

PIRBRIGHT PARISH COUNCIL

Minutes of the meeting held in the Green Hut Room on Tuesday 6 November 2018 at 7.30pm

Those present: Cllr Fidgett (Chairman), Cllr Eason, Cllr Hallam, Cllr Hobbs, Cllr Richmond, Cllr Swinney & Cllr Woollett.

In attendance: L. Graham (Clerk) and Mr M. Godfree.

1.	<p><u>FORMALITIES</u></p> <p>To Receive Members' Apologies for Absence <i>Apologies for absence were received from Cllr Witham (SCC) & Mr M. Jackson.</i></p> <p>To Receive Members' Declarations of Interest on Any Agenda Item below <i>Cllr Fidgett made a declaration of personal interest on item 7 (he has a right of way over the adjoining track).</i></p>
3.	<p><u>MINUTES</u></p> <p>3:1 To Approve the Minutes of the Previous Meeting (2/10/18) RESOLUTION: <i>the minutes of the meeting held on 2 October 2018 were approved 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>Banners: the school fireworks banner erected at White Hart Corner was secure, but obscured the sign. ACTION: <i>it was agreed that the guidelines were observed in this case because the sign belongs to PPC and is 5m back from the junction, but banners should not obscure Highways signs that are important to safety or route finding.</i></p> <p>Trees: a recent judgment made on a local parish council, following a serious incident from a fallen tree, cited lack of frequency of inspections, especially for trees identified as vulnerable or diseased. ACTION: <i>it was agreed to create a new policy to document reasonable steps with duty of care and to:</i> <i>a) commission an independent survey by an arboriculturist with professional indemnity;</i> <i>b) produce a digital map of the Green showing PPC's area of responsibility, including the edge of the football pitch.</i></p> <p>Recycling area: biological hazards have been found in bins in the recycling area and waste bins of the LPH car park. ACTION: <i>it was agreed to erect more obvious signage stating that if it is not recyclable it should not be left because it counts as flytipping and to warn that vehicle registration numbers can be traced via CCTV.</i></p> <p>Christmas trees: GBC has again requested permission to put up a collection point in the LPH car park for spent Christmas trees to be mulched for use in the borough parks etc. ACTION: <i>Members agreed to this request.</i></p> <p>Accident in car park: the bench around a tree in the LPH car park has been destroyed by a car that accidentally shot forward while the driver was trying to reverse from a tight space. Fortunately no one was hurt and the bench will be replaced via the motorist's insurance.</p> <p>Bouncy castles: following a serious incident with inflatable equipment in Woking, it was agreed to wait for the government to update the policy & safety regulations for public use. LPH might need to introduce a policy to ensure that equipment introduced by hirers is designed for its purpose and is used with approved guidelines to ensure safety.</p>
4.	<p><u>REPORTS</u></p> <p>4:1 To Receive Reports to or from the County & Borough Councillors (for information only)</p> <p>Highways reports to SCC:</p> <p>Date of PPC report: 5/10/18, reference number SQ-1108934</p> <p>Subject of report: <i>the stretch of pavement between West Side and Old Vicarage Surgery on the west side of the Green is in bad condition with exposed roots that cause trip hazards.</i></p> <p>Local Highways Officer's response: <i>"I can confirm I inspected this area this morning and found nothing meeting the safety matrix. I do agree there is some undulations and the like which I will pass to the Maintenance Engineer for consideration for an overlay from the crossing point by the Lord Pirbright Hall and the traffic lights at School Lane."</i></p> <p>Highway Maintenance Engineer's response: <i>"This section of footway has recently been inspected by the Highways Officer. No defects at intervention level, greater than 20mm were found at the time of inspection. This is potentially a footway overlay scheme for the next financial year."</i></p> <p>Date of PPC report: 5/10/18, reference number SQ-1108935</p> <p>Subject of report: <i>flooding in Cemetery Pales outside the Cricketers.</i></p> <p>Local Highways Officer's response: <i>"I have inspected this morning and can confirm that this is not an issue of the drainage system not working but the fire hydrant has a leak causing the puddle. I will report it through to them."</i></p>

