

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on Wednesday 15th July 2020 at 7.30pm

The meeting was held using the video conferencing platform Zoom, with details available for members of the public in advance by application to the Parish Clerk.

Those present:

Councillors

Cllr Fidgett (Chairman)
Cllr Eason
Cllr Godfree
Cllr Hallam
Cllr Richmond
Cllr Swinney
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk to the Council)
Mrs Lindsay Graham (Secretary to LPH)

Members of the public

A resident from Pirbright Terrace

Also in attendance

Cllr Gordon Jackson (GBC)

1.	<p><u>FORMALITIES</u></p> <p>1:1 To Receive Members' Apologies for Absence The Chairman welcomed members to the virtual meeting of the Council. Apologies for absence were received from Keith Witham, SCC who was away attending to family business.</p> <p>1:2 To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Swinney declared an interest in Item 8.5 but this interest was not deemed to be prejudicial. No further Declarations of Interest were expressed.</p>
2.	<p><u>MINUTES</u></p> <p>2:1 To Approve the Minutes of the Previous Meeting (9/6/20) RESOLUTION: The minutes of the previous meeting were approved unanimously. They will be signed by the Chairman in due course.</p> <p>2:2 To Receive the Clerk's Report and actions arising <u>Annual Governance</u> The internal auditor attended LPH on 14/7/2020 to inspect the Accounts. The Annual Governance Accountability Report (AGAR) will now be approved at an EGM on 21/7/2020 in order for it to be approved and submitted to the external auditor to meet the statutory deadline of 31/7/2020.</p> <p><u>Law Meadows</u> It was reported to the Clerk that the name Morton Place proposed by the developer has been replaced with Law Meadows following discussion with PPC. The original name will remain on the marketing material as the cost of rebranding had been deemed prohibitive.</p> <p><u>Volunteers</u> PPC had been contacted by a group of skilled tradesmen in the village to offer their services to refurbish some of the items of equipment in the playground that are showing signs of wear. This falls within the PPC insurance cover for volunteers and their offer of labour was accepted. It was agreed that the Clerk and Cllr Swinney would liaise further with the group and report on progress at the next meeting.</p> <p><u>Parking</u> Members of PPC met with the regional Director and Sales Manager of Squire Furneaux on 6/7/2020 to discuss recent parking complaints received from local residents. The meeting was constructive and PPC and</p>

Squire Furneaux agreed to work together to minimise inconvenience in the short term and look for a longer term solution.

Benches

Several benches around the green have been repaired or refurbished by a local carpentry firm. The costs for these works, which posed a health and safety risk to the public, were authorised by the Clerk under the remit of the RFO within the constraints of the PPC Financial Regulations. The RFO reported this action to the Chairman as soon as was practically possible thereafter.

Public Toilets

Councils have received a letter from Simon Clark MP / Rebecca Pow MP asking Councils to open public toilets where they were available. Emails were also received from local residents reporting that areas in the village were being used as public toilets. As Pirbright village does not have public toilets, quotes were sought and received from two firms for the cost of hiring three portable standard toilets and one portable disabled toilet, for a period of four weeks with twice weekly servicing. The hire charge given was £1,099.00 incl VAT. It was agreed to hold off and monitor the situation as the re-opening of pubs on 4th July may resolve this issue, but this gives an indication of cost should PPC decide to reconsider such action in the coming weeks, subject to an appropriate risk assessment.

Bollards

The bollards opposite the White Hart and the bollards in Mill Lane approaching Rapley's Field have been damaged/are missing. Both jobs were logged with SCC as a maintenance issue on 24/6/2020.

Abandoned Vehicles

An abandoned car was report to the Clerk who completed the necessary form on the GBC website for possible action. The car is a blue Golf, is currently sitting in Ave d'Cagny car park. It is not taxed and PPC agreed to seek its removal by GBC.

Village Book Share

A local resident had wanted the Book Share to remain active in the village after it was removed from the Church porch. This resident has now set up the Book Share outside their own property and it is being well supported.

Poppy Wreaths

PPC has been contacted by RBL, our usual supplier of poppy wreaths and the Clerk has ordered two wreaths.

