

# PIRBRIGHT PARISH COUNCIL



## Minutes of the virtual meeting held on Tuesday 10<sup>th</sup> November 2020 at 7.30pm

The meeting was held using the video conferencing platform Microsoft TEAMS, 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

### **Officers of the Council**

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

### **Also in attendance**

Cllr Gordon Jackson (GBC)  
Cllr Keith Witham (SCC)

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| 1. | <p><b><u>FORMALITIES</u></b></p> <p><b>1:1 To Receive Members' Apologies for Absence</b><br/>The Chairman welcomed members to the virtual meeting of the Council. There were no apologies for absence received.</p> <p><b>1:2 To Receive Members' Declarations of Interest on Any Agenda Item below</b><br/>There were no Declarations of Interest received.</p>   |
| 2. | <p><b><u>MINUTES</u></b></p> <p><b>2:1 To Approve the Minutes of the Previous Meetings (08/10/2020)</b><br/><b>RESOLUTION:</b> <i>The Minutes of the previous meeting (06/10/20) were approved unanimously. They will be signed by the Chairman in due course.</i></p> <p><b>2:2 To Receive the Clerk's Report and matters arising</b></p> <p><b><u>Playground</u></b><br/>The Zurich Safety Engineer inspected the play area and all items of equipment on 9<sup>th</sup> September 2020. The Inspection Report was received on 2<sup>nd</sup> October 2020. The Report found that the gaps between some of safety tiles require remedial action.<br/><b>ACTION:</b> <i>The Clerk will liaise with Wicksteed to ascertain whether infilling the gaps between the safety tiles can be carried out in a cost effective manner.</i></p> <p>PPC authorised landscaping work to be carried out in the playground to contour the ground around various pieces of equipment and remove the trip hazard of the turf around the swings. Three tons of graded topsoil was brought in, spread and grass seeded, removing trip hazards, depressions and protruding edges around various pieces of equipment. Further landscaping was performed adjacent to the Avenue D'Cagny car park to remove the growth from a previously felled Lime Tree which was obscuring the sight lines of cars in the car park. This was authorised by PPC and was removed professionally.</p> <p><b><u>Volunteer Work</u></b><br/>Work was completed for this year on the Playground on 17<sup>th</sup> October 2020. The volunteers have refurbished the baby swings, swings and horse; giving a much needed coat of paint to this equipment.</p> <p><b><u>War Memorial</u></b><br/>It was confirmed with the acquisition of Land Registry Title Deeds that the Church are the freehold owners of the entire churchyard, including the portion that the War Memorial sits on. The monument is Grade II listed with Historic England, registered on the IWM War Memorials Register and the War</p> |

