARISH COUNCIL

Minutes of the Parish Council meeting on **29 March 2011** in the Parish Shop at 7.30 pm.

Members present: Cllr R. Nevins (Chairman) Cllr A. King,
Cllr J. Bohling Cllr R. Richmond
Cllr B. Clinton Cllr J. Standing
Cllr M. Jackson

In attendance: L. Graham (Clerk), Cllr G. Jackson (GBC) and Cllr N. Sutcliffe (SCC)

1. **To Receive Apologies for Absence**

Apologies for absence were received from PC Mike Patey.

2. **To Receive Members' Declarations of Interest on Any Agenda Item Below**

No declarations of interest were received.

3. **Minutes**

3:1 To Approve Minutes of the Previous Meeting as a True Record

Action: it was resolved that the minutes of the previous meeting, held on Tuesday 22 February 2011, should be approved and the Chairman signed them.

3:2 To Receive the Clerk's Report on Actions taken

3:2:a Re item 3:2:a (February), the Clerk has requested an extension from GBC for the grant-aid deadline on the work in **Blind Lane**. GBC's Clerk of Works has recommended digging out some new ditches along the path and clearing some of the pipes at estimated cost of £800, including removal of all the soil from the site.

Action: nothing can be done until the extension to the deadline is granted.

3:2:b Re item 6:2, the Chairman of the H & F Committee and the Clerk have checked the additional items needed for the **independent internal audit** and updated the Risk Assessment document to include higher fidelity insurance cover. The date for receipt of the accounts for 2010-11 by the external auditor has been set at 3 June 2011.

For information

3:2:c Re item 8:1, following completion of the **maintenance work** in School Lane and Dawney Hill, work has begun on installation of the wooden posts on the western edge of the Avenue de Cagny car park. A resident has queried why the footway in Dawney Hill has not been taken back to the edge of the tarmac, but members agreed that this was unnecessary as the path was now wide enough for safety and more work could create problems with removal of spoil and increased cost.

For information

3:2:d Re item 9, it was agreed that residents may borrow beige tables free of charge from LPH for **street parties** to celebrate the royal wedding, on condition that damaged or lost tables will be replaced.

3:2:e Re item 8:2 (4 January), a resident has requested email addresses for the contacts shown in the Clubs & Societies leaflet and the Clerk asked Members for guidance.

Action: Members agreed that this would be a breach of data protection without the recipients' permission.

4. **Police Matters**

To Receive Reports of Crime in the Parish

There was no Police report this month.

5. **Communications**

To Discuss Communications Sent & Received Since the Previous Meeting

5:1 GBC (James Whiteman) has requested PPC's comments about the review of GBC's Engineering, Transportation and Projects team (which includes work on flooding projects).

Action: Members approved the Clerk's interim response and suggested a further email to emphasise that the borough council needs a strong engineering services and transportation team to continue to provide good service in the future.

5:2 GBC (Adam Owen) has forwarded on several emails from residents and others commenting about the proposals for the Heathland restoration. Many of the comments are in response to a flyer distributed around the parish to residents, which concentrated on the tree felling but did not include facts about the need to protect the SSSIs.

Action: to discuss under Item 8.

5:3 GBC (Matthew Alexander, the Honorary Remembrancer) has requested a summary of major happenings in the parish for the past municipal year.

Action: *the draft submission by Cllr Clinton was approved.*

5:4 CALA Homes have written to introduce themselves as developers of housing planned for Brookwood Farm and to invite PPC to attend exhibitions planned for April, July and September.

For information. Cllr Bohling told the Parish Council that the architectural practice, of which he is a director, has been appointed for the scheme and that he would make future declarations of interest when necessary.

5:5 Network Rail has told Cllr Preshaw (Brookwood member at Woking BC) that a scheme to install a roller shutter at the entrance to Brookwood Station from the Cemetery has finally gained landlord's consent from Network Rail and that Southwest Trains should now be in a position to make progress on the project with an estimated date of around six weeks until installation of the shutter and for aspects such as BT upgrades in order to link in CCTV coverage.

For information.

5:6 The Guildford Society has invited members/representatives of PPC to attend a meeting on 6 April at 6.30pm in the Trinity Centre to hear Anne Milton M.P. speak about the Localism Bill.

Action: *the Chairman and Clerk will attend.*

5:7 The Lucky Locals organiser (Michelle Monan) has offered to install an information notice board on the Green, paid for by the proceeds of the lottery.

Action: *Members liked the idea of an information board in principle but not the suggested position in the middle of the green. It will need planning permission (it comes under the same category as a notice board) and a preliminary enquiry at GBC's Planning Department led to the idea that it might be more appropriately placed near the path leading from the Avenue de Cagny car park to the village hall area.*

6. Hall & Finance

6:1 To Approve Cheques Issued During March

The cheques issued during March 2011 were approved and the list was signed by the Chairman.

