

PIRBRIGHT PARISH COUNCIL



Minutes of the virtual meeting held on Tuesday 16th February 2021 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
Cllr Woollett

Officers of the Council

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

Also in attendance

Cllr Keith Witham (SCC)
Two Residents of School Lane

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 Cllr Gordon Jackson who was attending a GBC meeting. Cllr Swinney's internet connection also prevented her from attending the entire meeting.</p> <p>1:2 To Receive Members' Declarations of Interest on Any Agenda Item below Cllr Eason declared a non-pecuniary interest in planning application 21/P/00081 / 21/P/00082 Bakersgate, Ash Road, Pirbright, GU24 0NA</p>
2.	<p><u>MINUTES</u></p> <p>2:1 To Approve the Minutes of the Previous Meetings (12/01/2021) RESOLUTION: <i>The Minutes of the previous meeting (12/01/21) were approved unanimously. They will be signed by the Chairman in due course.</i></p> <p>2:2 To Receive the Clerk's Report and matters arising</p> <p><u>SSALC Clerks & Chairmans Forum – Wednesday 27th January 2021</u> The Clerk reported on a virtual meeting hosted by Stephen Cosser, Ann Bott of SSALC and Mark Mulberry of PKF Littlejohn. Beth Coley (Your Fund Surrey Programme Manager, SCC) gave a short presentation concerning the £100M Community Fund Project and is available to help Parish Councils with their proposals. The hosts also confirmed that SSALC would be potentially losing the West Sussex arm of the organisation who wish to form a new collaboration with Hampshire. Surrey and East Sussex would now be going it alone. There is some disagreement within West Sussex and a significant number of parishes are unhappy with the West Sussex board's proposal to leave. However, the changes are now progressing. The Surrey Association of Local Councils Ltd would collaborate with the East Sussex Association but the organisation would inevitably have to cut costs due to the reduced income. This new organisation will be based out of Mark Mulberry's office in Surrey. All services will remain in place (admin, finance, training, newsletters) and it is hoped that there will be a seamless transition. Ann Bott and Anna Beam will become employees of Mark Mulberry to serve Surrey and the services offered will be Surrey focused. Wellers Headley Solicitors will still be employed to provide some free legal advice to Parish Councils. The change will come into effect on 1st April 2021.</p>

PIRBRIGHT PARISH COUNCIL

Chairman's Forum 9th February 2021

The Chair's Forum had a discussion with Surrey and Sussex Police about roads policing and other initiatives. In the Q&A, Cllr Fidgett raised the problems of speeding within Pirbright, especially School Lane. This will be fed back to the area policing team. They also said they would review any speed data PPC can provide from VAR devices and assist with getting the Community Speedwatch back up and running. There was also a presentation on HR in light of Covid and returning to work. The changes at SSALC outlined above were also discussed, together with the changes to virtual meetings.

Virtual Meetings

In April 2020, central Government put into legislation the Local Authorities and Police Crime Panels Act (LAPCP Regulations 2020) to allow Parish Meetings to be held virtually. This regulation expires on the 7th May 2021. SSALC are now putting pressure on government to extend this regulation and will keep Clerks updated. This means that Annual Parish Meetings need to be held before the 7th May 2021. It may be possible to defer the latter or hold hybrid meetings with a quorum meeting and others joining virtually if needed after the 7th May 2021.

Pirbright Parish Council's Standing Orders, Financial Regulations and Statement of Internal Control

These documents are due for renewal. The Standing Orders require the addition of the LAPCP Regulation 2020 allowing meetings to be held virtually and the Financial Regulations require amendments to reference the splitting of the roles out into PPC Clerk/RFO and LPH Secretary. The Statement of Internal Control also needs to reflect working practices whilst working from home during the Covid pandemic.