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|    | <p>Memorials Trust. The carved memorial is by Frederick Brook Hitch, a prominent British sculptor. PPC currently insure the memorial, maintain the memorial itself and pay to have the grounds immediately surrounding the memorial maintained.</p> <p><b>ACTION:</b> <i>It was decided that a Letter of Agreement with the Church recording that the War Memorial is a Listed structure, owned and maintained by the Parish Council should be drawn up by Cllr Swinney and presented at the next meeting.</i></p> <p><b>SSALC Training</b></p> <p>Cllr Fidgett reported that he had attended the SSALC Chair's Networking Forum and that PPC should produce an emergency plan, pulling together lists of key contacts who would be alerted in the event of an emergency.</p> <p><b>ACTION:</b> <i>The formulation of an Emergency Plan should be raised at the next meeting which will take place on 12<sup>th</sup> January 2021.</i></p>  |
| 3. | <p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p>3.1 Michael Johnson, Director of Capability at the Pirbright Institute gave a presentation to the Council covering the completed Houghton SPF Poultry Facility, the Biggs Avian Research Unit (which is a conversation/renovation of an older building) and the Brooksby Project which is on track to be completed in June 2022. Having received £125M from central Government the Institute is set to reinforce its position as a world class facility, meeting the needs of the 21<sup>st</sup> Century.</p> <p><b>Communications</b></p> <p>3.2.1 The Clerk was contacted by a visitor to the Village who wished to complain about cars parked on the pavement outside Pirbright Terrace, wheelie bins on the pavement and also the hedge to the south of the Avenue d'Cagny car park which is overgrown and encroaching onto the pavement. The Clerk thanked the visitor for their comments and has provided them with a link to the SCC website where they can report an issue with pavement parking directly to the Council. The Clerk arranged to have the shrub regrowth south of the Avenue d'Cagny car park taken out by a local contractor as per the Minuted action of the Parish meeting held on 6<sup>th</sup> October 2020.</p> <p><b>ACTION:</b> <i>It was further decided that a polite notice should be written by the Parish Council to be placed on windscreens of cars parked on pavements to try to discourage this practice.</i></p> <p>3.2.2 The Vice Chairman of the proposed Normandy Community Shop and Café, in Glaziers Lane, Normandy contacted the Chairman to offer the chance to present the project to the Council, envisaging that the customer catchment area would extend to include Pirbright.</p> <p><b>ACTION:</b> <i>The Chairman accepted the offer and invited the Vice Chairman to present when convenient.</i></p> <p>3.2.3 The Clerk was contacted by a Legal Officer at SCC who informed her that SCC had received a legal claim from a resident in Herons Way, Brookwood with regard to a fence that had been damaged by grass cutters.</p> <p><b>ACTION:</b> <i>The Clerk informed the officer that PPC were not the responsible agents for this claim and gave him contact details for the MoD in Brookwood.</i></p> <p>3.2.4 A resident contacted PPC and Cllr Jackson to report that a Vehicle Operating Licence was in place for Manyuema, Stanley Hill (OK2018430 Stratham Trees Ltd, dated 23/7/20).</p> <p><b>ACTION:</b> <i>PPC advised the resident that PPC had contact the JET in August in this regard (following an email from Cllr Witham) but that evidence of these activities having commenced could not be established at that time. PPC stated that if this situation had now changed then GBC should again respond. Cllr Jackson responded to the resident saying that there was now a procedure whereby enforcement issues could not be raised by individual Councillors but where the Resident could report, citing evidence. Cllr Jackson included the web link to enable them to do so.</i></p> <p><a href="https://www.guildford.gov.uk/article/16944/Planning-enforcement-complaint-form">https://www.guildford.gov.uk/article/16944/Planning-enforcement-complaint-form</a></p> <p>3.2.5 A resident contacted both the Clerk and Chairman to alert them to building work taking place at the former Gole Farm where construction hoardings have been erected. It has been stated that KK Construction are building a new access and have felled a number of mature trees to facilitate some further works. No planning applications have been received in this respect.</p> <p><b>ACTION:</b> <i>The Chairman logged an enforcement enquiry with GBC. A response has been received by Cllr Jackson and an Enforcement Officer has been assigned to the case and the investigation is on-going.</i></p> |

