

PIRBRIGHT PARISH COUNCIL



Minutes of the Annual Meeting of the Council held at The Parish Meeting Room on Tuesday 16th May 2022 at 7.30pm

The meeting was held in the Parish Meeting Room, adjacent to Lord Pirbright's Hall, with details available for members of the public in advance.

Those present:

Councillors

Cllr Fidgett (Chairman)
Cllr Woollett (Vice Chairman)
Cllr Godfree
Cllr Sands
Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Mrs Victoria Everton (LPH Secretary)

Members of the Public

Two residents of the Parish

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence The Chairman welcomed council members. Apologies for absence were received from Cllr Austin and Cllr Eason, Cllr Witham, Mr Graeme Symon and Mr Henry Cresser.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below Cllr Fidgett expressed a personal interest in planning applications 22/P/00712 and 21/P/00742.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the Previous Extraordinary Meeting (21/04/2022) RESOLUTION: <i>The Minutes of the previous extraordinary meeting (21/04/2022) were unanimously approved and signed by the Chairman.</i></p> <p>2.2 To Elect the Chair & Vice Chair for the forthcoming year Cllr Woollett nominated Cllr Fidgett as Chair for the forthcoming year, which was seconded by Cllr Watson. Cllr Fidgett nominated Cllr Woollett as Vice Chair which was seconded by Cllr Sands.</p> <p>2.3 To Appoint Committees & Sub-Committees for the forthcoming year <u>Following discussion, the following were also appointed unanimously:</u> <u>Highways & Environment:</u> Cllr Godfree (Chair) and Cllr Sands (Vice Chair). <u>LPH Managing Trustees:</u> Cllr Woollett (Chair), Cllr Fidgett, Cllr Sands and Cllr Austin (subject to his agreement).</p> <p>2.4 To Appoint Members to Represent the Council on Outside Bodies & Joint Committees for 2022-2023 <u>Following discussion, the following were also appointed unanimously:</u> <u>Lemprière Trust:</u> Cllr Fidgett <u>Pirbright in Need:</u> Cllr Fidgett agreed to continue as the Parish Council representative. <u>Flood Forum:</u> Cllr Fidgett, Cllr Eason</p> <p>2.5 To Receive the Clerk's Report on Matters Arising <u>Annual Governance & Accountability Return (AGAR) for 1 April 2021 – 31st March 2022</u> The AGAR (Form 3) was completed by the Clerk and submitted to the appointed Internal Auditor (Maxwell & Co) for inspection on Wednesday 20th April 2022. The Internal Auditor's report forms Item 6.2 on the Agenda.</p> <p><u>Licensing Discount with Microsoft</u> PPC, as a local authority and LPH as a registered charity, both qualify for "non for profit licensing" with Microsoft. Going forward, all I.T. licences will fall under non-for-profit pricing.</p>

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War Memorial Refurbishment

The War Memorials Trust wrote to the Clerk to advise that the War Memorial application had been assessed and the WMT is in a position to make a Grant Offer in Principle towards the necessary eligible work. Up to £2,950 has been allocated towards PPC's proposal based on the estimated cost of £3,923 which the WMT has agreed could increase when a schedule of works has been submitted. Additional information has been requested. The Diocese have advised that a faculty will be required at a cost of £311. This forms Item 6.7 on the Agenda.

Jimmy Noyce Fun Fair

Following the addition of termination clauses. This Agreement was uploaded to the PPC website and emailed to J Noyce Fun Fairs in anticipation of a potential visit in July or August 2022.

GBC Grant Aid

A 1 year extension has been granted by GBC for the Pavilion Car Park project and the LPH Hot Water System.

Mayor's Award to Rosemary Richmond

Rosemary Richmond received the Mayor's Award in recognition of her 48 years of service to the Parish and was supported at the ceremony by the Chairman.

Alcohol License for The Green

The clerk, Helen Myers, is now the Designated Premises Supervisor for the license (GUPLA0470) held by Pirbright Green and the documents have been reissued in her name.

VE Day – Sunday 8th May

The union flag was raised by the Caretaker and the Chair laid a wreath at the War Memorial to mark VE Day.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

A resident of the Parish stated that he would be speaking on behalf of himself and another resident of The Gardens. The resident had concerns about the planning application 22/P/00548 No 14 The Gardens and had submitted a lengthy objection via the GBC planning portal. The resident objects to the application as he feels it would alter the character and street scene. He commented on the local listing and to the property being within the Conservation Area. He feels the proposed application contains factual inaccuracies and that a significantly smaller extension would be more in keeping.