Armed Forces Champions Conference – 4th February 2021 via Zoom

The Clerk attended the presentation which was given by Richard Moore and Tracy Evans of the Community Engagement Team. The presentation centred on celebrating past projects and offered services to promote future projects across the south of England. The Clerk has reached out to Sarah Goodman, Lead Officer for the Armed Forces at SCC to engage in future projects.

Parish Bench, Bus Shelter & Car Park Inspection

The Groundsman completed a full bench, bus shelter and car park inspection on 10th February 2021. There are no works required to benches, bus shelters or car parks at this time.

Pot Hole in Avenue D'Cagny Car Park

Cllr Godfree reported that a pot hole had appeared in the car park. The Clerk approached a local firm that had been used in the past for similar work who initially quoted £336.33 for the repair. The Clerk negotiated a reduction of this quote of £80.00 and the pot hole was repaired on Thursday 28th January 2021 for the cost of £256.33.

Cricket Club Meeting

Members of the Cricket and Football clubs set up a meeting to introduce Jonny Nolan (JNN Turfcare) as their new groundsman. Jonny has worked with the Cricket club in the past at Normandy and has also worked with Guildford Cricket Club. The meeting aimed to discuss how best to streamline the maintenance to the sports pitches as a whole and potentially achieve better value for money. The Cricket Club submitted an initial set of proposals which was circulated by email to all members. This is Minuted in Item 8.2 Highways & Environment.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

Residents of School Lane were in attendance to receive an update. Please see ***Item 8.3 To Receive an Update on the Parking and Traffic issues in School Lane.***

3.2 Recent Communications Sent & Received

3.2.1 A resident of Pirbright contacted the Clerk to suggest an idea for keeping the local children connected with each other. The idea was for children to create a painted stone at home and place it somewhere in the village; possibly in a single line along a path across the Green to give the children a sense of connection with each other. The Clerk spoke to Pirbright Primary School who were happy to promote the idea in their weekly Newsletter. The Clerk offered to post photos on the PPC website and suggested that the idea could follow the lines of the Ash Vale Covid Rock Snake. Once the lockdown was over the stones could be kept and displayed at the Summer Fair.

PIRBRIGHT PARISH COUNCIL

The Clerk sought approval from the full Council and the idea was unanimously approved. The Clerk then contacted Pirbright Primary School who were happy to lend their support and emailed it to all parents on Thursday 11th February 2021. The Clerk created a page on the PPC Website to follow the activity and erected a sign beside the stones to inform members of the public as to the purpose of the display.

3.2.2 A resident of Caterham Close emailed the Clerk and Surrey Highways to request that action be taken against speeding between Brookwood Arch and Pirbright, along Dawney Hill. His concern was that a lack of signage was not alerting drivers to the 30mph limit along this stretch of the A324. He suggested that the speed should be reduced to 20mph as it was used by so many school children and that traffic calming should be installed.

Cllr Godfree stated that he would put this stretch of Dawney Hill on the VAS rota and has liaised with Surrey Police and Surrey County Council who have agreed to install a new post for the siting of the VAS in the next financial year. Cllr Fidgett also responded directly to the resident suggesting that PPC could use the SDR on Dawney Hill to accurately record speeds through that stretch of the village over a two week period and Cllr Godfree confirmed to the resident that he would also arrange for the SDR to be positioned in Dawney Hill once traffic volumes return to normal. Siting the SDR at the current time would potentially give a false reading. Both councillors referenced the community speed initiative run by Cllr Godfree and the resident has volunteered to join the initiative.

Surrey Highways commented that the 30mph repeater signs along Dawney Hill were standard and that traffic calming options were budget restricted and were criteria led. Surrey Highways stated they would discuss the residents' concerns with the police at the next Road Safety Working Group meeting and have since agreed to erect a further sign in the verge in the coming financial year.

3.2.3 The Clerk contacted John Lawson of John Lawson's Circus in reference to his request to visit Pirbright and stated that the circus would be welcome to return to the village once Covid restrictions allowed. Mr Lawson thanked the Clerk and stated that the circus could not operate on less than Tier 3 restrictions and that he would contact the Clerk again later in the year.

