

# PIRBRIGHT PARISH COUNCIL

## Minutes of the meeting held in the Green Hut Room, on Tuesday 4 September 2018 at 7.30pm

**Members present:** Cllr Fidgett (Chairman), Cllr Eason, Cllr Hallam, Cllr Hobbs, Cllr Richmond, Cllr Swinney & Cllr Woollett (from 8pm).

**In attendance:** L. Graham (Clerk), Cllr K. Witham (SCC), Mr M. Godfree and a resident from Aldershot Road.

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>To Receive Apologies for Absence</b>  <i>Apologies for absence were received from Cllr G. Jackson and Mr M. Jackson.</i></p> <p><b>To Receive Members' Declarations of Interest on Any Agenda Item below</b>  <i>Cllr Hallam made a declaration of personal interest re planning application 18/P/00417.</i></p>
3.	<p><b><u>MINUTES</u></b></p> <p><b>3:1 To Approve the Minutes of the Previous Meeting (3/7/18)</b>  <b>RESOLUTION:</b> <i>the minutes of the meeting held on 3 July 2018 were approved 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>          Instead of the usual recess during August, several issues arose that needed action. These are reported and minuted below.</p>
4.	<p><b><u>REPORTS</u></b></p> <p><b>4:1 To Receive Reports from the County &amp; Borough Councillors (for information only)</b>          Cllr Witham reported that the consultation being carried out by SCC on the county's vision for the future is now closed. There is still uncertainty about budgets, because expenditure will need to be reduced by £250million per year over the next three years. SCC is still waiting to hear if redistribution of business rates is to be permanent.</p> <p><b>4:2 To Receive &amp; Discuss Reports from the Joint Committees and Consider Any Resolutions Recommended:</b></p> <p><b>a) Pavilion Project</b>          Members received the minutes of the PPP committee meeting held on 5 July and with Sport Clubhouses held on 11 July. Cllr Fidgett has now circulated and submitted the pre-application to GBC and a response is expected within 2-3 weeks. He has also asked Sports Clubhouses for a site plan &amp; plans of existing pavilion to confirm that the proposed single-storey design will fit well into the space available and show how much will be left for the car park. Funding remains critical, because £100K will be required to be raised locally, with the remainder in grants.</p> <p><b>b) Duck Fair</b>          Members received the minutes of the steering committee's wash-up meeting held on 17 July. Final figures are not yet complete because some income due is still outstanding.</p> <p><b>c) Lord Pirbright's Hall</b></p> <p>(i) A routine visit by a GBC Environmental Officer had resulted in a positive report but with recommendations to be passed onto hirers of the Hall to ensure caterers are following current food hygiene requirements.</p> <p>(ii) LPH has been awarded a grant from the Armed Forces Covenant Fund for a Silent Soldier silhouette, to be erected for the Parish commemorations marking the centenary of the end of World War 1. Delivery is expected soon.</p> <p>(iii) More bags of unsorted rubbish have been left in the car park of LPH, creating problems for the caretaking staff who have to dispose of it in the Hall's skip, which may already be full from the legitimate waste of hirers.</p>
5.	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p>The resident from Aldershot Road wished to raise concerns about recent road traffic accidents (see item 8:1:a)</p> <p><b>To Consider Issues raised by Communications Sent &amp; Received Since the Previous Meeting</b>          Three major topics of concern have been raised during the past couple of months and will be discussed later in the agenda:</p> <ul style="list-style-type: none"> <li>• Speed reduction &amp; improved signage requested in Aldershot Road (see above and item 8:1:a)</li> <li>• Unlawful activities including burning of waste at Stoney Castle (item 8:1:f)</li> <li>• Current &amp; future maintenance of the pond on the village green (item 8:2)</li> </ul> <p><b><u>5:1 GBC issues</u></b></p> <p><b>1.</b> The new <b>Guildford Local Plan</b> has recently been through a series of hearing sessions by an independent Inspector. At the end of the sessions in July, the Inspector concluded that the plan is sound, subject to a number of major modifications. GBC is currently drafting these and, once agreed with the Inspector, will undertake consultation on them. Aspects of the plan that require no further change will now carry considerable weight for the purposes of decision taking, including the approach to Green Belt and any applications submitted in those villages that are washed over by the Green Belt, or are outside the inset boundaries, will be subject to full Green Belt policy considerations.</p> <p><b>ACTION:</b> <i>for information</i></p>