A second resident echoed the sentiments of the previous speaker and suggested that if the application were passed it would allow for others to follow which would spoil the street scene.

Cllr Fidgett stated that PPC deal with planning applications on a factual basis only and must adhere to planning laws when making comments. Cllr Fidgett also reminded those attending that the Conservation appraisal had been prompted by the Parish Council who wished the area to extend to West Heath, Vapery Lane, Pirbright Cottages and The Gardens.

PPC then proceeded to consider the application. While it was noted that PPC do not generally look to interfere with applications unless there is reason to do so and indeed noted there are precedents to this style of extension, members considered that in this case the proposal would negatively impact on the character and appearance of the properties in The Gardens. PPC would recommend the applicant to reconsider the application, reflecting design advice for extensions to be subordinate to the main building. Whilst PPC accept that people need to adapt their homes to suit their circumstances, PPC feel in this instance that they would raise an objection to planning application 22/P/00548.

3.2 To Consider Recent Communications Sent & Received

3.2.1 The Superintendent of the Brookwood American Military Cemetery has requested the attendance of the PPC Chair at the Memorial Day Ceremony and reception on Sunday 29th May 2022.

3.2.2 The Clerk was contacted by the Mayor elect's office and the Chair and Councillors were invited to attend Cllr Dennis Booth's Civic Service on 15 May 2022 at 11.30am. The invitation was forwarded on to all members of the Parish Council.

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3.2.3 The Clerk was contacted by the P.I. and SCC in regards to the 2 bus shelters close to the Institute that are of a low standard with no glass and no lighting. The Clerk explained that these had been donated by GBC some time ago when upgrades were being made to town centre shelters. The Clerk explained that vandals had broken the glass twice when new glass was installed by PPC and that Councillors at the time, had decided not to allocate more PPC funds to replace them further. In May 2021 these 2 bus shelters were taken over by SCC in lieu of the P.I. installing new ones, plus an additional shelter and layby at Upper Stanford Road as part of their masterplan. The new shelters and bus layby were scheduled for June 2021 but this has not taken place. The Clerk's comments were noted by the P.I. and SCC. The P.I. would like to open renewed discussions with PPC, SCC and GBC as to who is currently responsible for the shelters. The PPC Chair confirmed that he would welcome a dialogue.

3.2.4 A Belgian researcher working for De Chinezen (a Belgian television company) contacted the Clerk to ask for information relating to Princess Charlotte and King Leopold I. They will be in London for the Queen's Jubilee celebrations and are looking to visit one of the Jubilee Lunch Celebrations. The Clerk gave them some background information and photos of Pirbright.

3.2.5 A resident of the village wished to suggest that a network of volunteer litter pickers be set up to look after specific areas of the village on a regular basis. A litter picking day was organised by the Clerk, publicised on notice boards, the PeriNews and the PPC website but only 4 members of the public attended.

3.2.6 The Clerk was contacted by a young resident who wished to run a lemonade stall on the Green. It was suggested by the Council that she attend the Jubilee Big Picnic.

3.2.7 A resident of Gole Road and School Lane sent photos of road waste and soil being brought in on a daily basis to Plot 1 on Gole Road. The Clerk suggested that these be forwarded to GBC Enforcement. The resident opened an Enforcement case with GBC.

3.2.8 The Manager at Brookwood Cemetery emailed the Clerk to advise that they would be removing 20 dead sweet chestnut trees and 1 dead silver birch along side the moat. The works would be carried out on 25th April 2022 and the work would be ongoing for 17 days approx. The footpaths along the moat would be closed during these works. Signage has been posted.

3.2.9 The Manager at Brookwood Cemetery wrote to the Clerk to ask for advice on how to tackle dog walkers who are ignoring signage to say that Dogs are not allowed within the cemetery grounds. The Manager said that new signage was being prepared but that to date, dog walkers were ignoring the signage. This forms Item 8.2 on the Agenda.

3.2.10 The Clerk received a Banner Request Form from St Michael & All Angels to advertise the Plant Sale on 14th May. This was granted by the Council.

3.2.11 A resident of School Lane contacted PPC to enquire as to the design of the new scheme for School Lane. The Clerk liaised with Cllr Godfree and Cllr Witham and informed the resident that a consultation process would be initiated and that residents would be encourage to comment.