3.2.4 The Clerk was contacted by the Brookwood Cemetery Manager in response to her email enquiring as to the proposed future boundary works. The Manager thanked the Clerk for her email and confirmed that when the Cemetery were in a position to move forward with any boundary works that she would contact Pirbright Parish Council to include them in discussions.

3.2.5 The Clerk was contacted by a member of the public wishing to notify her of a large uncovered bunker being constructed in woodland adjacent to the ranges at Henley Park on the path towards Rails Farm. The member of the public also questioned the cutting back of trees, track construction and litter in the same area.

Cllr Woollett visited the general area but was unable to locate bunkers of the size and description in the email. The Clerk responded to the member of the public to try to gain a more specific location and to receive the photos that had not come through on the email but no response was received. The Clerk also advised the member of the public to contact GBC Planning Enforcement with the information as the Enforcement Team would be able to gain access to all areas of the ranges and private property alike.

3.2.6 A resident living along the Aldershot Road contacted the District Councillor to request traffic calming along the Aldershot Road following two alleged incidents on the road. The District Councillor responded to the resident giving details of PPC's use of the VAS system and suggesting that PPC include this stretch of the Aldershot Road on the rota. The District Councillor also made the resident aware of the Speed Watch volunteer group.

The Clerk also thanked the resident for their email and requested further details of the two incidents mentioned so that these could be logged in the PPC spreadsheet of incidents. This log, along with the CRASHMAP.COM information help to build a picture of the area.

3.2.7 An open letter was received by the Parish Council, written by Joss Bigmore (Leader Guildford Borough Council) to the Rt Hon Robert Jenrick MP requesting urgent attention be given to the extension of legislation to holding virtual meetings beyond 7th May 2021.

The Chairman raised this matter with Jonathan Lord MP respectfully requesting that he lend his support to extending the regulation past the 7th May 2021 cut off date and he confirmed he would raise this with the Minister.

PIRBRIGHT PARISH COUNCIL

	<p>3.2.8 The Parish Council were made aware of correspondence from a resident of the village regarding the removal of heather from Brookwood Heath by the agents of Worplesdon Golf Club. The Operations Manager at Surrey Countryside Partnership Team responded to the resident to state that they considered the relocation of the heather from the Heath to the Golf Course as mutually beneficial in that for the heathland the bare areas of sand created habitats for burrowing invertebrates and reptiles; for egg laying and also as a seed beds for heather seedlings and basking sites in the summer. For the golf course the arisings enabled them to extend their heather areas and that this also helped in the movement of species acting as a stepping stone between the isolated patches of heathland that remain in this part of Surrey. The resident requested a criteria be put in place by the Team to limit the quantity of heather being removed to the Golf Course and also requested a site meeting in the growing season to discuss the removal further.</p> <p>3.2.9 A resident of Gole Road updated the Council on the works taking place on the site against Enforcement Number EN/20/00314 Gole Farm, Gole Road, Pirbright, GU24 0PZ. The photos submitted to the Council showed further evidence of operational development and the Clerk forwarded these on to Darren Gregory at GBC Enforcement and requested an update as soon as possible. The Clerk also responded to the resident with a link to the Environmental Agency where a hotline can be found to call to report issues related to watercourses and flooding. Darren Gregory thanked the Clerk for the photos and stated that he had been unsuccessful in arranging a site meeting with the owner. In light of the photos, Mr Gregory stated that he would now visit the site as soon as possible and report back to the Parish Council.</p> <p>3.2.10 The Clerk was contacted by the Playground volunteers to offer their services again when the weather improves in the Spring. The Clerk thanked the volunteers and accepted their offer of further help in the months ahead.</p> <p>3.2.11 A resident of the Parish contacted Cllr Keith Witham to report the poor state of the pathway on the pavement between Bullswater Lane and Rowe Lane. This portion of pavement which is approximately 10 meters in length is narrow and becomes muddy every year as the road at this point is low lying and floods onto the pavement. The resident suggested that SCC might consider digging a gully at this point at some time in the future. Cllr Witham forwarded the resident's email to Surrey Highways and copied in the Clerk for information.</p> <p>3.2.12 The Clerk was contacted by the Waffle Station to enquire as to the possibility of potentially trading again in the Village from the 25th March 2021. This communication will now form Item 8.4 on the Agenda for the Parish Meeting on Tuesday 16th February 2021 and is the subject of Appendix 1 to the Agenda.</p> <p>3.2.13 Correspondence was received by the Clerk from the Community Safety Policy Officer at GBC giving contact information which could be useful for members of the public in the light of the pandemic. It was stated that members of the public can be reluctant to report antisocial behaviour but that it was vital as agencies were keen to give support to victims and communities. The current lockdown had intensified this impact and effected the public's resilience. Contact links were given on the PPC website for reporting breaches of the guidelines. Further contact links were given for emotional support and agencies available to help with anti-social behaviour.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting. There were no matters arising other than those noted elsewhere in the Agenda.</p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Community Sports Pavilion Cllr Fidgett stated that background work continued but there had been no further dialogue of note to report on. The timetable for bid submissions has slipped slightly. Letters of support have been submitted in favour of the pavilion by the Surrey FA and the Military had also written a strong letter of support. Cllr Woollett advised that a Committee was being put together of members of the community to represent the sports clubs in a management trust which would ensure a robust submission. Cllr Fidgett informed the Council that further discussions would need to be held over the next month to consider a potential lease or similar management arrangement for the proposed pavilion.</p>