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|    | <p>3.2.6 A resident of Mainstone Crescent, Brookwood requested the Parish Council's assistance with having an EV public charging point installed opposite the Premier Shop in Beech Grove, Brookwood.<br/> <b>ACTION:</b> <i>The Clerk responded by sending the resident links to the SCC EV Pilot Scheme website. Phase 1 has resulted in the installation of 20 public charging sites across Surrey and there is the opportunity for members of the public to submit suggestions for further charging points in phase 2. The Clerk therefore encouraged the resident to follow up with SCC, as part of the County's Low Emission Transport Strategy within Surrey's Transport Plan.</i></p> <p>3.2.7 A resident from Gole Road contacted Cllr Godfree requesting information regarding the outcome of the speed management review which he believed had been scheduled for September.<br/> <b>ACTION:</b> <i>Cllr Godfree contacted Surrey Police for the results and was informed that Gole Road, Mychett Place Road and Gapemouth Road were being looked at by SCC and Surrey Police as a whole to identify a workable solution for speed mitigation. No decision has yet been taken on what these measure will be or what the expected time-frame is. Cllr Godfree forwarded the data collected to the Resident.</i></p> <p>3.2.8 A resident of Mill Lane requested an update on the installation of the wooden posts along the verge in this location.<br/> <b>ACTION:</b> <i>The Clerk let the resident know that Surrey Highways had been given the wooden posts at the beginning of October and had been told that SCC would hope to have a schedule of works for installation within approx. four weeks.</i></p> <p>3.2.9 A resident living on the Aldershot Road reported that the safety barrier protecting the pavement on the Aldershot Road had fallen into the ditch. These temporary barriers were placed there in January 2019 when a car hit and damaged the metal barrier.<br/> <b>ACTION:</b> <i>The Clerk had logged a reminder with SCC Highways to repair the original barrier in September 2020. The Clerk reported this latest situation to SCC Highways who logged the works as urgent. The temporary barriers were retrieved out of the ditch that same day and fixed back in place. The Clerk emailed to remind SCC Highways that the original repair was still outstanding.</i></p> <p>3.2.10 The same resident contacted the Parish Council to suggest that the VAS sign located close to the Royal Oak Pub should be repositioned to the opposite side of the road, facing in the opposite direction to be activated by speeding traffic coming from Henley Park towards the Royal Oak to give advance warning of the subsequent bends and blind turnings onto the Ash Road and into Stanford Common. The VAS sign is also obscured by branches and currently inactive.<br/> <b>ACTION:</b> <i>Cllr Witham stated that it was not possible to relocate the VAS sign but stated that he would report the vegetation that needed to be cleared and check that the sign was working. Cllr Godfree agreed to place the PPC VAS sign in this location in due course and highlighted the need for a second VAS Sign. This additional sign was proposed as a project for GBC Grant Aid funding and a decision on the outcome of this bid is expected and will be reported on at the next meeting</i></p> |
|    | <p><b><u>HEALTH &amp; SAFETY</u></b></p> <p><b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting.</b><br/>         There were no matters arising other than those noted elsewhere in the Agenda.</p>  |
| 5. | <p><b><u>REPORTS (for information, unless urgent action is required)</u></b><br/> <b>To Receive Updates on:</b></p> <p><b>a) Community Sports Pavilion</b><br/>         Cllr Fidgett gave an update on the bid to seek funding from the SCC Community Fund which will open for expressions of interest on 16<sup>th</sup> November 2020. The proposal has been put together by the Lord Pirbright's Hall &amp; Recreation Ground Charity (LPHRGC) who's charitable objective is for the provision of a hall, recreation ground and associated facilities for the use of local clubs, societies and the community. LPHRGC represent a coalition of founding stakeholders which includes Pirbright Cricket Club, Pirbright Football Club, Pirbright Youth Football Club, Pirbright Tennis Club and Pirbright Parish Council.</p> <p>The existing cricket pavilion is nearly 70 years old, is in poor condition and fails to meet the required health and safety and welfare standards for cricket or youth or adult football. It is incapable of providing facilities for disabled access or mixed gender participation. An urgent replacement, capable of meeting the increasingly diverse needs of the community is required.</p>   |

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The proposal is to develop an environmentally sustainable community sports hub that will provide a focus for sports, recreation, and training at the heart of the village green. The Pirbright Community Amateur Sports Pavilion comprises a new pavilion building, designed to provide modern toilet facilities, welfare and changing rooms, a kitchen and meeting space that will support the development of a wider range of sports and activities.

The pavilion design accords with the relevant standards for amateur football and cricket at youth and adult level, which increasingly form the focus of current activity on the village green. The proposals enable the development of a wider range of sports and fitness activities, including after school activities and dedicated training for a range of fitness and sports.