Football Ground

PPC was contacted by Woking FC Vets team looking for a pitch to rent. After consulting the adult and junior team managers, concerns were raised about pitch overuse, especially in the winter months as well as the lack of facilities. The Clerk therefore informed the Woking Vets team that PPC was unable to accommodate them. Pirbright Juniors and Senior teams have resumed training and will shortly start matches.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 Recent Communications Send & Received

3.1.1 Emails of complaint / concern have been received by the Clerk from 6 local residents relating to the following issues:

- visitor numbers to the village
- litter
- parking
- anti-social behaviour
- the lack of toilet provision

ACTION: *The Chairman and Clerk had made the following response which was subsequently approved by the Council:*

Visitors to the Village Green

The good weather and easing of lockdown restrictions has led to a surge in visitors to the village green. This has been welcomed by many and there is no doubt that this performs a vital role in helping people stay active, get outdoors and meet others in a safe and welcoming environment. The village green is a beautiful

environment and we have managed to maintain this, for the benefit of all, throughout challenges presented over the last few weeks.

We would encourage everyone who visits the green, whether local or just visiting, to help us protect the environment so that this can be enjoyed by all. Please:

- Maintain social distancing
- Wash or sanitise your hands regularly
- Respect others and the quiet enjoyment of the Green
- Please take your litter home
- Park considerately – don't obstruct junctions, crossings or driveways
- Drive safely – watch your speed and be aware of children, pedestrians, cyclists, horse riders and local wildlife
- Report any incident of anti-social behaviour or dangerous parking to the police on 101 or the web form, they do respond.

Parking

Parking has been a key concern over a number of years and has been exacerbated in recent months by the additional visitors. PPC has sought to work with Surrey and Guildford Councils to try and explore options to address the issues this has presented and have in the past also made additional parking available. There are still pressure points and at peak times careless parking can cause problems for the safe movement of pedestrians and other users of the village green. We have not sought formal parking restrictions previously, as this would impact on local people as much as visitors. However, we are working hard to try and improve the situation.

We would ask all visitors to the village to park considerately and safely. Please report dangerous parking Guildford Borough Council online, where this is a breach of the highway code, as we have no power to intervene in such situations.

Speeding

Speeding has become an increasing issue since the start of lockdown, but as restrictions are eased, so traffic levels have risen. We have had three phases of traffic calming in recent years addressing the main routes through the village with supplementary work in key areas and have used the Vehicle Activated Sign (VAS) and speed detection to try to tackle problem areas. PPC will continue to explore any further measures that may be available, including regular enforcement, Community Speedwatch and other initiatives.

Waste

The increased use of the village green has brought with it increased litter and rubbish, as the bins have struggled to cope with increased use. The Parish Council has worked well with the Cricketers and Guildford Borough Council to agree increased collection regimes for bins and regular litter picking around the Village Green and this has largely addressed the problem. There has been a consistent issue around the recycling bins with large volumes of clothes and other wastes being dumped and these have been regularly cleared. The clothes recycling bin is being removed to end the problem.

All visitors to the Village Green are encouraged to take their litter and rubbish home with them to help manage the pressure over the summer months.

Antisocial Behaviour

Although the majority of visitors to the Village Green respect the environment and other users, there have been a minority that have given rise to concerns of anti-social behaviour. This has been reported to Surrey Police and additional routine patrols have been requested at key times.

PPC will continue to liaise with those affected where this arises, but if you are the victim of anti-social behaviour this should, in the first instance, be addressed by contacting the Police on 101 or if the matter is serious and ongoing, by dialling 999.

3.1.2 Incident on Dawney's Hill

An incident was reported where a group of army personnel had caused a major disturbance and the police had been called. It was decided to monitor the anti-social behaviour on and around the Green and residents are advised to call 101 or 999 if they witness any anti-social behaviour. Surrey Police are conducting extra checks around the green.