PIRBRIGHT PARISH COUNCIL

	<p>b) Lord Pirbright's Hall The Lord Pirbright's Hall Secretary submitted a report stating that the Annual Return 2019-2020, comprising the accounts and reports from the Chairman and Independent Examiner, have been sent to the Charity Commission and are available to view on the gov.uk website. The LPH Secretary also gave an update on staffing hours which are running at 50%. The Hall is being inspected daily, in line with advice from Acre, with visits logged for insurance purposes. A Covid Aid grant has also been allocated to LPH by GBC. A new laptop has been purchased for the LPH Secretary and the Minutes from the LPH Meeting, held on 12/01/21 were attached to the report and are filed with these Minutes.</p> <p>The Chairman of the LPH Trustees also stated that the Hall remained closed and was therefore receiving limited income. Expenditure in the form of heating, staffing costs and insurance were continuing and it was hoped that restrictions would be lifted in the coming weeks with the Hall reopening and bringing in an income once more. Covid relief grants received would leave LPH in a reasonable position financially and no subsidy from PPC would be required.</p> <p>c) Pirbright Summer Fair Cllr Fidgett stated that although some preparations continued, no further discussions had been held by the Summer Fair Committee, with the next meeting scheduled for March to determine whether the event will go ahead. Members felt it was looking increasingly unlikely that an event in June will go ahead even with the current trends and vaccination success. It was discussed and felt that a September date might be more feasible with commitments being required around June. Cllr Fidgett will report on this matter again after the Committee meet in March.</p> <p>d) To Receive Reports from the District & Borough Councillor (<i>for information only</i>) <u>Surrey County Council</u> Cllr Witham stated that the request for traffic calming and parking controls along the Avenue De Cagny was fairly high on the SCC running list and that with an increased budget from SCC he was hopeful that it would go ahead in the next financial year. The next stage of the process would be agreeing the design.</p> <p>Cllr Witham also alerted the Council to the fact that surge testing would be taking place in Maybury from 18th February 2021.</p> <p><u>Guildford Borough Council</u> Cllr Gordon Jackson was not in attendance and reported that he would give an update at the next Parish Meeting.</p>
6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6:1 To Approve the Receipts, Payments and Bank Schedule for January 2021 The list of receipts and payments with the bank schedule were noted and agreed. RESOLUTION: <i>Members approved the schedules and Cllr Fidgett will sign the Bank Schedules in due course.</i></p> <p>6.2 To Approve an Agreement between PPC & St Michael and All Angel's regarding the War Memorial An Agreement is required to set out responsibilities for the Grade II listed memorial. ACTION: <i>It was unanimously agreed that this item should be rolled forward to the Parish Meeting in March 2021.</i></p> <p>6.3 To Discuss the Production of an Emergency Plan An Emergency Plan should be written, agreed and adopted. ACTION: <i>It was unanimously agreed that consideration of the present draft should be rolled forward to the Parish Meeting in March 2021.</i></p> <p>6.4 To Discuss holding an Annual Parish Meeting at the end of April 2021 Cllr Fidgett outlined the regulations pertaining to the holding of virtual meetings and it was discussed whether PPC should hold its Annual Parish Meeting in this manner at the usual point in the calendar. Using a webinar facility for larger virtual audiences was suggested by Cllr Hallam and potential guest speakers were also discussed. RESOLUTION: <i>Members unanimously agreed to hold the Annual Parish Meeting virtually on Monday 26th April 2021. The Clerk should look into how best to host this event to engage with as many</i></p>

