

## PIRBRIGHT PARISH COUNCIL

Minutes of the meeting held in the Green Hut Room on Tuesday 28 February 2017 at 7.30pm

**Members present:** Cllr Nevins (Chairman), Cllr Eason, Cllr Fidgett, Cllr Hobbs, Cllr Newman & Cllr Richmond.

**In attendance:** L. Graham (Clerk) & the owners of Manor House Cottage who wished to explain the background to the application.

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>To Receive Members' Apologies for Absence</b> Apologies for absence were received from Cllr Hallam.</p> <p><b>To Receive Members' Declarations of Interest on Any Agenda Item below</b> Cllr Nevins &amp; Cllr Newman made personal declarations of interest re item 17/P/00016 &amp; Cllr Hobbs re item 8:4.</p>
3.	<p><b><u>MINUTES</u></b></p> <p><b>3:1 To Approve the Minutes of the Previous Meeting</b> <i>ACTION: Members unanimously approved the minutes of the meeting held on 16/1/2017 and the Chairman signed them</i></p> <p><b>3:2 To Receive the Clerk's Report (for information, unless further action is specified)</b></p> <p><b>3:2:1 Parking outside Henry Cottages:</b> the Clerk took photographs of the cars that continued to park inconsiderately outside the cottages on a morning when there were very few vehicles in Cherrywood's own car park. This must have been reported to the drivers concerned and the cars were moved soon afterwards. The problem now seems to be under control.</p> <p><b>3:2:2 New noticeboards:</b> signage, like that used for house names, is readily available in either wood or slate. <i>ACTION: members agreed they would prefer wood.</i></p> <p><b>3:2:3 Salt bin in Vapery Lane:</b> a bin that had appeared near the Cemetery entrance a few years ago and then vanished has reappeared in the undergrowth behind the informal parking layby opposite the houses in Dawney Hill. Previous efforts to identify the bin's owner (GBC, SCC or the Cemetery) had no success, so the bin has now been taken into the custody of PPC and relocated to Vapery Lane, where it is being used to keep sandbags dry.</p>
4.	<p><b><u>REPORTS (FOR INFORMATION ONLY)</u></b></p> <p><b>4:1 To Receive Reports from the County and Borough Councillors</b> <i>No reports were received.</i></p> <p><b>4:2 To Receive a Report from Lord Pirbright's Hall</b> <i>There was nothing to report.</i></p> <p><b>4:3 To Receive a Report from the Community Games Steering Committee &amp; Agree PPC's Responsibilities</b> Members received the report of the meeting held on 24 January. <i>ACTION: members approved the proposal to establish a Steering Committee, composed of members nominated by Pirbright Parish Council (PPC) and Pirbright Parochial Church Council (PPCC) for the Pirbright Community Games on the village green and in Lord Pirbright's Hall on 17 June 2017. As a participating membership of the Steering Committee, PPC agreed that:</i></p> <p><i>a) the Steering Committee would provide the overall organisation and management of the Community Games and</i></p> <p><i>b) the Steering Committee would ensure that all participating clubs, societies and organisations agree in writing to accept responsibility for all risks, H &amp; S responsibilities and public liabilities for the activities at the games that they organise, manage and are directly responsible for. Thus each participating organisation would be required to demonstrate that they have adequate insurance cover and corresponding certification to manage any risks to the public and their volunteers for the activities they will organise.</i></p>
5.	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p><b>To Consider Issues raised in the Public Forum &amp; Communications Sent &amp; Received Since the Previous Meeting</b></p> <p><b><u>5:1 GBC, SCC &amp; Policing issues</u></b></p> <p><b>5:1:1 Guildford Local Plan:</b> the responses to the draft Local Plan 2026 for the borough have now been published and are available to view on the GBC website. It is anticipated that public consultation for the next draft plan will take place in June-July this year, with a targeted consultation looking at housing need and the sites required to meet this. <i>For information</i></p> <p><b>5:1:2 Street lighting &amp; parking in the area of Brunswick Drive:</b> SCC has confirmed that maintenance of the street lighting in Brunswick Drive is the responsibility the MoD, while problems caused by selfish parking can be reported to the civilian police. Similar problems in Billesdon Road, however, are dealt with by the military police. <i>For information</i></p>

**5:1:3 Recycling & disposing of tree waste:** GBC has thanked the Parish Council for permitting a corner of the LPH car park to be used as a collection area for recycling Christmas trees. The 4,300 trees collected from around the borough are being composted with other garden waste and will contribute to the borough's recycling rate. However, when asked whether it would be possible to remove similar waste fly tipped on the grass between the back of the Avenue de Cagny car park and the LPH recreation ground, GBC said that they are unable to assist with fly tipping on private land.