The need for the pavilion and for the facilities it will provide, has been identified as essential in the further development of youth training and sports coaching.

LPHRGC will now seek to generate as much community support as possible and comments should be submitted using "Commonplace" (an online community engagement platform). Supportive comments will hopefully be given by a diverse and wide-range range of groups, clubs, societies and residents. The request for comment will be marketed widely. Initial feedback from SCC was that the project was a worthy contender for funds.

## **b) Lord Pirbright's Hall**

The Secretary to Lord Pirbright's Hall reported that a new cleaner was still being sought. The lack of a cleaner has left the Hall non-Covid safe, so it was agreed with the Country Market that they should hold their weekly session outside in the car park. They are allowed to sell essentials during the current lockdown restrictions, but these form only part of their regular offer, resulting in reduced revenue. All our other regular hirers have suspended their bookings until 2<sup>nd</sup> December 2020 or whenever the current government restrictions are lifted. This includes two new hirers, both of which could have operated legally under the guidelines in place before the second lockdown was announced. Acre (the village hall's advisory service) has provided further information about which activities may continue during this period. This includes use by businesses that need to provide enough workspace for social distancing and we have such a booking on 12<sup>th</sup> November 2020. Arrangements have been made for a deep clean prior to and following this meeting.

The Groundsman / Caretaker and Assistant Groundsman were both settling into their new roles very well and becoming great assets.

It is unclear, at this stage, whether Christmas decorations will be put up inside the Hall, however it is hoped that a bright display can be put up on the outside.

It has been agreed that an article commemorating the service given by the previous cleaner, who was employed for 22 years, should be placed in the December PeriNews.

## **c) To Receive Reports from the District & Borough Councillor (*for information only*)**

### **Surrey County Council**

Cllr Witham stated that SCC had been able to provide five small local community grants to Raiders Performing Arts Group, (a children's marching band who intend to meet at LPH), Worplesdon and District Bridleway Association, Pirbright Cricket Club, Cunningham House, and St Michael and All Angel's Church for work to the graveyard.

Cllr Witham also wished to remind the Council that there is a County Council community helpline number for residents with non medical queries - 0300 200 1008 and that GBC's helpline number is 01483 444400. A fleet of 38 new gritters are ready for winter, and new LED lights will be replacing the 89,000 existing bulbs over the coming months. Cllr Witham also wished to feedback comments from other village association meetings he had attended, whereby Pirbright had been praised for the number of seats and benches around its village green.

### **Guildford Borough Council**

Cllr Gordon Jackson reported that Covid cases in Guildford had risen to 133 per 100,000 and that although cases were lower in the Borough than in other areas, they were on the rise. Covid costs to the borough were impacting the budget for 2021 and with empty retail units in the town centre, a loss of income from parking, reduced income from tourism and dip in investment income, the Council was looking at a £13 M deficit. Only the core statutory responsibilities would be maintained going forward putting support for communities at risk. Cllr Jackson expressed concern about the Heathland Project which drew funding from Europe and suggested that pressure should be put on Surrey County Council to