3.2.12 Farnborough Noise sent through an update criticizing the latest Airspace Review which began on 1st April 2022. The group stated that the CAA is not considering comprehensive aircraft noise, safety issues or the increase in pollution and the impact that the increased emissions will have on climate change. Farnborough Noise have sent their review to 8 local MPs, 95 regional parish, town and borough councils and 150 people on the Farnborough Noise mailing list. Jonathan Lord MP stated that he would write in support and the contact information of the CEO at the CAA has been passed to Jonathan via the Clerk. Jonathan Lord MP is in contact with Jeremy Hunt MP who is also in contact with Farnborough Noise.

3.2.13 A resident of the parish notified the Clerk that he believed a van was using the Avenue D'Cagny car park for lengthy stays. The vehicle was a dark green Ford Transit Van (BF60 BZU). The Clerk left notifications on the front and back of the van stating the terms of the car park, which is privately owned by the Parish Council. The van was gone 2 days later.

3.2.14 The Clerk was informed that the Appeal lodged with the Planning Inspectorate in regards to Plot 1 at Gole Road had been dismissed. The owners of the land have been given until 6th November 2022 by GBC to remove the two buildings, the hard surface which had been laid as an access and base for the buildings,

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	<p>the drainage which had been installed, and the hoarding and gate adjacent to the Highway which is over 1 m in height.</p> <p>3.2.15 The Clerk was contacted by the Senior Woodland Officer at SCC to provide planting locations and condition of the whips and feathers planted by the Parish Council, donated by Treescapes as part of PPC's obligation to SCC and the Forestry Commission. The Clerk put together photos and maps as requested.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (11/04/2022) There were no new Health & Safety Issues to report.</p>
5.	<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 he would be liaising with the LPH Secretary to issue a revised tender to contractors. Funding for the project will be subject to a contract and we need to put a lease in place for LPH and funding will ultimately be released in tranches when milestones are reached. A steering group was being formed. Cllr Fidgett will keep Council members updated.</p> <p>b) Lord Pirbright's Hall Cllr Woollett introduced members to the LPH Secretary who has recently joined and who has already added positively to the role. Cllr Woollett announced that the accounts had been signed off for the previous financial year and that hirings were looking more positive. Cllr Woollett acknowledged that regular hirers were the life blood of the Hall and were appreciated. Cllr Woollett and the LPH Secretary would be looking at not only the immediate requirements of LPH but also looking at longer term plans for investment and maintenance and possibly a degree of capital expenditure.</p> <p>c) Queen's Jubilee Lunch and Picnic on the Green – Sunday 5th June 2022 The Clerk stated that plans for the lunch and picnic were in their final stages with just over three weeks until the event.</p> <p>d) Report from Borough & County Councillor Although unable to attend, Cllr Witham circulated his monthly update relating to Pirbright.</p>
6.	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Approve the Receipts & Payments for April 2022 A list of receipts and payments and bank reconciliations for the month of April 2022 was circulated to all members prior to the meeting. RESOLUTION: <i>Members unanimously approved the April 2022 schedule and it was signed by Cllr Fidgett.</i></p> <p>6.2 To Discuss & Approve the Internal Audit Report provided by Maxwell & Co The Internal Auditor had submitted recommendations which were circulated to members prior to the meeting and these were discussed. RESOLUTION: <i>Members noted and approved the comments made by the Internal Auditor.</i></p> <p>6.3 To Approve and Sign the Annual Governance Statement of the AGAR 2021-22 The Annual Governance Statement was discussed. RESOLUTION: <i>Members unanimously approved Section 1, Annual Governance Statement 2021-22 and this was signed by the Chair Cllr Fidgett and the Clerk, Helen Myers.</i></p> <p>6.4 To Approve and Sign the Accounting Statement of the AGAR 2021-22 The Accounting Statements were discussed and approved. RESOLUTION: <i>Members unanimously approved Section 2, Accounting Statements 2021-22 and this was signed by the Chair Cllr Fidgett and the RFO Helen Myers.</i></p> <p>6.5 To Agree to publicise Sections 1 & 2 of the AGAR from 13/06/2022 – 22/07/2022 It was Agreed that Sections 1 & 2 should be displayed and placed on the PPC website from 13th June – 22nd July 2022. RESOLUTION: <i>Members unanimously approved these dates.</i></p>