**2. Food caddies:** with the closure of the customer service desk at the Woking Road depot, GBC is offering a drop-off point at the depot for broken caddies and is looking for other new local outlets where residents may collect a replacement.  
*ACTION: Members agreed that it would not be feasible to offer a facility within the parish for this.*

**3. Parking in Mill Lane & Rapleys Field:** Cllr Jackson has received complaints from residents about the Volvo garage parking cars along Mill Lane and into Rapleys Field, thereby causing an obstruction. Apparently, some of the cars are parked there permanently from Monday to Friday and it appears that these roads are being used as an extension of the garage commercial premises. This has been an ongoing problem for many years but seems to have worsened recently. Cllr Jackson has passed the complaint on to the GBC Joint Enforcement team.

*ACTION: Members agreed that some restrictions along Mill Road are needed, especially near the bungalows. Cllr Fidgett will speak to manager of garage about the situation.*

#### 5:2 Other issues

**1. Sandpits car park:** Surrey Wildlife Trust has written to explain that part of the barrier delineating the right of way across the car park has been removed temporarily to permit access by contractors' vehicles while work is being carried out on site. It is hoped to complete the work before school term begins.

*ACTION: for information*

**2. PeriNews:** Julia Douëttil has taken over the design & compilation of the newsletter from Judy and is suggesting various changes in layout that she would like to discuss, possibly at a meeting. In the meantime, it is proposed to produce a special edition for the November issue, in commemoration of the centenary since the end of WW1.

*ACTION: Members liked the design proposed for the November issue and agreed that extra copies should be printed for distribution in Pirbright Camp.*

**3. Commemorative bench:** the daughter of a parish resident who died earlier this year would like to put a bench in her father's name on the village green overlooking the pond.

*ACTION: the old bench in place by the noticeboard will be difficult to remove. It was therefore agreed to suggest that the family might fund its refurbishment and add a commemorative plaque or consider an alternative position for a new bench.*

**4. Access to Brookwood Station:** some residents have raised concerns about the possible installation of ticket barriers.

*ACTION: PPC has replied with assurances that their concerns will be passed on to South Western Railway if further consultation is undertaken. The M.D. of SWR has stated that it is their intention to maintain access to Brookwood Cemetery for the local communities of Pirbright & Brookwood. It is hoped that the barriers will be at platform level, leaving the underpass unaffected.*

**5. LPH letters of complaint:** complaints about a wedding reception, have been sent to Cllr Fidgett as chairman of PPC.

*ACTION: they have been passed to Cllr Hallam who will reply on behalf of the LPH Managing Trustees.*

#### 6. FINANCE & GOVERNANCE

**6:1 To Approve the Schedule of Receipts & Payments and the Bank Reconciliations for July & August 2018**

*RESOLUTION: Members approved the schedule & bank reconciliations and the Chairman signed them.*

**6:2 To Approve an Allocation in the Current Budget for a Chairman's Allowance**

*RESOLUTION: Members approved an allowance of up to £250, to be taken from the administration budget.*

**6:3 To Consider Quotes for Playground Painting & Other Works**

No quotes have been received yet.

**6:4 To Review & Adopt a Dignity at Work Policy**

*RESOLUTION: the new policy was unanimously approved & adopted.*

**6:5 To Agree Grant-Aided Projects for 2019-20**

Items suggested for projects include benches for the bus stops at Swallow Corner and Slade Road; safety surfacing for the playground and swales around the playing fields.