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|           | <p>ensure that the countryside received the attention it required now that the Surrey Wildlife Trust are not playing the same vital role as previously.</p>   |
| <b>6.</b> | <p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 To Approve the Quarterly Statement and Receipts, Payments and Bank Schedules for October 2020</b><br/>The list of receipts and payments with the bank schedule were circulated with the Agenda papers.<br/><b>RESOLUTION:</b> <i>Members approved the schedules and Cllr Fidgett will sign the Bank Schedules in due course.</i></p> <p><b>6.2 To Receive a draft Budget for 2021-2022 in order to consider the Precept</b><br/>The Clerk had circulated a draft Budget with the Agenda papers. This was discussed, with Members scrutinising each area of expenditure.<br/><b>ACTION:</b> <i>Green fees from the Cricket Club and Football Clubs should again be discussed to counter the increased costs by the grass cutting contractor who is now providing extra treatments to the sport field to maintain the playing surface throughout the year.</i></p> <p><b>6.3 To Agree to adopt the Revised Code of Conduct as directed by GBC</b><br/>Guildford Borough Council issued a revised Code of Conduct for councillors and co-opted members and requested that PPC adopt this policy at their earliest opportunity. The document includes definitions of “bullying” and “harassment” and cites examples of such behaviour. It also includes a requirement to disclose and register non-pecuniary interests as well as disclosable pecuniary interests. There are also changes to the provisions relating to acceptance of gifts and hospitality. Once approved GBC are required to hold a copy that PPC are adopting.<br/><b>ACTION:</b> <i>Members agreed to sign and adopt the revised version of the Code of Conduct, to include the provisions regarding the registration of non-pecuniary interests, at their earliest convenience.</i></p> <p><b>6.4 To Discuss the Grass Cutting and Improvements to the Pitches and Outfields</b><br/>The Clerk gave a schedule of works for 2021, which had been submitted by the grass contractor for approval by the Council.<br/><b>ACTION:</b> <i>The Council agreed the bulk of the schedule but may not continue with the cost of maintenance to the extra areas which were taken on by the contractor in lieu of a groundsman. The schedule was therefore agreed, in principle, subject to finding an alternative solution to these extra areas</i></p> |
| <b>7.</b> | <p><b><u>PLANNING</u></b></p> <p><b>7.1 To Consider Responses to Currently Pending Planning Applications in the Parish:</b></p> <p><b>20/T/00295 (Green Gates, The Green, GU24 0JT, Lime Tree, Fell.)</b><br/><b>PPC Response:</b> <i>Pirbright Parish Council has No Objection subject to view of Tree Officer</i></p> <p><b>20/P/00856 (Appeal Against: Hut 60 Bisley Camp, Queens Rd, Brookwood, GU24 0NP)</b> Erection of a rifle clubhouse accommodation block, 20/P/01553)<br/><b>PPC Response:</b> <i>Pirbright Parish Council objected to the last application which was for a substantial and poorly designed building in an area of woodland to the rear of Hut 60. This application is smaller in scale but is in the same location and Pirbright Parish Council again <b>Object</b> to this Application. There do not appear to be any supporting tree or ecology surveys and no justification for additional build development on an undeveloped site in the green belt. The Parish Council would also request the right to submit further comment once the case has been presented.</i></p> <p><b>20/T/00327 (St Michael &amp; All Angels Church, Church Lane, GU24 0JJ, Common Hawthorn (T274) - fell; Common Oak (T645) - remove deadwood; Common Ash (T275) - fell; Common Ash (G276) - fell; Leyland Cypress (G278) - fell group; Common Oak (T635) - reduce south and west radial canopy by up to 3 metres and tree height by up to 4 metres; Common Oak (T632) - reduce canopy to achieve an overall height of 13.5 metres and shorten branch over neighbour's property by 2 metres; Horse Chestnut (T633) - fell; Common Ash (T279, T280, T281, T282 and T283) - fell; Common Oak (T637) - reduce canopy to achieve a height of 5 metres and 3 metres on the western side (Pirbright Conservation Area).</b><br/><b>PPC Response:</b> <i>Pirbright Parish Council has no subject to the view of the Tree Officer</i></p>   |