	<p><u>SCC consultations:</u> consultations with residents to help shape a range of services for the future has been launched and can be accessed on the SCC website until Friday 4 January 2019. Issues covered include:</p> <ul style="list-style-type: none"> • Family Resilience & Children's Centres • Concessionary Bus Travel [<i>Cllr Witham has advised that bus services dependent on public subsidies are not a part of this review, nor are the old age pensioner bus passes, as they are part of a national scheme. However, other concessionary bus fares are being considered.</i>] • Special Educational Needs & Disabilities • Libraries & Cultural Services • Community Recycling Centres [<i>Cllr Witham has advised that there are no proposals that involve Slyfield CRC in this review</i>] <p><i>RESOLUTION:</i> the Parish Council agreed to consider official responses to any of these issues that impact the village.</p> <p><u>GBC Local Plan:</u> GBC has reported that latest household projection figures could have major implications for the emerging Local Plan because of a review of the new 2016-based projections, published by the Office of National Statistics (ONS) last month, which may potentially reduce the total number of new homes each year to 562, compared with the total of 630 using the evidence available when the Local Plan was originally submitted.</p> <p>4:2 To Receive & Discuss Reports from the Joint Committees & Consider Any Resolutions Recommended:</p> <p>a) Pavilion Project The next meeting will be held this month, for which the pre-app response will be circulated. GBC has stated that the development is appropriate in Green Belt, care will be required about trees and an arboricultural survey will be needed. A smaller design would be preferred and elevations of existing pavilion will be needed for a full application. There will be ongoing discussions with a local party interested in assisting with the build & occupying space for a café via a lease. This will need considerable discussion to ensure the best arrangement is reached. <i>ACTION:</i> Cllr Swinney will check whether there are any legal restrictions on the use of the building because of its position on the village green.</p> <p>b) Summer Fair A further meeting is planned for next week.</p> <p>c) Lord Pirbright's Hall Problems have been encountered in ensuring that the external lights are operating correctly and the contractor has recommended an electrical safety audit of the Hall. <i>ACTION:</i> it was agreed to obtain three quotes for the audit.</p>
<p>5.</p> <p>5a</p> <p>5b</p>	<p><u>PUBLIC FORUM & COMMUNICATIONS</u> To Discuss Issues raised in the Public Forum or by Correspondence & Consider Actions Recommended</p> <p><u>Proposals for Closure of the Cemetery Entrance to Brookwood Station</u> Further emails have been received from residents concerned about the proposals and PPC's chairman has written again to the Managing Director of South Western Railways, while Cllr Gordon Jackson has also written on behalf of GBC. Cllr Kevin Davis, member for the Brookwood area at Woking BC, has provided an update on a recent meeting held with SWR, WBC and the cemeteries. Nothing firm has yet been agreed but a site meeting is planned to look at options. <i>ACTION:</i> it was agreed to continue to push to meet them and also to encourage parishioners to contact SWR to make their views known.</p> <p><u>General correspondence</u></p> <p>1. Replacement fence at the edge of the playing fields: the project manager from the Surrey Heathland Project, which is undertaking the replacement work on behalf of GBC, has requested permission to access the site from the playing fields. <i>ACTION:</i> permission has been granted with the proviso that they stay close to the edge of the woodland and off the football field.</p> <p>2. Overhanging trees along Cemetery Pales: the chairman raised with the Heathland Project the need to trim back all the woodland in GBC control on the southern side of the Green opposite Chapel Lane because of broken branches hanging over the road, which the recent work failed to deal with adequately. <i>RESPONSE:</i> the manager of the Heathland Project has responded to say that message has been passed on to the Countryside Manager at GBC and his tree officers, as they always manage any roadside trees on their land and usually get in contractors to deal with such issues fairly quickly. Some work has now been done.</p>