PIRBRIGHT PARISH COUNCIL

parishioners as possible. The Clerk should also look to engage a speaker from the Military Camp and/or a speaker from Surrey Wildlife Trust.

6.5 To the forthcoming Electoral Review

The Boundary Commission for England has commenced its 2023 Review of Parliamentary constituencies in England, in accordance with the Parliamentary Constituencies Act 1986 (as amended by the Parliamentary Voting System and Constituencies Act 2011 and Parliamentary Constituencies Act 2020). The first stage of the review is for the Commission to devise its initial proposals for new constituency boundaries, based on the March 2020 electorate announced by the Office for National Statistics. The Parish Council discussed whether it should make representation to the Ward review considering how both Woking and Guildford have grown and how the boundaries must reflect the changing population.

RESOLUTION: It was unanimously agreed that the Council should make a representation to maintain the status quo as Pirbright holds a unique relationship with the military who are sited within its parish and worked well with GBC and WBC.

6.6 To Review amendments to the PPC Financial Regulations, Standing Orders and Statement of Internal Control for Adoption at the March Parish Meeting as per the Statement of Internal Control

The Chairman confirmed that drafts of these documents had been circulated to reflect that the Clerk/RFO's role has been split into PPC Clerk/RFO and LPH Secretary. The amendments currently suggested do not provide fully what PPC need; partly because drafting a single document expressing regulations as only RFO or LPH Secretary do not allow one to interpret clearly which role is defined. This potentially introduces uncertainty. It was suggested that either two separate documents are written or a single document whereby each relevant clause is clear as to which role is being referred to.

ACTION: The Council agreed that Cllr Fidgett will liaise with the Clerk/RFO and the LPH Secretary to reach wording that is clear as to who is doing what and who is responsible for each action. These documents should meet the internal and external auditors' requirements and will be passed to the internal auditor to gain their approval. The Council further agreed that the drafted documents would be circulated for comment prior to being approved and adopted at the Parish meeting in March 2021.

6.7 To Approve the Clerk's Contract of Employment and Banking access

Following the splitting of the roles for the Parish Clerk/RFO and LPH Secretary, the amount of time allocated to each had been monitored in light of workloads and events and while the year had been unusual, it had shown that the initial time allocated in the division of the roles had not reflected the time required for the Parish Clerk/RFO. It was also the case that the time for the LPH Secretary had not been fully utilised, in relation to LPH activity, with the LPH Secretary supporting the Clerk on PPC activity. It was agreed that a review of the hours needed for the LPH Secretary was also required. The councillors also noted the advice of the internal auditors that the RFO for both the Parish Council and LPH should be held by the Clerk. The day to day management of LPH, including all invoicing and the preparation of the year-end accounts should be the responsibility of the LPH Secretary. Consent from the Council members was required to give the new Parish Clerk/RFO access to the bank accounts to perform on-line banking and request other services from time to time as required.