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	<p>6.6 To Discuss contributing £5,000 to the Pirbright Arch Safety Scheme from PPC Reserves Potential pedestrian safety schemes at the Pirbright Arch were discussed and Cllr Fidgett informed members that a collection of funds from WBC, Cllr Witham and the MoD, with the addition of funds in the sum of £5,000 from PPC, subject to the provision that the MoD can allocate funds, would potentially bring about the required pedestrian safety measures. Members discussed the viability of PPC contributing to this scheme which would benefit members in the Parish. RESOLUTION: <i>Members unanimously approved PPC committing up to £5,000 from its Reserves to this project, subject to the MoD gaining authorisation to commit funds in addition to those pledged by Cllr Witham and Cllr Azad.</i></p> <p>6.7 To Review the War Memorials Trust’s Offer in Principle for a Grant towards the repair of the War Memorial figure and stone tablets and approve the cost of the Faculty to the Diocese Cllr Fidgett explained that the War Memorial, which is owned by PPC, was in need of restoration works. Quotes had been received and submitted to the WMT for consideration. A grant in principle had been received from the WMT and it was agreed that this should be accepted and signed by PPC. Councillors suggested that PPC liaise with the Diocese to waive the fee for the Faculty on this occasion. RESOLUTION: <i>Members unanimously approved the Grant in Principle and this was signed by the Chair Cllr Fidgett. Members unanimously approved that the Clerk should request that the Faculty application fee be waived on this occasion.</i></p> <p>6.8 To Approve the purchase of replacement I.T. equipment used by PPC/LPH on retirement of LPH Sec Cllr Fidgett explained that a new laptop had been required as part of the appointment of the new LPH Secretary. RESOLUTION: <i>Members unanimously ratified the purchase of a laptop .</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received 22/P/00521 & 22/P/00522 (Heath Mill House, Heath Mill Lane, Guildford, GU3 3PR Planning and Listed Building Consent for the removal of the existing rear external WC room and timber shed. New two storey rear extension, addition of new single storey open side porch area. Addition of new rear windows and blind arch to the existing rear elevation. New French door to the ground floor side elevation to replace the existing window. Slight widening of the existing side entrance door. New replacement windows to the first floor side elevations. Replacement of existing PVC fascia boards with timber. Replacement of existing gutters and downpipes with painted metal. Removal of 2x rear chimney stacks. Minor internal alterations to the ground and first floor. Lowering of the basement floor-level for increased head height, introduction of new waterproofing for the conversion to a new media room and spare bedroom. Create new opening to the front lightwell from the new basement bedroom with openable escape rooflight). PPC Response: <i>Pirbright Parish Council notes that this is an important listed building of recognised importance in the history of Pirbright and Fox Corner. The proposed development does represent a substantial extension of the property and hence has the potential to have a significant impact on its character and appearance. However, the proposals seem well considered and detailed and respectful of the primary façade of the building and hence, on balance and subject to the views of GBC Conservation Officer, the PPC raise no objection.</i></p> <p>22/P/00531 (Melrose Cottage, Chapel Lane, GU24 0JZ Erection of single storey side orangery style conservatory extension). PPC Response: <i>This was been approved on 12th May 2022.</i></p> <p>22/P/00548 (14 The Gardens, Pirbright, GU24 0JD Single storey side and rear extension + roof dormer to accommodate first floor bathroom). PPC Response: <i>Pirbright Parish Council have no objection in principle to the extension of historic properties to reflect the needs of modern lifestyles provided this is undertaken sensitively and with regard to the character and appearance of the Conservation Area and the building. In this case, however, PPC Object to the application as we consider that there are a number of elements to the proposals which give cause for concern, including the inclusion of a false garage door in the front elevation of the extension, the substantial and modern dormer window to the side elevation and the scale of the rear extension with glazed rooflight. Taken together the PPC feel that the proposal would detract from the appearance of the house and important features such as the articulated side eaves. The house forms part of an important group of Lord Pirbright houses all of similar design and uniformity. There is greater flexibility to the rear where any proposals would be less visible in the street scene perhaps. It is considered that with careful design an acceptable approach</i></p>

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could be achieved and PPC therefore, reluctantly object to the application and recommend that the proposals are modified to better reflect the character and appearance of the group.

22/P/00571 (Farthings, Guildford Road, GU24 0LW Construction of new conservatory to rear.).

PPC Response: Pirbright Parish Council raise no objection and are grateful for being consulted on this application. PPC would suggest conditions to ensure materials match existing and hours of working; daytime 8am-6pm and no working on Sundays and Bank Holidays to protect the amenities of neighbours.

22/P/00607 (Thorner Cottage, The Green, GU24 0JT Listed Building consent for the removal of modern beehive fireplace to expose original inglenook as well as to renovate and repair historic fabric).

PPC Response: Pirbright Parish Council raise no objection and are grateful for being consulted on this application. PPC would suggest conditions to hours of working; daytime 8am-6pm and no working on Sundays and Bank Holidays to protect the amenities of neighbours.

