

PIRBRIGHT PARISH COUNCIL

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

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

In attendance: L. Graham (Clerk), Cllr Witham (SCC) & members of the public interested in the item on Vines Farm

1.	<p><u>FORMALITIES</u></p> <p>To Receive Members' Apologies for Absence No apologies for absence were received.</p> <p>To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Nevins made a personal declaration of interest re items 17/P/00326, 17/P/00342 & 17/P/00640.</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 28/2/2017 and the Chairman signed them</i></p> <p>3:2 To Receive the Clerk's Report (for information, unless further action is specified)</p> <p>3:2:1 Notice boards: complaints have been received from users about the hardness of the wood of the boards, making it difficult to fix notices with drawing pins (although some types of pin appear to be easier to use). <i>ACTION: it was agreed to seek a quote for adding a rubber surface to the boards, as on the new Tennis Club notice board, which was made by the same contractor.</i></p> <p>3:2:2 Flytipping: the problems of clearing and disposing of flytipping was discussed by Guildford's parish clerks at a recent liaison meeting with officers at GBC. Various options were considered and it was hoped that parishes might be able to receive a waiver of the fee now being charged for disposal at public amenity sites.</p>
4.	<p><u>REPORTS (FOR INFORMATION ONLY)</u></p> <p>4:1 To Receive Reports from the County and Borough Councillors No report was received from the borough councillor but Cllr Witham wished to comment on items 8:1 & 2.</p> <p>4:2 To Receive a Report from Lord Pirbright's Hall The Main Hall floor will be refurbished in August, during which time the premises will be closed completely for hirings because of the strong fumes generated during the work.</p> <p>4:3 To Receive the Steering Committee's Report & Discuss PPC's Involvement in the Community Games Event</p> <p>4:3:1 The Parish Council, as joint organisers of the Community Games with the church council, discussed whether to establish a temporary committee of those members sitting on the Steering Committee with delegated powers to take decisions and protect the interests of the Council in the use of the Green & Lord Pirbright's Hall and their facilities. <i>DECISION 1: it was agreed unanimously that Cllr Nevins & Cllr Eason would form the temporary committee.</i></p> <p>4:3:2 The steering committee has agreed to fund the event's overhead expenses equally between PPC and the church, with some items such as the closure of Avenue de Cagny and hire of waste bins, requiring advance payment. <i>DECISION 2: it was agreed unanimously to approve in principle a) payment of essential advance expenditure for the event (up to a limit of £500), in the anticipation that it will be reimbursed from the proceeds; b) that the proceeds will be paid into the Community Account, as for the Queen's 90th birthday event, for appropriate disbursement afterwards.</i></p>
5.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>To Consider Issues raised in the Public Forum & Communications Sent & Received Since the Previous Meeting</p> <p><u>DCLG¹, GBC, SCC & POLICING ISSUES</u></p> <p>5:1:1 The Great Get Together: the Secretary of State for DCLG has contacted all councils to urge them to encourage groups of people to get together over the weekend of 17 & 18 June to organise street parties, picnics, barbecues and bake-off competitions, in an initiative by the Big Lunch and Jo Cox Foundation. <i>ACTION: this is the weekend of Pirbright's Community Games event and could easily be combined with the other activities planned. It is expected that Lord Pirbright's Hall will be used to serve refreshments, including lunch.</i></p> <p>5:1:2 Village gateway sign in Guildford Road (B3032): the poor condition of the gateway had previously been reported</p>

¹ Department for Communities & Local Government

to SCC in October 2016 but it was reported again in March because the posts had completely rotted and the sign was lying on the verge. The sign were appropriately relocated by SCC, using alternative supports (although the rotten fixing posts were still lying on the verge more than two weeks later.) The posts and man-at-work sign have now been removed by PPC's groundsman and taken into safe custody.

ACTION: for information.

5:1:3 Action to address air quality concerns: GBC has set up a new working group to work with SCC on a number of measures which will improve air quality in the borough, including a sustainable movement corridor for the town centre. The next stage will be to update the borough air quality strategy.

ACTION: for information.

5:1:4 Freedom to play project at the ATC, Pirbright: a joint project between GBC and the Armed Forces Community Covenant, is being set up for the Playrangers to deliver 30 free Saturday play sessions at the ATC, starting on 6 May, for children aged five to twelve. The project will run for a year and is funded by the Armed Forces Community Covenant Grants Fund, with the aim to integrate military and civilian communities through shared play opportunities for young people.