*ACTION: for further discussion under item 8:3*

**5:1:4 Mayor's award for Service to the Community:** GBC has again invited nominations of residents and groups who make a real difference by giving their time to the community in volunteer roles.

*ACTION: the deadline for nominations was 24 February, so the Chairman and Clerk have consulted the Mayor and put forward a nomination (for further discussion under item 10).*

**5:1:5 Local elections:** GBC's Electoral Services have confirmed that the SCC elections will be held LPH on 4 May.

*For information*

## **5:2 Other issues**

**5:2:1 Air ambulance:** the Kent, Surrey & Sussex Air Ambulance costs £6.5 million a year to run, mostly received from donations. They are contacting all parish councils in the area requesting a grant of £250 towards their on-going costs.

*ACTION: Members agreed to consider a donation in the new financial year.*

**5:2:2 Banners for summer events:** permission has been requested to erect two banners to publicise the Church plant sale on the Little Green on or around 6 May. For the Flower Show at the end of July, permission for three banners is sought for installation from 16 July. The positions would be the same as 2016, with the exception of one on the railings of LPH, deemed ineffective. The preferred position would be between the walnut & chestnut trees, opposite the vicarage/surgery.

*ACTION: Members approved the locations but will inspect the installations of the banners at the time.*

**5:2:3 Scattering of remains:** a request has been received to scatter the remains of a man formerly connected with the village through football and village fetes. The family is also suggesting a donation towards purchase of a shrub or planting for the upkeep of the green.

*ACTION: Members agreed to this request.*

**5:2:4 H & S governance for the Community Games event:** the church's H & S officer has confirmed that the PPCC will be discussing the issue at its meeting on 7 March.

*ACTION: further discussion took place under item 4:3.*

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

**6:1 To Approve Schedule of Receipts & Payments and Review Bank Reconciliations for January & February 2017**

*ACTION: Members approved the receipts & payments schedules for January and February, which were signed by the Chairman, who also signed the bank reconciliation for the month.*

**6:2 To Ratify the Approval for the Increase in Printing Costs of PeriNews<sup>1</sup>**

*ACTION: Members approved payment of the increase.*

**6:3 To Approve the Scope of Independent Internal Audit for the 2016-17 Accounts & Appointment of the Auditor**

*ACTION: Members agreed the scope of the independent internal audit and the reappointment of last year's auditor.*

**6:4 To Agree Arrangements & Approve a Budget for the Annual Parish Meeting**

*ACTION: Members approved a budget of up to £240 for the meeting. Guest speakers (Marcus Turley of the Surrey Heathland Project and someone to talk about the Community Games Event) and the nominees for the Mayor's Award for Services to the Community will also be invited to the pre-meeting reception.*

**6:5 To Discuss Succession Planning for the Clerk's Retirement**

At the beginning of April, the Clerk will have served 15 years working for PPC. She celebrated a major birthday last July and considered that it would be wise to begin succession planning, with a recommendation that the post could be divided into three roles – a clerk to manage meetings and the governance of the parish council, a responsible financial officer and a clerk to Lord Pirbright's Hall Managing Trustees.

*ACTION: Members accepted the proposals in the Clerk's report and agreed to advertise the posts in PeriNews and also explain it at the Annual Parish Meeting.*

**6:6 To Approve Purchase of Portable P.A. Equipment, to be paid for from the SCC Member's Allocation**

*ACTION: Members approved the purchase of portable P.A. equipment, to be sourced from a local supplier and paid for from the SCC Member's allocation.*

<sup>1</sup> Notification of the increase of 10% in the printing costs of PeriNews arrived too late to be approved formally at the previous meeting