22/P/00602 (Crimscote, Berry Lane, GU3 3PU Certificate of lawfulness for a proposed development to establish whether a roof conversion incorporating four openable rooflights & two fixed shut rooflights to the front roof slope and three to the rear roof slope would be lawful).

PPC Response: Pirbright Parish Council raise no objection and are grateful for being consulted on this application.

22/P/00669/15/P/00604 (Institute For Animal Health, Ash Road, GU24 0NF Reserved Matters application pursuant to outline application 15/P/00604 approved 28/07/2016 for erection of a combined heat & power (CHP) compound (all matters reserved except access).

PPC Response: Pirbright Parish Council tentatively raise no objection subject to review of the technical data.

22/P/00687 (Lancaster Volvo Garage, Guildford Road, GU24 0LW Erection of workshop and new valet following demolition of existing workshop and valet structures. Refurbishment of existing showroom, new facade and associated external works).

PPC Response: While we recognise the needs of the business, this site has been one of the key areas of concern to the local community over recent years as a result of the on street pressure for deliveries/loading/unloading and staff parking within the village. There is great concern that the site is overtrading in having both sales and servicing for a busy dealership on such a constrained site. PPC therefore, raise objection on the basis that the proposal represents a further overdevelopment of the site which has the potential to exacerbate existing impacts on the safety and free flow of traffic in Pirbright and which lead to increased pressure for parking in surrounding roads. Existing transporters already fail to enter the site and in practice park on the road to unload and load cars causing substantial disruption and danger on a difficult stretch of Guildford Road close to its junction with Mill Lane. Car parking associated with the use has been a regular source of complaint from local residents, with cars parking outside sheltered accommodation on Mill Lane preventing nurses and visiting health workers from parking close to the properties. Successive meetings with the applicant and voluntary restraint have failed to fully resolve the issues and while understanding the need to trade, it is evident that this operation has substantially outgrown the site. It is normally a requirement of any commercial application that servicing occurs within the site and in this case it is impossible with the layout proposed for transporters to enter and leave the site in a forward gear. The application layout proposed further prevents deliveries/servicing within the site and exacerbates an already unacceptable situation.

22/P/00712 (The Glenn, Mill Lane, GU24 0BN Demolition of an existing barn (with prior approval for conversion to No. 3 dwellings), and the erection of 3 dwellings, parking and associated works).

PPC Response: The application appears to closely resemble the previous permission for the conversion of the existing barn and hence PPC raise no objection, subject to conditions to prevent working on Sundays and bank holidays.

22/P/00742 (Wayside, Dawney Hill, GU24 0JB Proposed rear roof extension to enable loft conversion to habitable accommodation).

PPC Response: Pirbright Parish Council raise objection to the application. While we respect the needs of residents to adapt homes to meet their requirements, this must be undertaken in a manner that also respects the character of the original building and the Pirbright Conservation Area. This is an important and prominent Victorian house within the conservation area that had the original blacksmiths workshop to the rear (now linked to the house) and it is noted as a positive building within the conservation area appraisal which also importantly, forms part of a line of similar age Victorian houses forming a key character area in the village

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	<p><i>and framing the common opposite. It is a fundamental principle that any extensions to such buildings should be subordinate in scale and respect both the building and the character and appearance of the conservation area. The scale of the rear extension fails to respect the character of the original house which forms an important part of the Pirbright Conservation Area and would have an adverse impact on views within the conservation area from both the frontage and the side lane leading to the rear of the properties to the north. In rising above the original ridge line and representing an overly bulky and overbearing form, it substantially detracts from the character and appearance of the conservation area and has a substantial adverse impact on the original house. It is recommended that a revised proposal is considered.</i></p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management There were no updates to discuss.</p> <p>8.2 To Receive and Update on the Management of the Green & Dog Walking at Brookwood Cemetery Cllr Fidgett suggested that the Clerk look into obtaining a quote to remedy the dead patches on the Green and to also obtain a quote to have a camera put down the drains running under the main Green to see if they might have collapsed causing the slight subsidence. ACTION: <i>The Clerk should see quotes for remedial work to the Green and a quote for camera investigation.</i></p> <p>8.3 To Receive an Update on any Parking and Traffic issues There were no issues to report.</p>
9.	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the June 2022 Issue of the PeriNews It was agreed that the June Issue of the PeriNews would contain articles reporting on the Annual Parish Meeting, the War Memorial restoration, the Annual Meeting of the Council and the Jubilee celebrations.</p>
10.	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>To Receive Chairman's Notices & Members' Questions There were no Notices or Members' questions.</p>

The meeting ended 9.55

Signed.....

Date.....