3.2 To receive any Representations from Members of the Public

	<p>3.2.1 A resident of Pirbright Terrace had submitted a notice regarding the over-use of parking around the Green related to the Volvo garage. The resident was made aware that a virtual meeting with PPC and Squire Furneaux had taken place. PPC explained that this had been a positive meeting and that Squire Furneaux were actively seeking short and long term solutions. In the short term, they agreed to encourage staff not to park in certain sensitive areas that were discussed with them and that medium/long term solutions were to look for additional off street parking. Squire Furneaux had encouraged staff to park both legally and considerately. Squire Furneaux recognise that they cannot accommodate all staff cars on-site and are trying to manage it as there is no clear solution at present. Hotspots are the entrance to Rapley's Field and outside the Pirbright Terrace.</p> <p>Following the meeting between Squire Furneaux and PPC, some improvement opposite Pirbright Terrace has been observed. PPC have looked for short term spaces around the village pending a long term solution by Squire Furneaux. Stock cars are parked elsewhere and they are looking for other locations for staff car parking or relocation. PPC suggested that parking restrictions around the village could be introduced but that this would need GBC and SCC involvement. PPC have resisted such restrictions in the past as this can have a negative impact on residents. It was concluded that PPC would put together a strategy and when this has been concluded PPC would go back to GBC and SCC to see what measures could be taken.</p> <p>PPC advised residents to continue to report incidents of inconsiderate parking in general to either the GBC JET team (Joint Enforcement team) on 01483 505050 / JET@guildford.gov.uk or to SCC. In serious cases it might be a police matter and could be reported on 101.</p> <p>A follow up meeting between PPC and Squire Furneaux had been discussed for two to three weeks' time. Requests were made by PPC for anyone to come forward with any under-used areas that might be suitable for staff parking and the resident was encouraged to contact the Clerk for updates.</p> <p>PPC also wished to encourage the residents of Pirbright Terrace to use the parking at the rear of their properties when possible to help alleviate parking problems.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last meeting.</p> <p>A Health & Safety Inspection was carried out on the playground in order to reopen on 4th July 2020 as per the Government guidelines. A Covid-19 Risk Assessment was also carried out and measures were put in place in order to re-open the playground and provide this facility to the community.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Cricket Pavilion – A meeting with members of the cricket club committee was imminent with a view to looking at other ways of funding the renovation of the pavilion. ACTION: Cllr Fidgett agreed to report on this meeting at the next Parish Council Meeting.</p> <p>b) Lord Pirbright's Hall – It was reported to the Council that the lantern was now working in the recreation ground. The Hall is looking to re-open but this will be dependent on the necessary Covid-19 provisions being in place.</p> <p>c) To Receive Reports from the District & Borough Councillor (for information only)</p> <p>SCC: The following Report was received, in advance of the meeting, by Keith Wltham, County Councillor:</p> <p>At the SCC (virtual) meeting a few days ago the fact that the Government will be publishing a White Paper next month on English Devolution was referred to. In essence the Government will be considering the structure of Local Government, with a strong possibility of introducing Unitary Authorities in more of England. In Surrey what that could mean is the abolition of all 11 existing Borough /District Councils, and making one or more Unitary (ie combined) authorities, with - importantly - an enhanced role for Parish and Town Councils. In a speech the previous week the Local Government Minister made no reference at all to the future of Borough Councils.</p> <p>If this progresses, and the Government do have an 80 majority - and a Conservative Manifesto pledge to have more devolution - it could lead to the cancellation of the 2021 Surrey County Council election and the cancellation of any scheduled Borough Council elections (that doesn't affect Guildford), with the life of the existing Councils being extended for a year with elections to any new Combined Unitary Authority(ies) held in</p>

