

PIRBRIGHT PARISH COUNCIL

Minutes of the monthly meeting held on 23 February 2016 in the Green Hut Meeting Room at 7.30 pm.

Members present: Cllr R. Nevins (Chairman), Cllr E. Eason, Cllr S. Fidgett, Cllr M. Hobbs & Cllr C. Newman.

In attendance: L. Graham (Clerk) and three members of the public who wished to listen to the debates.

1.	<p><u>FORMALITIES</u></p> <p>To Receive Members' Apologies for Absence <i>Apologies for absence were received from Cllr Hallam, Cllr Richmond, Cllr Jackson (GBC) and Cllr Witham (SCC).</i></p>
2.	<p>To Receive Members' Declarations of Interest on Any Agenda Item below <i>There were no declarations of Pecuniary Interest.</i></p>
3.	<p><u>MINUTES</u></p> <p>3:1 To Approve the Minutes of the Previous Meeting <i>ACTION: Members unanimously approved the minutes of the meeting held on 19 January 2016 and the Chairman signed them.</i></p> <p>3:2 To Receive the Clerk's Report (for information, unless further action is specified) The Queen's 90th birthday: the Clerk reported on a meeting to plan an event to celebrate the Queen's 90th birthday by lighting a (gas-fired) beacon on the roof the LPH on 21 April, 6.30-8.30pm, to which all parish residents will be invited.</p>
4.	<p><u>REPORTS (FOR INFORMATION ONLY)</u></p> <p>4:1 To Receive Reports from the County and Borough Councillors <i>There were no reports from the county and borough councillors.</i></p> <p>4:2 To Receive a Report about the 2016 Scarecrow Festival (18 June) Cllr Eason reported on a recent committee meeting for the Festival, at which it was agreed that the theme for the scarecrows would be the Queen's birthday. Cllr Gordon Jackson, as Mayor of Guildford, will judge the scarecrows.</p> <p>4:3 To Receive an Update on Activities at Lord Pirbright's Hall Flaking stone on the gable ends: local architectural stonemasons will do an assessment of the problem. Water boiler: the new water boiler has been well received and hirers are remembering to switch it off.</p> <p>4:4 To Receive a Report from the Recent Meeting of the Flood Forum <i>Members received the minutes of the meeting held on 29 January.</i></p>
5.	<p>GBC, SCC & Policing issues</p> <p>5:1:1 Bus route changes: the 28 bus from Woking via Pirbright to Guildford, which runs hourly during the day on Mondays-Saturdays, is to be diverted between Worplesdon village and Guildford via Holly Lane, Fairlands Aldershot Road, Park Barn (for the hospital) and the University. This would leave the sections of the A322 without a bus service, except for Sundays when service 91 covers these roads. Journey times for trips to Guildford from Pirbright would be lengthened by around 15 minutes. A resident has queried the potential effect on the claim for bus usage by the Pirbright Institute Masterplan but SCC has responded that it is not considered that the proposed changes to the route will have any significant effect on the transport conclusions of the masterplan transport assessment. For information – a public consultation is running until Monday 14 March.</p> <p>5:1:2 Queen's 90th birthday celebrations 1: GBC has written to enquire whether any parishes within the borough are planning to light a beacon to celebrate the Queen's birthday on 21 April. ACTION: <i>this was discussed under item 3:2.</i></p> <p>Queen's birthday celebrations 2: GBC is participating in "the biggest ever clean-up of the country, which will be taking place in March 2016. <i>Clean for The Queen</i> is a campaign to clear up Britain in time for Her Majesty the Queen's 90th birthday", ensuring that all parishes and town wards that take part receive a minimum of two days' work by a two man crew. A crew will come to Pirbright Parish and tend to those areas that "need some extra attention" tackling 'grot spots' and giving some extra TLC where needed. ACTION: <i>it was agreed to request litter picking and cleaning of road signs.</i></p> <p>5:1:3 Elections 1: the Police & Crime Commissioner Election has been confirmed by GBC's electoral services as taking place on Thursday 5 May, with LPH as the polling station for the ward. Elections 2: the European referendum will take place on Thursday 23 June, again with LPH as the polling station. For information</p>

