



# PIRBRIGHT PARISH COUNCIL

Minutes of the Parish Council meeting on 29 April 2014 in the Parish Shop at 7.30 pm.

**Members present:** Cllr R. Nevins (Chairman)      Cllr M. Jackson  
Cllr E. Eason    Cllr C. Newman  
Cllr S. Fidgett    Cllr R. Richmond  
Cllr M. Hobbs

**In attendance:** L. Graham (Clerk)

## 1. **FORMALITIES**

### **To Receive Apologies for Absence**

*Apologies for absence were received from Cllr G. Jackson (GBC) & Cllr K. Witham (SCC).*

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

*Cllr Newman & Cllr Hobbs made Declarations of Personal Interest re 5:6 and 8:4. Cllr Eason made a Declaration of Personal Interest re 5:12.*

## 3. **MINUTES**

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

**ACTION:** *it was resolved that the minutes of the meetings held on 25 March and 15 April 2014 should be approved and the Chairman signed them. The Chairman also signed a corrected page from the February minutes, where a section had been omitted in the original printing.*

### **3:2 To Receive the Clerk's Report (for information, unless further action is specified)**

**3:2:1 Flooded footway** (5:7, March): the footway is still flooding and will need wider investigation.

**3:2:2 Independent Internal Audit** (6:2, March): the audit will take place on Tuesday 6 May.

**3:2:3 Sandpits site** (3:2, 15 April): the drains have been cleared across the car parking area as the first stage of remedial work. The second stage will be to fill the potholes on a date to be agreed with the contractor, so that the neighbours and school will be notified in advance.

**3:2:4 New equipment** (3:3, 15 April): the new equipment has been added to the asset register and the insurance policy. All the equipment purchased recently will be marked by an ultra violet pen for security and identification purposes.

## 4. **REPORTS (FOR INFORMATION ONLY)**

### **4:1 To Receive Reports of Crime in the Parish**

No one from the police could attend the meeting although the new officer for the area, PC Manoj Chowtee, was able to call in briefly at the reception before the Annual Parish Meeting.

### **4:2 To Receive Reports from the County and Borough Councillors**

The county and borough councillors had presented their reports at the Annual Parish Meeting.

### **4:3 To Receive Updates on Activities at Lord Pirbright's Hall**

**4:3:1 New Green Hut:** revised plans are being prepared to reduce the width of the hut to create a building of 12.5m long x 4m wide, which will reduce costs and increase the gap from the Hall.

**ACTION:** *it was hoped that the base of the new building might be done before the Scarecrow Festival and the area made safe.*

**4:3:2 Drainage problem:** a recent drainage problem was found to have been caused by impacted tree roots from the conifer, which was cut down last year. The drains are now flowing freely.

## 5. **COMMUNICATIONS**

### **Government issues**

**5:1 Employment allowance:** the prime minister has sent details of a new Employment Allowance for small businesses that could reduce employers' national insurance by £2000.

**ACTION:** *the Clerk has checked details on the government website but local authorities, including parish councils, are listed in the section of excluded employers.*

### **GBC issues**

**5:2 Flooding relief:** GBC has sent details of the government funding scheme to assist households that suffered adversely from flooding between 1 December 2013 and 31 March 2014, requesting details of any relevant properties that might be included.

**ACTION:** *the Clerk sought guidance from Cllr G. Jackson, who has contacted one affected householder.*

**5:3 European Parliamentary Election:** GBC has confirmed that the election will take place on 22 May in Lord Pirbright's Hall.

*For information*

### **SCC issues**

**5:4 Road Safety Scheme, Phase 2:** a resident in Dawney Hill has complained about the road markings to designate the bus stops that have just been installed, and is considering contacting the ombudsman about these and the re-siting of a bus stop closer to his home in 2012.

**RESPONSE:** *the markings are part of the Road Safety Scheme Phase 2 for Dawney Hill, which was instigated in response to residents' concerns about speeding, and they were displayed on the plans at the consultation event held by the Parish Council in November. Members agreed that the lines will fade in time and that a balance had to be found between maintaining the character of the village and road safety in what is an A road and a bus route.*

**5:5 Heath Mill Lane:** a resident in Heath Mill Lane is campaigning to have the track repaired by SCC on the grounds that it is dangerous for pedestrians. The track is currently used as a vehicle access from Guildford Road to some of the houses in the lane and there is an alternative access from Fox Corner.

**RESPONSE:** *the Parish Council is not responsible for the maintenance of footpaths but notes the principles and legal issues raised by the correspondence that apply to other tracks in the parish.*

**5:6 Drainage issues in Vapery Lane:** a resident in Vapery Lane is concerned about the slow progress in carrying out further work on resolving the drainage issues in the lane. GBC has promised to install grilles at the headwalls and broken railings still have to be fixed at the side of the road. Ownership of land where there is an underground culvert still has to be established.

**ACTION:** *a) Cllr Gordon Jackson will try to ascertain a timetable of works to install the grilles; b) Jason Lewis (SCC Community Highways Officer) will be visiting the site to discuss ownership of the land and inspect the railings.*

### **Other topics**

**5:7 Grant scheme for village halls:** Surrey Community Action has sent details of its grant scheme for community buildings (including village halls), which is for capital schemes such as provision of disability access and major structural work (not general maintenance works).

**ACTION:** *to consider applying for a grant to assist with costs of the ramp and footway to be created between the Hall and access to the new Green Hut.*

**5:8 Mobile fish and chip van:** a mobile catering firm "Tasty Tuckers" has requested permission to make a weekly visit for about two hours to sell fish and chips.