	<p>May 2022. The only election next year would be for the Police and Crime Commissioner as a stand alone election. We should know more by the Autumn.</p> <p>How many Unitary Authorities there would be in Surrey, in essence a revamped SCC with increased responsibilities, or two, is yet to be considered, as is the possibility of a directly elected mayor. But that discussion will be “kicked off” when the Govt White Paper is published.</p> <p>GBC: Cllr Jackson gave a verbal report which included the following items:</p> <p>The Coronavirus situation was dominating GBC but in addition the announcement of the White Paper, disbanding boroughs and resulting in Parish Councils having more responsibility was also a cause for concern. Surrey are looking at becoming a Unitary Authority by 2023 in order to save costs.</p> <p>The Guildford Environmental Forum will be presenting on climate change, suggesting what needs to be done by borough residents. An education campaign is to be launched with some interesting findings on Surrey’s CO2 emissions and how much they contribute to climate change. Surrey will be tasked with taking action within the next 8 years to reduce its overall emissions through a Surrey Climate Change Strategy.</p> <p>PPC stated that it would welcome a presentation on the subject.</p> <p>Cllr Jackson also announced that he would be taking part in this September’s WalkFest starting at The Royal Oak and finishing at Henley Park. He would be putting a notice in the PeriNews and PPC agreed to support this again.</p>
<p>6.</p>	<p>FINANCE & GOVERNANCE</p> <p>6:1 To Approve the Receipts & Payments, Bank Schedules for June 2020 and the Quarterly Report The list of receipts and payments with the bank schedule were circulated with the Agenda papers and a physical check to ensure BACS details were correctly applied will take place when it becomes possible. In the meantime, the regular payments can continue to be made under delegated powers and where necessary one-off payments can be authorised by members via email, to ensure an appropriate checks and audit trail is maintained. The Quarterly Report was also circulated with the Agenda papers for approval by the Council. It was agreed the two person approval process should be maintained. RESOLUTION: The payments and receipts were approved pending physical inspection. The Quarterly Report was received and approved.</p> <p>6:2 To Set the Chairman’s Allowance for 2020/2021 RESOLUTION: The Council agreed unanimously to set the Chairman’s Allowance at £250 for sundries.</p> <p>6:3 To Discuss the Appointment of a new Groundsman for PPC and LPH A list of tasks required to be undertaken by a new caretaker/groundsman for both PPC and LPH was circulated with the Agenda papers as Appendix 1. ACTION: Appendix 1 was approved and it was agreed that any additional tasks or requirements should be emailed to the Clerk and a job description should be drawn up with the role of caretaker/groundsman being advertised on the Parish website, Notice Boards and an advert placed in the Parish Newsletter as soon as possible. It was hoped to identify candidates to interview.</p> <p>6:4 To Incorporate the Playground RA & Bench Audit into the PPC Risk Assessment. In order to re-open the Playground with the easing of lockdown, the Health & Safety Inspection Report required amendments in order to become Covid-19 compliant. This Report was circulated with the Agenda papers within Appendix 2 and was approved for use on a weekly basis by Cllr Godfree. A new Bench Audit was drawn up with all 26 benches around the Village green being mapped, labelled, graded and repaired where necessary. This Audit was circulated with the Agenda papers within Appendix 2 and was approved by the Council. RESOLUTION: It was unanimously agreed that the Playground Inspection Report, Playground Risk Assessment and Bench Audit should be adopted into the PPC Over-arching Risk Assessment. It was further agreed that these documents should be reviewed by the Council, annually in August.</p>
<p>7.</p>	<p>PLANNING</p> <p>To Consider Responses to Currently Pending Planning Applications in the Parish: 20/P/00856 (Hut 60 Bisley Camp, Queens Rd, Brookwood, GU240NP Erection of a rifle clubhouse accommodation block.)</p>

PPC response: PPC Objects to the application for the following reasons: This is for a new accommodation block where there is no such facility at present and is on a vegetated area on the edge of the overall NRA facility. It adjoins residential properties. As a new building in the green belt it comprises inappropriate development under the terms of the NPPF and the planning application does not raise any very special circumstances that justify the development. There is no compelling need for additional overnight accommodation that would justify the harm by reason of inappropriateness and the compounding harm caused by the scale, bulk and mass of the building which reduces the openness of the greenbelt. It was not part of the adjoining replacement clubhouse consent. The design is bulky, modern and wholly at odds with the character of the traditional lodges that exist within the conservation area. While outside the conservation area, those new buildings within the overall estate should compliment the conservation area and its setting, of which they form a part. This is important in maintaining the overall character and appearance. The location of the proposed building is within an area that was until recently vegetated as shown on the attached aerial photo. It forms part of the buffer between the activities at the NRA and the adjoining residential properties to the south. The adjoining residential properties are not shown on the accompanying sections. However, the ridge height, bulk design approach and its proximity to the site boundary would compound the adverse appearance of the proposed building.

20/T/00140 (The Bungalow, The Green, Pirbright, GU24 0JE Copper Beech in back garden – crown lift to 5 metres and clean by removing any deadwood and crossing branches).

PPC response: Pirbright Parish Council has no objection subject to the view of the tree officer.

20/T/00145 (Manor Farm Barn, Mill Lane, GU2 0BN Pine Tree felled and removed professionally).

PPC response: Pirbright Parish Council has no objection subject to the view of tree officer.

20/P/00907 (Timber Yard, Mill Lane, GU24 0BS Construction of hardstanding area).

PPC response: Pirbright Parish Council has no objection.