	<p>3. Sunday working complaint: a resident living near a building being refurbished in School Lane has complained about the disturbance caused by Sunday working by scaffolders at the site. <i>ACTION: Cllr Jackson has confirmed that this was nothing to do with GBC because it is just refurbishment work, which does not require planning permission. Under the general law of nuisance, GBC can intervene if noise levels are unacceptably high, but they have to have proper proof. With regard to the condition about working hours suggested for inclusion in planning approvals, GBC does not impose such a condition as a matter of course, but only where the circumstances suggest that there is likely to be a major issue with out of hours working.</i></p> <p>4. Activities at Stoney Castle: a local landowner has raised concerns about the activities at Stoney Castle, including the dumping and burning of rubbish. <i>ACTION: following advice from Cllr Witham, the Clerk has replied stating that unfortunately Pirbright Parish Council has no Enforcement powers in this case because it is a Surrey County Council issue, to whom the query would be referred.</i></p> <p>5. Parking space at the Sandpits site: the Tennis Club has written to propose creation of additional parking space solely for members in the area behind the current car park, for which they would like to request right of access along the bordered track past the Old School House and SWT. <i>ACTION: to agree in principle, subject to approval of plans of works proposed prior to their submission to GBC.</i></p> <p>6. Relocation of a commemorative bench: the family who had installed a commemorative bench for their late son in front of the Cricketers has asked permission for it to be relocated on the Green or in the recreation ground. <i>ACTION: Cllr Hallam was present at a meeting with the family and has looked at a possible site within the children's playground. It was agreed to ask the owner of a dilapidated bench for instructions or find an alternative position.</i></p>
<p>6.</p>	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Schedule of Receipts & Payments and Bank Reconciliations for the Previous Month Michael Jackson confirmed that he had checked the financial statements for the month and notified the Chairman that all was in order. <i>RESOLUTION: Members approved the statements & bank reconciliations and the Chairman signed them.</i></p> <p>6:2 To Approve the Annual Donation to the Royal British Legion <i>RESOLUTION: Members approved the annual donation of £120 for the wreaths to be laid on Remembrance Sunday.</i></p> <p>6:3 To Discuss the Draft Budget for 2019-20 Members considered three options for the draft budget for 2019-20, showing potential increases to band D council tax of 3.01%, 3.50% or 4% to meet the spending plans of the Parish Council. <i>RESOLUTION: Members considered an increase of 5% would be safer, to allow adequate funding for the tree surveys and any potential works required.</i></p>
<p>7.</p>	<p><u>PLANNING</u></p> <p>7:1 To Discuss Recent Planning Updates & Consider Responses to Pending Applications Members considered the pending applications and agreed responses as shown in annex 1.</p> <p>7:2 To Consider the Introduction of Article 4 for the Conservation Areas in the Parish <i>It was agreed to defer this item again for further discussion at a later meeting.</i></p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8:1 To Receive Updates on:</p> <p>a) The Speed Data Recorder and Vehicle Activated Sign The VAS is currently at Fox Corner and the SDR will be erected in Guildford Road.</p> <p>b) Parking Measures & Improvements at the Avenue de Cagny Car Park Further quotes are being obtained for repair of the potholes.</p> <p>c) Parking Problems in School Lane & The Gardens There was nothing new to report. [Cllr Eason has subsequently met the PCSO who covers the parish and has reported a problem caused by a vehicle that is regularly parked on the footway in School Lane.]</p> <p>d) Protection of the Village Green</p> <p>(i) Members confirmed that vehicles should not to park on the grass outside bollards near phone box because it is kerbed in that area.</p> <p>(ii) Further discussion will be needed about installation of swales along the sides of the Green when the result of the grant-aid application is known.</p>

	<p>e) Restoration of the Football Pitch Extra work has been carried out to encourage the growth of the new grass. PPC's groundsman has offered to eradicate the moles.</p> <p>f) Activities at Stoney Castle There was nothing new to report.</p>
9.	<p><u>NEWSLETTER</u> To Agree Items for the Next Issue Christmas tree recycling and the usual reminder about the Christmas Day closure of the car parks at LPH & the Sandpits site will be items for the December edition.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u> 10:1 To Receive Chairman's Notices & Members' Questions Cllr Richmond enquired about replacing the gates to the children's playground, which had been removed to avoid accidents during windy weather. New slow-closing gates are to be purchased.</p> <p>10:2 To Discuss Arrangements for Events Being Held on Remembrance Sunday Wreaths will be laid at the war memorial and at Brookwood cemetery at services on the day. PPC and LPH are hosting a special evening event, with a beacon lighting to mark the centenary of the end of WW1.</p> <p>10:3 To Agree the Date for the Next Meeting & Items for the Agenda No specific date was decided for a meeting in December, although an extraordinary meeting could be called if necessary. The date of the January meeting will be arranged to allow adequate time to agree and submit the Precept to GBC by the required date.</p>

The meeting ended at 10.30pm.

Signed.....

Date.....