ACTION: for information.

5:1:5 Application 17/P/00016: a neighbour of Manor House Cottage has expressed concern that the application has been approved before the expiry date quoted by the planning officer and fuller comments were thus not taken into account (including those made by PPC).

ACTION: for further discussion under item 7.

5:1:6 Safety in Church Lane: a resident of Church Lane has again raised the safety of vehicles passing her home because motorists driving west seem to be unaware that the two branches of the lane converge and are a two-way stretch as far as the church.

ACTION: for further discussion under item 8:2.

5:1:7 Licensing: GBC's Licensing Officer has made a site visit to discuss the licences for LPH and the Green. His follow-up report recommends that there should be an ongoing programme of regular training for all members of the Parish Council on their roles and responsibilities in terms of the Licensing Act 2003. As both licences are held by the Council, he warned that, if they carry on any licensable activity not in accordance with the licence, or allow such an activity to be carried on by a user of their premises, they could be liable to an unlimited fine, six months in prison, or both, if convicted under section 136 of the Act.

He further recommends that an appropriate person from the cricket club should contact him to discuss what licensing requirements they have as soon as possible, because the Parish Council, as trustees for the pavilion, could be liable for any unauthorised licensable activities taking place.

ACTION: members took the warnings seriously and will contact the officer for guidance on further training. The Clerk will ask the chairman of the cricket club to contact the officer to discuss licensing requirements for the cricket pavilion.

Other issues

5:2:1 Fishing on the pond: a resident has written to query why fishing is no longer permitted on the pond.

ACTION: the Clerk has replied, quoting the reasons for the decision taken by the Parish Council in September 2014.

5:2:2 Permission to set up a child friendly fitness class for mums on the Green: a personal trainer would like to set up the class on an area near LPH, and asks if there would be a cap at the number of people who could join. No day or timing has been proposed.

ACTION: the Clerk will reply as for a previous request, stating that there are various factors to take into account, such as the parking, the time of the class, a requirement to see proof of qualifications and public liability insurance plus a warning that there would be no access to Lord Pirbright's Hall for use of facilities.

5:2:3 Deep hole in the Green: a resident notified PPC about a deep hole in the ground near the White Hart Corner sign, possibly made during the installation of signage or the scarecrow at last summer's festival.

ACTION 1: the Clerk has thanked the resident and the hole has been filled in.

ACTION 2: the risk of such holes being left has been added to the risk assessment and the T & C for the installation of banners & advertising devices (to be approved under item 8:3).

5:2:4 Banners for summer events: the Chairman of the Horticultural Society has requested permission to put up banners for one day only on the triangle opposite the Cricketers to advertise the society's plant sale.

ACTION: members agreed to the request subject to observation of the Parish Council's T & C and approval of sight lines.

5:2:5 Right of Way at the Sandpits car park: one of the residents and the SWT land agent have requested formalisation of the current arrangement for the separation of the right of way to their properties from the car park area.