RESOLUTION: The Council agreed unanimously to increase the hours for the Parish Clerk/RFO to 24 hours per week (equivalent) and that this should be reflected in an amended contract. It was separately agreed that a review should be undertaken of the LPH Secretary role in conjunction with the Secretary and any appropriate changes to the hours agreed reflecting the role going forward with the aim that this takes effect in 3 months' time. The Council unanimously agreed that the new Clerk/RFO should be given access to all bank accounts held by the Parish Council.

7. PLANNING

7.1 To Consider Responses to Currently Pending Planning Applications in the Parish:

20/P/00020 (Brunswick Training Camp, Brunswick Road, Brookwood, GU24 0QQ Construction of 4 no double storey accommodation blocks and associated external works, following demolition of existing buildings)

PPC Response: Pirbright Parish Council has No Objection. The application relates to the replacement of existing military accommodation with modern, energy efficient accommodation, but with increased capacity and bed spaces. The site is well within the body of the camp and as such no adverse impact is considered likely to arise.

PIRBRIGHT PARISH COUNCIL

	<p>21/P/00048 (12 Brunswick Drive, Brookwood, GU24 0NR Single storey part front extension, side extension and open porch roof following removal of existing fence) PPC Response: Pirbright Parish Council has No Objection. The proposals are for a single storey side extension to the existing detached house. The proposal is unlikely to give rise to adverse impacts and the Parish raise no objection subject to materials matching the existing brickwork and tiles</p> <p>21/P/00072 The Old Police House, Fox Corner, GU3 3PP Erection of a two storey rear extension including two dormers PPC Response: Pirbright Parish Council has No Objection. The application is for a rear extension on a northerly facing elevation to create dormers and additional ground and first floor accommodation. The proposal are inset from the boundaries and do not alter the overall character and the Parish Council therefore, raise no objection.</p> <p>21/T/00017 (Elm Bank, School Lane, GU24 0JN T1 Oat – Crown reduce by approx. 1-2m leaving crown height at approx. 10-12m and crown spread by approx. 10-12m. T2 Holly – Fell to ground level (Conservation Area) PPC Response: Pirbright Parish Council would defer to the views of the tree officer and raise no objection.</p> <p>21/P/00123 & 21/P/00124 (Stanford Farm, Ash Road, GU24 0NG Full and Listed Building Consent to erect a field stable.) PPC Response: Pirbright Parish Council has No Objection.</p> <p>21/P/00183 (Pirbright Laboratory, Institute for Animal Health, GU24 0NF Variation of condition 2 of planning application 19/P/01544 approved 10/12/19 to allow for the erection of a 6m discharge stack to extend from the roof of the containers). PPC Response: As the building is located within the main body of the site and has limited visibility, the Parish Council raise no objection.</p> <p>21/P/00081 & 21/P/00082 (Bakersgate, Ash Road, Pirbright, GU24 0NA Planning and Listed Building Consent for the relocation of kitchen to modern extension, general refurbishment works and upgrade to existing bathrooms). PPC Response: This is an important listed building that should be preserved and sensitively enhanced. While the Parish Council supports the updating of bathrooms and kitchens in such situations, this must have regard to the special historic and architectural features and importance of each building. A heritage impact assessment is required that considers the impact of the proposals on the fabric of the building and assesses its significance. In this case, the design and heritage statement falls short of the level of detail required to carry out this assessment.</p> <p>21/P/00208 (3 West Heath Cottages, West Heath, Pirbright, GU24 0JQ Swimming Pool) PPC Response: Pirbright Parish Council has No Objection.</p> <p>21/T/00039 (Pirbright Primary School, School Lane, GU24 0JN Laurel – fell and remove due to proximity to sewer and to enable access for fencing replacement) PPC Response: Pirbright Parish Council would defer to the views of the tree officer and raise no objection.</p>
8.	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on the Tree Management</p> <p>Cllr Godfree briefed the Council that all remaining trees specified as being of “moderate” risk on the Tree Survey have been looked at by two local tree surgeons. The trees have been grouped into geographical areas and two quotes have so far been received. Cllr Godfree suggested that the tree groups should now be prioritised and works considered to begin after the breeding and nesting season in October 2021. In the meantime, a planning application for all “moderate” risk trees can be requested for those that lie within the Conservation Area. This planning permission will be valid for two years from the date of approval.</p> <p>ACTION: The Council agreed that Cllr Fidgett and Cllr Godfree should now survey the trees listed as “moderate” within the geographical areas quoted and produce a prioritised list of works to completed in October 2021. It was agreed that PPC would carry out tree works within its allocated budget for 2021-</p>