	<p>5:1:4 VAS for Gole Road: SCC Highways has decided that the most appropriate location for the solar powered VAS is at the Gole Road and Vapery Lane junction. There will be two posts, one for a solar panel and the other one for the VAS. <i>For information</i></p> <p>5:1:5 Concurrent grant aid: GBC has sent a reminder that projects agreed for the financial year 2014-15 must be done by 31 March or, if there are exceptional circumstances for non-completion, to request a one-year extension. <i>ACTION: members agreed that the most important projects to be completed were a) improvements to drainage on the sports fields by dredging the ditch along the eastern edge and b) further purchase of fireproof cabinets for the Green Hut.</i></p> <p>5:1:6 Blocked ditch: A fallen tree, blocking footpath 402 and causing flooding near the ditch that flows into the Hodge Brook at the entrance to a field behind Whites Lane, has been reported to the SCC Rights of Way team. <i>For information</i></p>
	<p>Other issues</p> <p>5:2:1 Flood Forum: Jonathan Lord MP, as chairman of the Forum, has written to thank the Parish Council for its hospitality and for the smooth-running agenda & action list at the recent meeting. <i>For information</i></p> <p>5:2:2 Planning submission: a resident in Fox Corner has written to express concerns about PPC's objection to a recent planning application and invited members to visit the property to see what the problems are there. <i>ACTION: Members agreed to accept the invitation.</i></p> <p>5:2:3 Sandpits site 1: Surrey Wildlife Trust has written on behalf of the rights of way holders confirming their acceptance of some of the changes to the width of the access track but also stating that the costs associated with the changes should be borne by PPC. <i>ACTION: for discussion under item 8:2.</i></p> <p>5:2:4 Sandpits site 2: members of the Tennis Club still feel the problem in the car park at school drop off and pick up times is not improving, as cars were still being parked parallel with the temporary fence making it almost impossible to turn or park. They are requesting that PPC puts up No Parking signs on the proposed permanent fence and moves its start position a little further back from the entrance to avoid the bottleneck that presently happens. The club is proposing to put up new signs on the court fence saying "Switch off engine while courts are in use and observe the parking restrictions" and asks whether PPC would have any objections to this. <i>ACTION: for discussion under item 8:2.</i></p> <p>5:2:5 Walnut trees on the Green: the resident who originally planted the 13 walnut trees bequeathed to the parish from the late Mr Gosden has expressed concerns that one opposite Greengates is not thriving because of wet conditions. <i>ACTION: Members agreed to the resident's suggestion to lift the tree, pot it up and give it care for a while.</i></p>
6.	<p><u>FINANCE & GENERAL PURPOSES</u></p> <p>6:1 To Approve Schedule of Receipts & Payments* and Review Bank Reconciliations for January & February 2016 <i>ACTION: Members approved the receipts & payments schedule and the Chairman signed it. Cllr Newman checked and signed the bank reconciliations.</i></p> <p>6:2 To Approve the Updated Terms of Reference for the Parish Council <i>ACTION: Members approved the updated terms of reference.</i></p> <p>6:3 To Agree the Scope of Independent Internal Audit for the 2015-16 Accounts & Appointment of the Auditor <i>ACTION: Members approved the scope of the independent internal audit and appointment of the auditor.</i></p>
7.	<p><u>PLANNING</u></p> <p>7:1 To Receive Submissions & Updates on Planning Applications during the Month Members received a list of submissions to GBC on planning application during the month with updates on decisions.</p> <p>7:2 To Consider a Response to the Following Planning Application/s Churchmead, Church Lane: 16/P/00164 (Proposed removal of chimney) <i>PPC response: Members agreed to object to this proposal on basis that house is a building of local interest that is important in the townscape of the conservation area, in which the chimney plays an important role in balancing the composition of the original house and its extensions. The retention of the chimney is not inconsistent with making internal changes to fireplaces & boilers within properties and is often done so.</i></p> <p>16/P/00174 (Erection of a car port with an attached store together with the replacement of timber- boarded gates, following the demolition of existing outbuilding) <i>PPC response: No objection subject to a condition on materials being submitted for approval.</i></p>