7.	<p><b><u>PLANNING</u></b>  <b>To Receive Recent Planning Updates &amp; Consider a Response to Current Applications:</b>                  Members had been circulated with the latest list of enforcement notices and current applications for the parish.  <b>ACTION:</b> <i>GBC has now supplied a laptop computer, a projector and screen to enable electronic viewing of applications on the GBC website. The responses to the current applications are shown in annex 1.</i></p>
8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b>  <b>8:1 To Receive an Update on:</b>                  a) <b>safety proposals for Gole Road</b> – the work is still scheduled for current financial year<sup>2</sup>.                  b) <b>the SDR and VAS</b> – batteries &amp; triple chargers need to be purchased.                  c) <b>parking measures in School Lane</b> – photos showing motorists ignoring the measures will be sent to GBC.</p> <p><b>8:2 To Discuss Safety Improvements for the Junction of Avenue de Cagny and Guildford Road (A324)</b>                  SCC’s recommendations include realigning the corner of the junction and moving the pedestrian crossing point further down Avenue de Cagny plus installation of chicanes to slow down the speed of traffic.  <b>ACTION:</b> <i>Members liked the proposal to move the crossing point but had concerned about realigning the corner and the installation of chicanes, which would add to the urbanisation of the village. Cllr Hobbs will pass on the comments to the SCC Highways Engineer.</i></p> <p><b>8:3 To Consider the Creation of an Action Plan to Deal with Fly Tipping on Parish Land</b>                  During the past month, two episodes of fly tipping have occurred on the village green, which have to be cleared at PPC’s expense.  <b>ACTION:</b> <i>Members considered whether it might be possible to install CCTV at the site and whether a sign stating that CCTV was in operation might be effective. Although GBC &amp; SCC will not remove fly tipping on privately owned land, it was agreed important to continue reporting episodes. The Clerk will also raise the issue at the next Clerks’ Liaison meeting at GBC.</i></p> <p><b>8:4 To Accept a Quote for Tree Works around The Green &amp; at The Sandpits</b>  <b>8:4:1</b> Consent for the works<sup>3</sup> has now been received from GBC.  <b>ACTION:</b> <i>because no further quote was received from contractor B, it was agreed to award the contract to contractor A.</i></p> <p><b>8:4:2</b> Re previous tree works (carried out in 2015), members recalled that the consent notice required a replacement beech tree of 10/12cm girth should be planted in the same place (at or adjacent to the site of the stump).  <b>ACTION:</b> <i>Members agreed that the tree contractor should be reminded about this because the GBC notice was addressed to him.</i></p>
9.	<p><b><u>NEWSLETTER</u></b>  <b>To Agree Items for the April Issue</b>                  The Clerk’s succession programme and an announcement about the APM are two items for inclusion in the April issue.</p>
10.	<p><b><u>CHAIRMAN’S CONCLUSION</u></b>  <b>To Receive Chairman’s Notices, Member’ Questions &amp; Agree Items for Discussion at the Next Meeting (28/3/17)</b>                  The Chairman announced PPC’s nominations for the Mayor’s Award for Service to the Community and told members that she has been invited by Pirbright Institute to attend the opening of the new Jenner building in March.</p>

Meeting ended at 9.25pm

Signed.....

Date.....

<sup>2</sup> SCC has sent an informative leaflet to residents, specifying the start date as Monday 13 March for the works which will last for approx. 7 weeks  
<sup>3</sup> 16/T/00316, 16/T/00327 & 16/T/328

**Annex 1 – planning applications considered by PPC at its meeting on 28 February 2017**

**17/P/00016** (Manor House Cottage, Mill Lane: front extension, side porch, pitched roof over existing rear extension)

**PPC response:** *Pirbright Parish Council has no objection to this proposal, subject to conditions specifying that:*

- a) *Materials are to be submitted for approval to GBC;*
- b) *a ban on Sunday & Bank Holiday working;*
- c) *a ban on onsite bonfires during construction;*
- d) *a requirement for construction vehicles to enter & leave the site in a forward gear, with provision for turning on site;*
- e) *maintenance of boundary trees and hedges.*

**17/P/00098** (Ivory Cottage, Malthouse Lane: single-storey rear extension & front porch)

**PPC response:** *Pirbright Parish Council notes that the front porch is not shown on roof plan but otherwise has no objection to this proposal, subject to conditions requiring:*

- a) *materials to be submitted for approval to GBC;*
- b) *a ban on Sunday & Bank Holiday working;*
- c) *a ban on onsite bonfires during construction.*

**17/P/00172** (Shepherds Well, West Heath: 2-storey dwelling, following demolition of existing bungalow)

**PPC response:** *Pirbright Parish Council notes that the front porch is not shown on roof plan but otherwise has no objection to this proposal, subject to conditions requiring:*

- a) *materials to be submitted for approval to GBC, specifying use of timber cladding & clay roof tiles;*
- b) *a ban on Sunday & Bank Holiday working;*
- c) *a ban on onsite bonfires during construction.*
- d) *protection of maintenance of boundary trees and hedges.*

**17/P/00225** (Fairway, Rowe Lane: single-storey rear extension & partial garage conversion)

**PPC response:** *Pirbright Parish Council notes that the online register is incomplete with no application form and only two documents available to view. Otherwise PPC has no objections to this proposal, subject to conditions requiring:*

- a) *materials to be submitted for approval to GBC;*
- b) *a ban on Sunday & Bank Holiday working;*
- c) *a ban on onsite bonfires during construction.*

**17/P/00253** (Law Meadows, Guildford Road: ground & first floor extensions)

**PPC response:** *Pirbright Parish Council objects to this proposal on the basis of existence of the unresolved enforcement notices on the site and the scale of the proposed increase in volume, which results in a building that is materially larger and hence has a greater impact on the Green Belt. We would also refer GBC to our comments on application 16/P/02456 and our view that the cumulative increase in development across the whole of the Law Meadows site should be considered together.*