*ACTION: Cllr Hobbs will draw up a plan to show the positions for the swales and also obtain a quote for the work to be submitted with the application to GBC.*

#### 7. PLANNING

**To Discuss Recent Planning Updates & Consider Responses to Pending Applications**

**18/P/01491 (Pleasant View, Dawney Hill:** proposed part single/part two-storey rear extension with rear porch following demolition of existing extension and outbuildings, new single-storey detached two-bay carport with store following demolition of existing detached garage; replacement of front windows with UPVC sliding sash windows)

*PPC response: Pirbright Parish Council has No Objection to this proposal, subject to materials to be specified and a condition that the level of parking provision at the rear of the property should be increased to provide for all the owners' vehicles (some of which we note park on the common opposite), to be retained available for such use at all times.*

	<p><b>18/P/01467 (21 Rapleys Field:</b> Proposed new front door and canopy, single/two-storey side extension, two-storey rear extension and changes to fenestration following demolition of front porch and outbuilding)  <b>PPC response:</b> Pirbright Parish Council has No Objection to this proposal, subject to conditions requiring materials to match existing and a ban on Sunday and Bank Holiday working.</p> <p><b>18/P/01489 (Stanford Farm, Ash Road:</b> remove 2 x 5-bar gates on both entry and exit driveways and replace with hardwood timber swing gates with automation)  <b>PPC response:</b> Pirbright Parish Council has No Objection to this proposal although there is a preference for option B with vertical bars at the top of the gate, which are more in keeping.</p> <p><b>18/P/01653 (2 Cooks Green, School Lane:</b> single storey rear extension and erection of porch to side elevation)  <b>PPC response:</b> Pirbright Parish Council has No Objection to this proposal, subject to conditions requiring materials to match existing and a ban on Sunday and Bank Holiday working.</p> <p><b>18/P/01674 (Pirbright Institute, Ash Road:</b> Reserved matters application for the construction of western access road (internal element only) with associated ground works and landscaping, pursuant to outline planning application 15/P/00604 approved 27/07/16, to consider access, appearance, landscaping, layout and scale)  <b>ACTION:</b> it was agreed to defer this item to a later date &amp; circulate comments to members before submission.</p> <p><b>18/P/00417 (Law Meadows Stud, Law Meadows, Guildford Road:</b> Demolition of five dwellings, scout hut and commercial stud buildings and removal of associated structures, concrete slabs and hardstanding areas. Erection of eight dwellings, replacement 3 bay stables and associated work)  <b>PPC response:</b> Pirbright Parish Council has No Objection in principle to this proposal and our previous comments still apply i.e. subject to conditions being imposed for retention of all existing trees and hedges, particularly with adjoining properties. We note that the hedge to the rear of properties fronting the Guildford Road is not shown north of the access but consider it should be retained. We consider that the proposed bin store requires clarification as to whether it should be located in an area subject to flooding, as it lacks a means of access and hard standing so we would question its practicality.  We also request a condition providing <b>a)</b> a construction management plan because this is a particularly busy stretch of Guildford Road, with frequent deliveries to the car dealership opposite, so the timing and nature of site deliveries is critical and <b>b)</b> a requirement that materials are traditional red brick, clay tile roof with painted timber windows &amp; doors, appropriate to the local area.  <b>We would add a further comment that the stable should be moved away from property boundary to avoid issues of noise &amp; disturbance from equestrian activity to neighbours.</b></p>
8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8:1 To Receive Updates on:</b></p> <p><b>a) The Speed Data Recorder and Vehicle Activated Sign &amp; Discuss a Location and Funding for a New Sign</b>  The SDR has recently been up at Fox Corner, where the average speeds were recorded between 29 &amp; 32 mph, although there was one very high recording of 72 mph. The VAS will next be put up in School Lane to coincide with the new school term.</p> <p>Cllr Hobbs reported on a site meeting with the SCC highways engineer to assess the proposal to install a permanent VAS to say “Slow Down” near the Royal Oak Aldershot Road. There was also discussion about the possibility of a bend sign towards the cottages. The cost of the VAS would be £4620, with SCC to pay £2500 and the balance to come from the parish. Removal of overhanging foliage &amp; replacement of the chevron would come from the SCC maintenance budget.</p> <p>Following the recent serious accidents in Aldershot Road, suggestions gathered from residents for improvements included:</p> <ul style="list-style-type: none"> <li>• cutting back foliage to clear the sign;</li> <li>• replacing the missing chevron;</li> <li>• improving signage to show corners on entrance to Pirbright before cottages;</li> <li>• installation of rumble strips on straight part; cats’ eyes around the bends; reduction of the speed limit to 30mph; a sign to indicate both entrances to the pub; removal of a board on the pavement that is blocking sight lines.</li> </ul> <p>Cllr Witham said that a request for speed limit reduction has gone to Guildford Local Committee but it is not a quick or easy process and is likely to cost £10K. However, it would be essential if physical measures such as road humps are to be considered because they may not be installed in a 40mph zone. Installation of a permanent VAS is a practical measure to slow traffic down coming into the bend.</p> <p><b>RESOLUTION:</b> it was agreed unanimously to contribute to the cost of the new VAS. Members also agreed to encourage residents to submit reports to the Road Traffic Accident log when incidents occur in the parish. Personal injuries from collisions are already officially logged but residents also need to capture lower level incidents and notify them to the Parish Council.</p> <p><b>b) Parking Measures &amp; Improvements at the Avenue de Cagny Car Park</b>  It was noted that repairs are still required for the potholes and white lines will soon have to be repainted.</p>