8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive a Report on the SDR & VAS & Approve Purchase of Posts to Enable Extra Locations for Their Use Cllr Hobbs reported that the VAS near the White Hart needs a battery recharge and that he has arranged a walkabout with the SCC engineer in March to gain approval for positions for new posts. The SDR will be moved to Fox Corner to gather data on speeds there and will be transferred later to Gole Road before schools break up for the summer. ACTION: <i>Members approved the purchases of posts (for permanent installation by SCC) or consider temporary posts.</i></p> <p>8:2 To Receive an Update on the Sandpits Car Park & Agree Replies to Letters from the Stakeholders ACTION: <i>Members agreed points for replies, which will be drafted and circulated to members for approval.</i></p> <p>8:3 To Approve the Quote for Improvements to the Sandpits Car Park Further work is required to improve drainage in the car park (which is unaffected by the discussions on the access track) and it is proposed to install a second linear drain and soakaway, parallel to the first drain, which was installed in 2008. The car park (up to the line of the existing drain only) would then be levelled with road planings, with the potholes repaired. GBC has agreed concurrent grant aid of up to £4188 and a grant of £1188 has been received from SCC, providing the project is commissioned before the end of the current financial year. The balance of the cost has been budgeted within the parish council's 2015-16 precept. DECISION: <i>to approve the work and accept the best quote for the work but to ask for the measurements of the car park to be reviewed, because the introduction of the fence has reduced the area to be surfaced.</i></p> <p>8:4 To Approve the Quote to Create Disabled Parking Spaces in Church Lane</p> <p>8:4:1 GBC has agreed concurrent grant aid up to £2093, a grant of £1000 had been received from SCC (providing the project is commissioned before the end of the current financial year) and the Lemprière Trust has made a donation of £500. A donation from the Parochial Church Council would have been welcome, but the balance of the cost had been budgeted within the parish council's 2015-16 precept.</p> <p>8:4:2 The grants cover more than 50% of the cost of the project but came with strict conditions that PPC is legally bound to observe, such as providing parking spaces for disabled drivers (GBC) and ensuring the work meets the standards required (SCC).</p> <p>8:4:3 Members agreed they were uneasy about the lack of support from the Parochial Church Council, but considered that the provision of disabled parking spaces on a surfaced layby would provide a much needed amenity for the parish, instead of a muddy area with potholes that has no authorisation by SCC for use as a parking area. DECISION: <i>it was agreed on a vote of 4/1 a) to accept the best quote for the work and b) to try to achieve flexibility in the way the layby is to be marked out for use, in order to mitigate concerns raised by the Parochial Church Council.</i></p> <p>8:5 To Approve Purchase of a Portable Sign to Use in Church Lane to Direct Motorists to Park at LPH for Events Parking in Church Lane for events at the church often overflows to the little green, and has been seen to cause obstruction for larger vehicles (such as the refuse lorry). The Trustees of LPH have agreed to permit use of the car park on such occasions, providing the current users of the Hall have priority. ACTION: <i>Members agreed to purchase a portable sign, to be placed on the little green when suitable, directing drivers to the LPH car park.</i></p>
9.	<p><u>NEWSLETTER</u></p> <p>To Agree Items for the April Issue The Queen's birthday celebrations, the Annual Parish Meeting, the surfacing of a parking area for use by disabled drivers in Church Lane and drainage improvements to the Sandpits parking area will all be items for inclusion in the April issue of PeriNews.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>10:1 To Receive the Chairman's Notices and Member' Questions There were no Chairman's notices or Members' questions.</p> <p>10:2 To Note Items for Inclusion on the Agenda for the Next Meeting (29/3/16) Items for the agenda for the next meeting will include plans for the Annual Parish Meeting and approval of the updated risk assessment.</p> <p>The meeting finished at 9.10 pm.</p> <p>Signed..... Date.....</p>