**ACTION:** *members agreed to this proposal for a trial period, subject to conditions re removal of rubbish and hours of trading.*

**5:9 The Eve Appeal** has thanked the Parish Council and Bowls Club for the donation of £160, raised at a tea party for its campaign to increase awareness of ovarian cancer.

**For information**

**5:10 Memorial tree for Ben and Marguerite Suter:** the family has requested permission to plant a tree (Liquidambar Worplesdon) on the village green, in the proximity of the tree planted by Cllr Mike Nevins.

**ACTION:** *to grant permission to plant the tree but with further discussion about its siting.*

**5:11 World War 1:** the Parochial Church Council will be sowing poppy seeds in the churchyard on 30 April, in the hope that they will be in flower on 4 August, the centenary of the outbreak of WW1. The PPCC has suggested that the Parish Council might lift the turf around the area of the memorial and sow seeds over the whole area and then return the turf once the plants have died down. [At the joint meeting to discuss marking the centenary of the outbreak of WW1, the Parish Council had suggested sowing the seeds in the area between the memorial edging and the churchyard wall.]

**ACTION:** *members preferred to keep to the original idea.*

**5:12 Scarecrow Festival (21 June 2014):** the organisers of the festival have

a) invited all village groups to enter a scarecrow

b) sent a copy of their application to GBC to close Avenue de Cagny from 7am—6pm on 21 June

c) requested permission for Waterfalls (estate agents) to erect boards in the village to advertise the festival;

d) to erect banners along Avenue de Cagny.

**ACTION:** *members approved all the proposals, providing they are carried out within safe and agreed guidelines. Cllr Newman agreed to create a scarecrow with the assistance of Cllr Hobbs and their families.*

**5:13 Fair visit (21-28 July 2014):** J.D. Noyce and Sons Amusements have requested permission to make their annual visit to the Green, arriving to set up on 21 July, operating from 24-27 July and pulling off on 28 July. This visit coincides with the Annual Flower Show in LPH on 26 July.

**ACTION:** *to grant permission for this visit, subject to suitable ground conditions.*

**5:14 Rats in the pond on the Green:** a visitor to the village has reported seeing the rats.

**ACTION:** *to request a visit from the usual contractor to visit the Green and replenish the bait traps. It was also agreed to install signs requesting no feeding of ducks and to ask the PCSO to speak to the lady who throws quantities of bread down on a daily basis.*

## **6. FINANCE & GENERAL PURPOSES**

### **6:1 To Approve PPC Payments Made During April 2014**

**ACTION:** *payments made during April 2014 were approved and the Chairman signed the list.*

## **7. PLANNING**

### **To Receive the Minutes of the Planning Committee**

**ACTION:** *members received the minutes of meeting of the meeting held on 12 March 2014.*

## **8. HIGHWAYS & ENVIRONMENT**

### **8:1 To Receive the Minutes of the Highways & Environment Committee**

**ACTION:** *members received the minutes of meeting of the meeting held on 1 April 2014.*

### **8:2 To Receive an Update on the Progress of the Village Road Safety Scheme Phase 2**

Work on installing the new measures for traffic calming are well under way, with Dawney Hill now complete. It was noted that surface loose material from the buff-coloured areas was swept up as part of the process.

### **8:3 To Receive a Report on the Speed Data Recorder and Vehicle Activated Signs**

The part that was missing from the new equipment has finally arrived so the SDR can now be put in Dawney Hill to assess effects of the new measures. Cllr Witham has offered to request a permanent 30 mph VAS to be installed in Dawney Hill if this would be supported by both the Police and the Highways Authority.

**8:4 To Discuss Parking and Other Issues at the Sandpits site**

**8:4:1 Risk assessment:** *members approved the amendment to the risk assessment for work to be carried out.*

**8:4:2 Pedestrian walkway across the site:** *the proposal to create a safe walkway for pedestrians near the tennis courts was agreed and its position will be discussed with the Tennis Club.*

**8:4:3 Legal clarification:** *members agreed to approach a local solicitor for advice on the deeds for rights of way and use of the car park on the site.*

*Issues to be resolved are:*

- 1. Definition of individual rights of way area for all users (which appear to be different for SWT from Bexon, for example).*
- 2. Definition of the portion of repairs to the right of way to be paid by SWT and other users.*
- 3. Clarification of the specification for 20 car parking spaces in clause 3 and definition of buildings.*
- 4. Confirmation that the car park may have general use.*

**8:5 To Approve Other Measures to Address Residents' Concerns about Parking in the Village**

**ACTION:** *members agreed to put polite notes on commuters' cars left in the car parks and to beef up existing signage there; it was also agreed to write to Squire Furneaux suggesting alternative parking places for staff cars.*

**9. NEWSLETTER**

**To Agree Items for the June Issue**

*Items about commuter parking and not feeding the ducks on the pond will be included in the June issue.*

**10. CHAIRMAN'S CONCLUSION**

**10:1 To Receive the Chairman's Notices and Member' Questions**

There were no notices or members' questions.

**10:2 To Discuss Any Issues Raised from the Annual Parish Meeting**

Items raised at the Annual Parish Meeting included:

- a suggestion that the Peribus might be sold to the school;
- a query about whether PeriNews is distributed in the Camp;
- progress on rebuilding the Green Hut;
- information about the flood forum and a report of fallen trees across the Stanford brook;
- hope that the civilian parish will be invited to the dedication of the new memorial in the Camp;
- concern about the current waterlogged conditions of the Green.

**ACTION:** all the issues will be considered by the Parish Council in due course.

**10:3 To Note Items for Inclusion on the Agenda for the Next Meeting (20/5/14)**

*The next meeting will be the Annual Meeting of the Parish Council and will include approval of the Annual Return to the external auditor and other regular statutory matters.*

The meeting ended at 9.05 pm.

Signed.....

Date.....