6:2 To Accept the Quotes for Improvements at Lord Pirbright's Hall

6:2:1 An inspection by a building surveyor revealed that the supports of the bell tower are rotting and require dismantling and replacement. Quotes for the work have been received from Marshels Roofing Contractors and Inglemoor Ltd. The H & F committee (21/9/10) agreed to accept the Marshels quote of £4725.00.

For information.

6:2:2 A professional inspection of the Hall proposed that access improvements for the disabled should be made to the main ramp to the north doors of the Hall and that a set of windows in the Clubroom should be replaced with a door with a ramp, which would also provide level access to the doors in the rebuilt Green Hut. Two contractors have quoted for the work and one was invited to expand their quote with further detail but no response has been received.

Action: *to seek a further quote from another source.*

6:2:3 No quotes for rebuilding the Green Hut have yet been sought because a detailed specification is currently being prepared by the architectural technologist.

For information.

7. Planning

To Receive the Minutes of the Planning Committee

Action: *Members received the minutes of the meeting held on 14 March 2011.*

8. Highways & Environment

To Discuss the Proposed Work in the Parish by Surrey Heathland Project & GBC

It was noted that Adam Owen had been working hard to respond to all emails and had conducted several site visits with concerned residents. Members had been circulated with an email from one resident, who was originally against about the proposed work on Pirbright and Bullswater Commons but now expressed a change of opinion on understanding the issues after one such meeting.

Action: *Members will form a view on the proposals at a Highways & Environment Committee meeting to be held at 7.15pm on 12 April following the open meeting on 11 April.*

9. Vehicle Activated Signs (VAS) and Traffic Analyser

9:1 To Approve Purchase of VAS Equipment

9:1:1 Funding for purchase of Vehicle Activated Signs (VAS) was included in the grant-aided projects agreed by the Parish Council for the financial year 2010-11, with a budget of £10,000. Approval for Parish Councils to purchase and use VAS was granted by Guildford Local Committee at its meeting on 23 June 2010, and rules and conditions for the scheme, were drawn up in October 2010 by Guildford Surrey Highways and PC Matt Redfern, the Police Casualty Reduction Officer.

9:1:2 Cllr Jon Standing and Cllr Julian Bohling have now undergone training for the installation of the signs at a cost of £148. They recommend that a second team should be trained in the future.

9:1:3 It is recommended that signs are moved around the parish at regular intervals because they tend to lose effectiveness if kept at one location for too long. The effectiveness can be measured by incorporating a traffic analyser into the equipment. Each location has to be agreed with the police and risk-assessed, and brackets for the equipment should be installed at each approved location.

The rules state that currently it is possible to install signs only on roads with 30mph limits (or less), although the equipment can be altered to show 20mph or 40mph if circumstances change. Permission must be given by Skanska (SCC's street light contractor) for equipment to be mounted on lamp posts. Alternatively suitable poles would have to be installed and paid for by PPC.

9:1:4 Signs must meet the required standard and the recommended ones are made by Westcotec, at a cost of £2625, including two batteries, clips, charger and cover, with an additional cost of £995 for the analyser and £60 for each extra bracket. The possibility of sharing the cost and ownership of signs with Worplesdon and Normandy PCs has been discussed and Cllr Sutcliffe has obtained funding for this from the Guildford Local Committee. Cllr Standing and Cllr Bohling have recommended that PPC should also buy its own equipment in because of potential problems about adequate availability, maintenance and insurance.

Action: *Members agreed to purchase VAS equipment outright as well as contributing to a shared set with Worplesdon and Normandy PCs.*

9:2 To Discuss Sites for Installation

Action: *Sites proposed for installation include Dawney Hill, School Lane, Guildford Road, Aldershot Road and Fox Corner. Cllr Bohling agreed to meet PC Redfern for the assessments.*

10. Newsletter

To Consider Items for the May Issue

Items for inclusion in the newsletter will be an update on the purchase of VAS and the roller shutter between Brookwood Station and Cemetery plus a reminder about the local elections.

11. Annual Parish Meeting

11:1 To Agree the Format for the Annual Parish Meeting

Action: *The format for the Annual Parish Meeting was approved, including the section on Hot Topics about Parish Maintenance and the Heathland Project. The Chairman requested the committee chairmen to write their contributions to her report.*

11:2 To Approve a Budget for the Annual Parish Meeting

Action: *the budget of £225 for refreshments and £50 for assistance and attendance by the caretaker was approved.*

12. Chairman's conclusion

The proceeds from the Shakespeare evening at LPH, in memory of the late Cllr Mike Nevins, raised £1430 for the Fountain Centre.

The next full meeting of the Parish Council will be on Tuesday 19 April.

The meeting ended at 8.42 pm.