PIRBRIGHT PARISH COUNCIL

2022. It was further agreed that the Clerk should apply for planning permission for tree works affecting all "moderate" rated trees, using the Tree Survey as evidence of the required works.

8.2 To Discuss the Management of the Green

As stated in the Clerk's Report, the Clerk and Cllr Godfree attended a virtual meeting with Pirbright Cricket Club and Pirbright adult Football Club on 27th January 2021. The meeting was also attended by the Cricket Club's new groundsman. The purpose of the meeting was to introduce the groundsman and to establish whether the Parish Council would be open to proposals from the Cricket and Football clubs to improve the outfield and sports pitches. The Cricket Club informed Cllr Godfree that they had received a grant and would be taking advice from the new groundsman on how best to use these funds. Cllr Godfree informed the clubs that he would be happy to receive proposals from them but that the Parish Council would be forced to work within the budget already allocated for 2021-2022. The Clerk informed the clubs that the current grass contractors were currently contracted to resume grass cutting around mid-March 2021.

The Cricket Club prepared a paper outlining proposals which was circulated to the Council. Cllr Fidgett noted that the Parish Council had spent considerable time organising the current cutting regime to meet both the Cricket and Football Clubs' requirements over the past few years, particularly as a result of the junior and adult Football Clubs' requests and that these had been positively received. However, Cllr Fidgett stated that the paper submitted did raise some valid points and improvement suggestions. It was noted that PPC are currently in discussion with the Cricket Club over the running of any new pavilion whereby a formal agreement would need to be in place defining the responsibilities of the various organisations going forward. It was generally felt that this had to acknowledge the health and safety, insurance and legal responsibilities on PPC for the village green and associated common land as well as its wider statutory obligations. The maintenance of the sports fields by the clubs had been variable in the past. Whatever arrangements were agreed, provisions would need to be in place allowing PPC to step in if the maintenance or other terms were not met and that this would similarly apply to the grounds.

ACTION: *The Council agreed to continue discussions with the clubs but felt that it would be sensible to include grounds-keeping as part of the new arrangements being discussed with the Cricket Club in regard to the new Community Sports Pavilion project. It was further agreed that this Item should appear on the Agenda for the next meeting so that Cllr Godfree could update the Council on progress.*

8.3 To Receive an Update on the Parking and Traffic issues in School Lane

Two residents of School Lane were in attendance to receive any updates from Cllr Godfree and Cllr Witham on the subject of traffic calming and traffic data collection.

Cllr Godfree provided a Highways Update paper which was circulated prior to the meeting. The update stated that Surrey Police's CRO had suggested replacing the corroded lamppost between the chicane and the school and siting a VAS unit at this point. He also suggested putting a loop across the road to gather data when traffic returns to normal. Cllr Godfree stated that trying to obtain data at the current time would give a false reading and would not be helpful. Cllr Godfree further stated that he had had confirmation from Surrey Highways that they are prepared to replace the corroded lamppost in the next financial year and it was felt that any placement of the VAS would be beneficial.