	<p><b>c) Parking Problems in School Lane &amp; The Gardens</b> (i) No further problems have been reported in School Lane because of the schools' closures during August. (ii) GBC has indicated that installation of signs at the entrance to The Gardens about parking for residents only should not cause problems. The mechanism for repairing potholes needs to be clarified.</p> <p><b>d) Protection of the Village Green</b> More protective posts have been installed around the perimeter of the Green but approval for swales will need to be applied for.</p> <p><b>e) Restoration of the Football Pitch &amp; Approve a Quote for the Work</b> Three different proposals for work needed to restore the surface of the football pitch have been received. <b>RESOLUTION:</b> <i>It was agreed that the Clerk should redraft the specification to include vertidrainage, scarifying, based on the size agreed with the football club and then confirm it with the Chairman and Cllr Hobbs before sending to potential contractors to re-quote. The Chairman &amp; Clerk will accept the best quote, providing the contractor can complete the work during the early autumn, so that the new sward is established before winter.</i></p> <p><b>f) Activities at Stoney Castle</b> Official action about the continual burning of noxious waste during the past few months is now being taken by the agencies, and incidents are being logged and reported because ongoing evidence is required.</p> <p><b>8:2 To Discuss Current &amp; Future Maintenance of the Pond on the Village Green</b> The water level in the pond became dangerously low during August, giving concern about the welfare of fish. The oxygen level was checked by the environment agency and proposals for transferring larger fish to other ponds have been suggested. <b>ACTION:</b> <i>Members agreed to arrange for selective removal and transfer of some of the larger fish, providing official approval from the Environment Agency is received and necessary regulations are observed.</i></p>
9.	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Agree Items for October &amp; Discuss Proposals for Commemorative Editions for November &amp; December</b></p> <p><b>9:1</b> Cllr Eason will write an obituary for October issue about the elderly Muscovy duck that recently died of old age. There will also be a reminder about the commemorative event being held on 11 November. In the November issue there will be a note about consideration for neighbours (and their pets) about fireworks parties.</p> <p><b>9:2</b> The editor of PeriNews has been preparing a special edition for November, to include a colour insert with photos of the RBL visit to the Menin Gate Memorial in Ypres during August. The front page of the newsletter will contain a single red poppy and a list of names of the Pirbright residents who perished in WW1. <b>RESOLUTION:</b> <i>Members agreed the additional cost for printing the edition with colour on the front page and for increasing the print run to 1250, so copies may be delivered to Pirbright Camp.</i></p>
10.	<p><b><u>CHAIRMAN'S CONCLUSION</u></b></p> <p><b>10:1 To Receive Chairman's Notices &amp; Members' Questions</b> There were no Chairman's notices or further Members' questions.</p> <p><b>10:2 To Agree Items for Discussion at the next Meeting (2/10/18)</b> Items for the October issue will include a discussion about whether an Article 4 direction should be introduced within the parish Conservation Areas.</p>

The meeting closed at 10.20pm

Signed.....

Date.....