ACTION: for further discussion under item 8:4

6.	<p><u>FINANCE & GENERAL PURPOSES</u></p> <p>6:1 To Approve the Schedule of Receipts & Payments and Review Bank Reconciliations for March 2017 <i>ACTION: Members approved the schedule and bank reconciliations for March, which were signed by the Chairman.</i></p> <p>6:2 To Approve the Transfer of the Grant for the Performance of Our June's Wedding to the Community Account <i>ACTION: Members approved the transfer.</i></p>
7.	<p><u>PLANNING</u></p> <p>7:1 To Receive Recent Planning Updates Copies of the list of current enforcement cases for the parish had been circulated to members, with notes from a recent update meeting on electronic working attended by the Clerk. <i>ACTION: Members express concern about the length of time taken to resolve some cases that had been on the list for years and it was agreed that Cllr Fidgett would email the GBC Planning department to ask about progress.</i></p> <p>7:2 Consider a Response to Pending Applications The responses are shown in annex 1.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive an Update on:</p> <p>a) Safety Proposals for Gole Road: the safety works have started, but Cllr Witham reported that he had been contacted from residents in Vapery Lane, who were concerned about the length of time for the works. However, SCC responded that works would not be happening at peak time and nothing more has been heard from the residents.</p> <p>b) the SDR and VAS: purchase of new batteries and triple chargers is in hand</p> <p>c) new parking measures for School Lane: copies of the photos taken of badly parked cars near the school have been sent to GBC but so far no response has been received. <i>ACTION: it was agreed to request Cllr G. Jackson to make enquiries on behalf of the Parish Council.</i></p> <p>d) To Discuss Safety Improvements for the Junction of Avenue de Cagny and Guildford Road (A324) – Cllr Witham reported that funding for the work is available and that plans are awaited.</p> <p>8:2 To Discuss the Safety Issues Raised about Church Lane Members sympathised with the safety issues raised by the resident and contributed examples of seeing inconsiderate motorists travelling too fast round the corner at Rose Cottage or going the wrong way along the one-way stretches. <i>ACTION 1: it was agreed to install SDR to obtain speed figures and also take photos of vehicles going the wrong way in the one-way stretches of the lane.</i> <i>ACTION 2: members discussed the possibility of a third Road Safety Scheme, including making the southern entrance to Church Lane no entry.</i></p> <p>8:3 To Approve the Amended Risk Assessment & Policy for Erection of Banners on the Green to Advertise Events <i>ACTION: Members approved the updated risk assessment and policy, to include measures for unfilled holes.</i></p> <p>8:4 To Consider the Next Steps to Formalise the Separation of the Right of Way from the Sandpits Car park <i>ACTION: Members agreed that Surrey Wildlife Trust should be invited to draft a proposal for consideration.</i></p>
9.	<p><u>NEWSLETTER</u></p> <p>To Agree Items for the May Issue The new Playranger scheme for Pirbright Camp will be one item for the May newsletter.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>10:1 To Receive Chairman's Notices, Member' Questions The Chairman passed on good will messages from the Cagny Twinning Association, following the recent terrorist attack. She also reported on her attendance at the special meeting of GBC to confer the Freedom of the Borough on the ATC Pirbright, and at the Pirbright Institute for the opening of the Jenner Building in the presence of Princess Anne.</p> <p>10:2 To Discuss Arrangements for the Annual Parish Meeting The Chairman reminded Cllr Fidgett and Cllr Hobbs about writing their reports for the meeting and also requested members to bring a plate of savouries for the pre-meeting reception.</p> <p>10:3 To Agree Items for Discussion at the Next Meeting (25/4/17) The accounts for 2016-17 will be presented to Members for approval before the independent internal audit.</p>

The meeting ended at 10pm.

Signed.....

Date.....

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

17/P/00326 (Causeway Farmhouse, School Lane – concrete base for 2 mobile stable blocks)

PPC response: *Pirbright Parish Council has No Objection in principle to this proposal but notes that this should actually be a retrospective planning application because a) the stables and hardstanding are already there and b) the stables do not appear mobile and should have been part of the application.*

17/P/00342 (Causeway Farmhouse, School Lane – planning & listed building consent for hardwood front gates)

PPC response: *Pirbright Parish Council has No Objection to this proposal.*

17/P/00497 (Vines Farm, Mill Lane – retrospective applications for part of a field track)

PPC response: *Pirbright Parish Council objects to this application because it is inappropriate development in the Green Belt and therefore contrary to policy, comprising engineering operations and the deposit of waste to extend a track significantly that serves no apparent purpose. The stated purpose for bee keeping does not appear to justify the extent and nature of operations, which seem more closely related to the alleged unauthorised use of land as a commercial livery. The Parish Council is concerned over the nature of the waste deposited and the precedent that could be created by construction of such tracks in the absence of planning permission in the Green Belt.*

17/P/00540 (The Old Vicarage, The Green – new entrance for residential part of the property)

PPC response: *Pirbright Parish Council has No Objection to this proposal, subject to retention of the trees on each side of the access.*

17/T/00075T1-T5 (Avila, Malthouse Lane- repollard to match row on other side of tennis court to 16-18m crown raise to 8m. T6 Lime - take off lower limb over road, crown. T7 Lime - pollard to 16m and crown raise to 6m. TPO No. P1/201/7

PPC response: *Pirbright Parish Council has No objection, subject to approval of tree officer.*

17/P/00560 (The Manor House – reinstatement of boundary fence between the Manor House & Manor House Cottage)

PPC response: *Pirbright Parish Council has No Objection to the reinstatement of this boundary fence.*

ACTION: *Members also agreed to the proposal to send an email to GBC, expressing concerns about the way application 17/P/00016 for Manor House Cottage was handled.*