The residents questioned the siting of the VAS at this point and suggested it would be better to gather data from further out of the village towards Vapery Lane. Cllr Fidgett suggesting working with Surrey Highways to look at location options and to ascertain where the gaps in the data fall. There is already a VAS location close to Vapery Lane coming towards the village but nothing currently located on the road exiting the village travelling towards Vapery Lane.

Cllr Fidgett stated that he had raised the issue of School Lane at the Chair's Forum and that Surrey Police stated that they would review the data they have and liaise with Steve Milford on deploying new speed detection equipment when they can. Surrey Police also stated that they will be restarting the community speed watch programme soon and this will add another measure. It was acknowledged that both the residents in attendance have volunteered to become members of this initiative.

Cllr Witham reported that the budget for Surrey Highways issues had very recently increased from £100,000 to £500,000 and that this would make a difference to the number of projects that can be funded in the coming financial year, although he still had reservations as to whether School Lane would be tackled in this 2021/2022 financial year but that continued data collection might help alter the priority. Cllr Witham stated that the other location being looked at in the parish was Avenue De Cagny due to the serious issues with parking, people and traffic congestion in this location.

ACTION: *Cllr Fidgett and Cllr Godfree agreed to have a further discussion about what further measures could be taken.*

PIRBRIGHT PARISH COUNCIL

	<p>8.4 To To Discuss the reopening and siting of the Waffle Station (Appendix 1)</p> <p>The Clerk relayed a request from the Waffle Station operators requesting permission to resume trading in the Avenue De Cagny car park from the week commencing the 8th March 2021. The operators have eight trading days remaining on their previous temporary license which they would like to use whilst applying for a further temporary license to trade within the LPH car park before returning to the Avenue De Cagny car park on a permanent license. The operators also requested a letter of consent to be issued to them to accompany their application.</p> <p>RESOLUTION: <i>The Council discussed the various possible options and agreed that the Tram's return would be determined by the Covid pandemic and that if regulations had eased PPC would be in agreement to them returning to the Avenue De Cagny car park to use their remaining eight trading days. The Council were unanimous that when they return they should be sited at the southern end of the car park, facing towards Fulks Butchers to ensure any queues are outside of the car park and away from the road. If the Tram were to be sited in the LPH car park on a temporary license then it should be sited in the area close to where the circular bench had been. It was noted that if the Tram were temporarily sited in the LPH car park and the Hall were also open, that this would bring additional management and public safety implications that would need to be considered in its siting. It was agreed that if a permanent license were granted this would need to be subject to a formal management agreement with PPC being in place, reviewed annually or at such other intervals as may be agreed with appropriate remuneration for a longer term pitch in the Avenue De Cagny car park. This agreement would carry a set of guidelines enabling PPC to use it for other traders on the same pitch as appropriate from time to time.</i></p>
<p>9.</p>	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the March 2021 Issue of the PeriNews</p> <p>The March Issue of the PeriNews will contain an article with details of the services offering support to families by the Surrey Family Information Service run by Surrey County Council. The article will also thank GBC for its financial contribution towards the resurfacing of the area around the base of the roundabout in the playground. Finally, the article will remind the public to take care when visiting the heathland and wider countryside, especially with dogs, reminding them of the bird breeding season which runs from February to August.</p> <p>The Chairman suggested that ideas for the April edition should be forwarded to the Clerk before the first week of March to meet the publishing deadline.</p>
<p>10.</p>	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>To Receive Chairman's Notices & Members' Questions</p> <p>Cllr Eason relayed an article she had read regarding new laws coming onto the statute books by Easter, making it illegal for travellers to park on private land.</p>

The meeting ended at 21.55

Signed.....

Date.....