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|                   | <p><b>20/P/01696 (Hebron, Vapery Lane, GU24 0QD.</b> Construction of a new outdoor in-ground swimming pool and small shed to house the plant room for the pool.)<br/> <b>PPC Response:</b> <i>Pirbright Parish Council has no objection to this planning application</i></p> <p><b>20/T/00307 (12 The Gardens, Pirbright, GU24 0JD,</b> T1 Goat Willow, crown reduce, crown thin, T2 Goat Willow, crown reduce, T3 Oat Tree, remove major deadwood, T4 Acacia, crown reduce, T5/T6 Alder Buckthorn, crown reduce.)<br/> <b>PPC Response:</b> <i>Pirbright Parish Council has No Objection subject to view of Tree Officer</i></p> <p><b>20/T/00331 (Mill Croft, Mill Lane, Pirbright, Woking, GU24 0BN</b> Beech Tree - reduce crown by 2m, Leylandi - remove, Hawthorn - remove, Hazel - remove (Pirbright Conservation Area.)<br/> <b>PPC Response:</b> <i>Pirbright Parish Council has No Objection subject to view of Tree Officer</i></p>   |
| <p><b>8.</b></p>  | <p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8.1 To Receive and Update on the Tree Survey</b><br/> Cllr Godfree has lodged several questions with Sapling Arboriculture Ltd and a TEAMS meeting has been scheduled for 18<sup>th</sup> November 2020.<br/> <b>ACTION:</b> <i>Two trees that had been identified as needing immediate removal by Sapling should be culled and the Clerk will acquire three quotes for this work. It will need to be established whether or not these two trees fall within the Conservation Area before proceeding. Cllr Godfree and Cllr Fidgett will report on the outcome of the TEAMS meeting with Saplings at the PPC meeting on 12<sup>th</sup> January 2021.</i></p> <p><b>8.3 To Discuss the Management of the Green, Pond and Proposed Parking Measures</b></p> <p>8.3.1 The two picnic benches currently on the Green, opposite the Cricketers should now either be reclaimed by the pub or donated to PPC and included into the Health &amp; Safety Inspection scheme.<br/> <b>RESOLUTION:</b> <i>The Clerk contacted the Cricketers who were happy to donate the two picnic benches to the Parish Council. They will now be numbered, assessed, mapped and included in the Inspection programme.</i></p> <p>8.3.2 The Clerk was contacted by the daughter of a resident who had lived in the village requesting a plaque be placed on a bench beside the pond. This had been discussed and agreed in the past but had not progressed.<br/> <b>ACTION:</b> <i>The Clerk was instructed to forward the PPC Memorial Plaque Policy to the family to complete and when the wording had been agreed and finances received, an engraved brass plaque would be set on to the bench and the 10 year maintenance plan of the plaque and bench would begin.</i></p> <p>8.3.3 The issues raised by residents of School Lane, which were there subject of a meeting between them, Cllr Godfree and SCC highways on 21<sup>st</sup> October 2020 were discussed. Cllr Godfree reported on the outcome of the meeting. SCC have been prepared to add School Lane to their 'running list' for further action to be taken. While SCC will not have sufficient funding available in the near future to pay for what is likely to be significant work (including possible speed cushions and kerb alterations) the issue is now on their program.<br/> <b>ACTION:</b> <i>Members agreed that the Parish Council should advise affected residents that PPC does not, regrettably, have the statutory powers or funds to pay for the significant costs involved in further improvements in School Lane. However, the Parish is purchasing another Vehicle Activated Sign (VAS) to deter speeding and Community Speed Watch (CSW) activity and data monitoring will continue in School Lane to support further measures where these can be agreed with SCC.</i></p> |
| <p><b>9.</b></p>  | <p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the December Issue</b><br/> The Chairman suggested that the December Issue of the PeriNews should include an article on behalf of Lord Pirbright's Hall to thank the cleaner for her 22 years of service and a positive article for Christmas.</p>  |
| <p><b>10.</b></p> | <p><b><u>CHAIRMAN'S CONCLUSION</u></b></p> <p><b>To Receive Chairman's Notices &amp; Members' Questions</b><br/> The Chairman concluded that as per the Parish Council's Standing Orders, no Parish Meeting would take place in December 2020 and that the next meeting of the Council would take place on Tuesday 12<sup>th</sup> January 2021.</p>   |

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The meeting ended at 10.06pm.

Signed.....

Date.....