8. HIGHWAYS & ENVIRONMENT

8.1 To Discuss further Posts Around the Little Green and opposite The Cricketers.

Wooden posts to match the main green have now been installed along two of the three sides of the Little Green. Three security bollards have also been installed. The final, northern side has some trees along its edge and a high kerb. There is also a triangle of land opposite the Cricketers Pub that is unprotected on two of its three sides. Visitors to the village have begun parking on this triangle of land and it has become a traffic and safety concern preventing bus access.

ACTION: It was unanimously agreed to install posts along the third and final side of the Little Green to match the wooden posts on the main Green and the Clerk was asked to obtain quotes for this installation. Two old posts on the Little Green, opposite “Intime” are in need of removal. It was further agreed that a quote should be obtained by the Clerk to install the same wooden posts on the two unprotected sides of the triangle opposite the Cricketers pub.

8.2 To receive an update on the Tree Survey.

It was reported that Cllr Godfrey and Cllr Swinney had marked out a temporary boundary between the cricket ground and the woods with biodegradable paint and tape. Cllr Godfrey informed the meeting that one quote had been received for the Tree Survey and that a further quote was being awaited. This quote would include trees on the main Green, little Green, at the Sandpits and throughout woodland behind the cricket pavilion. This quote was not a duplication of works already carried out as this work would be from a health and safety perspective.

ACTION: It was unanimously agreed by the Council to authorise the survey to go ahead by using either the quote in hand or the second quote when it came in, whichever quote was the lesser.

8.3 MoD Consultation of Bylaws for the Ranges and closure of the Ash and Porridge Pot Hill sections.

These two areas have been closed without warning.

ACTION: A group of residents have put together a survey and are requesting anyone who uses the Ranges to complete it in order to collect data. It was agreed that this survey should be publicised on the Parish website and a link to the survey included. The Chairman agreed to maintain dialogue with Jonathan Lord MP and the Minister of State for Defence on the issue.

8.4 Management of the Green

The entrance to the car park at Lord Pirbright's Hall now has three security bollards in place. These bollards have been raised at key risk times.

ACTION: It was agreed to continue use the bollards where necessary whilst the Hall remained closed to the public, due to the pandemic, to ensure the protection of the car park while also allowing access for visitor parking.

	<p>8.5 To discuss the speeding on Church Lane. Emails had been received by PPC from three residents of the village reporting speeding and vehicles going the wrong way along Church Lane and poor visibility due to badly overgrown hedges, obscuring the one-way sign along this narrow lane. Cllr Godfrey and Cllr Swinney attended a meeting with some of the residents along Church Lane to discuss this issue. Residents would like additional signage to notify motorists that they are entering a one-way section of the highway and one resident has engaged the services of a private consultant to advise as to what can be done. A further suggestion was made by a resident that the public right of way across Cllr Swinney’s field in Church Lane should be upgraded. There are kissing gates at either end which are narrow and cannot be easily used by pushchairs or cyclists.</p> <p>ACTION: Cllr Godfrey and Cllr Swinney agreed to liaise with the SCC Highway’s Officer to look at the vegetation along Church Lane and request that it be cut back where it is overhanging the highway. (A resident has already cut back the vegetation around the “No Entry” sign to make this more visible to motorists who are unfamiliar with the lane.) Cllr Godfrey and Cllr Swinney have referred the public right of way with the kissing gates to the Countryside Team for their assessment and will continue to liaise with local residents on this and the speeding issue. They will seek possible speedwatch volunteers and will report back on progress at the next meeting.</p>
<p>9.</p>	<p><u>NEWSLETTER</u> To Confirm Items for the August Issue The Chairman informed the meeting that due to the deadline, the content of the PPC response to local residents on increased visitors to the green, parking, waste and antisocial behaviour had been submitted to go into the August Newsletter.</p> <p>It is hoped that the newsletter will be distributed by the same volunteers as for the July edition.</p>
<p>10.</p>	<p><u>CHAIRMAN’S CONCLUSION</u> To Receive Chairman’s Notices & Members’ Questions The Chairman called an EGM to be held virtually at 7.30pm on 21st July 2020 to receive the Internal Auditor’s Report for the 2019/2020 Accounts and to Approve the AGAR for immediate submission. The Chairman further stated that an August meeting would be called if one was required although no date has been set.</p>

The meeting ended at 9.30pm

Signed.....

Date.....