

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Parish Council Meeting held at The Parish Meeting Room on Tuesday 19<sup>th</sup> July 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 (Chair)  
Cllr Woollett (Vice Chair)  
Cllr Austin  
Cllr Eason  
Cllr Godfree  
Cllr Sands  
Cllr Watson

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)

### **Also in Attendance**

Cllr Keith Witham (Borough & County Councillor)

1.	<p><b><u>FORMALITIES</u></b></p> <p><b>1.1 To Receive Members' Apologies for Absence</b> The Chairman welcomed members and Cllr Witham to the meeting.</p> <p><b>1.2 To Receive Members' Declarations of Interest on any Agenda Item below</b> No declarations were declared.</p>
2.	<p><b><u>MINUTES</u></b></p> <p><b>2.1 To Approve the Minutes of the previous Meeting (07/06/2022)</b> <b>RESOLUTION:</b> <i>The Minutes of the previous meetings (07/06/2022) were approved and signed by the Chair.</i></p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b> <b><u>AGAR 2021 - 2022</u></b> The Notice of Public Rights, the Internal Auditor's Report, the Annual Governance Statement, the Accounting Statement and the Explanation of Variances were all posted and displayed to the public in the Parish Meeting Room on Friday 10<sup>th</sup> June 2022. The Notice period is Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022. These Notices were also posted on the PPC website.</p> <p><b><u>Filming on Pirbright Green</u></b> The BBC contacted to the Clerk to request permission to film on the Green. Permission was given by Council Members with approved additional filming clauses added to the PPC Hiring Agreement. The BBC signed this Agreement prior to filming. This forms Item 6.3 on the Agenda. Filming took place on 11<sup>th</sup> July 2022 without incident.</p> <p><b><u>Pirbright Arch</u></b> A meeting was scheduled for the 17<sup>th</sup> June 2022 to discuss the potential pedestrian safety measures with all parties. PPC had agreed to contribute £5,000 towards the scheme.</p> <p><b><u>Charities Commission Consultation on the LPH Annual Return.</u></b> The CC have invited registered charities to complete an online consultation questionnaire on additional questions it would like to add to the Annual Return. A summary of the reasons for these additions and a breakdown of the categories of questions was sent to the LPH Trustees. The consultation is not compulsory. In light of this the Clerk was asked to seek specialist legal advice in relation to PPC's relationship with LPH and with the building of the community sports pavilion. The Clerk contacted the Surrey ALC for a referral and Roger Taylor of Wellers Law Group was recommended. The Clerk has received a quote of £600 plus VAT for an initial consultation (3 hours work). Mr Taylor has advised PPC in the past (28/01/04). <b>ACTION:</b> <i>Members agreed that the Clerk should instruct Mr Taylor and arrange the initial consultation.</i></p>

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## **War Memorial**

The Clerk sought a third quote for the works to be undertaken as per PPC Financial Regs. W. Thomas Restorations Ltd were contacted and have suggested that specialist stone masons should be contracted at the same time as master carpenters to perform the removal of the War Memorial from its stone plinth. The Clerk arranged for W. Thomas Restorations to revisit the War memorial with a recommended stone mason (Taylor Pearce) on 5<sup>th</sup> July 2022 to assess how best to carry out the removal and to quote for the works. The Clerk has received a quote for works from W. Thomas Restorations & Taylor Pearce Ltd of up to £8,800 + vat for the timber restoration and £6,500 + vat for the stone work. L West & Son have quoted approximately £6,500 + VAT for carpentry work only. Oak House Construction are still to quote and this has been chased. All three craftsmen are concerned that they cannot give more of an accurate estimate as so much of the timber is below the stone line and they cannot assess this until the cross and figure are removed and in a workshop. St Michael & All Angels submitted the application for a Faculty to perform the restoration works on behalf of PPC and this is in its final stages. The diocese also received permission from Historic England to work on the memorial.

**ACTION:** *The Clerk should seek further quotes from Master Stone Masons in accordance with PPC Financial Regulations on tendering.*

## **Reseeding the Football Pitch**

The Clerk was contacted by the Football Club for permission to reseed the football pitch. The Clerk requested a paper from the Club detailing a schedule of works and this forms Item 8.2 on the Agenda.

## **Speedwatch Coordinator**

After 3 years, Cllr Godfree has decided to step down from this role. The equipment has been returned and is currently being stored in the Green Hut. Cllr Godfree is happy to give an overview to a successor and has passed on contact details of the SCC Officer to the Clerk. This Officer is currently replacing the batteries in the 2 VAS units. Cllr Godfree has written a request for a volunteer to be placed in the August PeriNews.

## **3. PUBLIC FORUM & COMMUNICATIONS**

### **3.1 To Receive any Representation from Members of the Public**

There were none.

### **3.2 To Consider Recent Communications Sent & Received**

3.2.1 The Caretaker reported a VW car without number plates in the Avenue D'Cagny car park to the police. It was ultimately discovered that this car belonged to a local resident and the car was removed.

3.2.2 A resident of Malthouse Lane reported to Cllr Woollett that their brick pillar had been damaged by the refuse lorry. Although this was not witnessed.

**Action:** *Cllr Woollett announced that GBC had immediately admitted fault and Cllr Woollett will follow up with the resident.*

3.2.3 The Clerk was contacted by GBC for permission to submit PPC Jubilee celebration photographs. Copyright permissions were included so that the photos could be displayed at the Guildford museum or online for website/social media purposes. Permission was given.

3.2.4 The Union Flag was flown for the Jubilee celebrations between 2<sup>nd</sup> June – 5<sup>th</sup> June. The Armed Forces Flag was flown on Armed Forces Day, Saturday 25<sup>th</sup> June 2022.

3.2.5 Various residents of the parish emailed the Clerk with photos and objections to the proposed Planning Application by Squire Furneaux. The Clerk directed residents to the GBC Planning Portal.

3.2.6 A resident of Mill Lane forwarded photos showing how his drive was blocked again by a transporter and his driveway used for unloading. He visited the showroom and was told that S.F. could not control where the transporters park. He reported the incident to the police.

3.2.7 One of the wooden posts around the Green had been hit by a car and was completely loose. The Clerk has contacted the contractor for a quote to have this and other damaged posts refitted. Shadow Councillor Henry Cresser refitted the post opposite the Cricketers to prevent it being stolen whilst a quote is awaited.

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	<p>3.2.8 The Clerk was contacted by the Surrey Flood Action Group who are proposing to hold a meeting for groups and residents in September. PPC responded to the survey to confirm that they would be interested in attending and gave their availability.</p> <p>3.2.9 The Clerk was contacted by a school parent to state that since the traffic lights were worked on, that the right of way to traffic turning into School Lane had reduced. The Clerk directed the parent to the Surrey Highways website which has a link specifically for this issue.</p> <p>3.2.10 Farnborough Noise are promoting a free event at Tilford Village Hall on 14<sup>th</sup> July 2022 (7pm – 8.30pm) to discuss how increased flights to/from Farnborough Airport are having an impact on emissions, pollution and noise in the area. Farnborough Noise are once again suggesting that local MPs should be lobbying the CAA to consider a proper consultation is given. A leaflet was attached, created by residents in Churt, requesting concerned residents to write to their MP and also directly to Farnborough Airport.</p> <p>3.2.11 Residents of the Aldershot Road are concerned about a property in Rapleys Field who they claim have extended their rear boundary. The Clerk took photos showing the original fence-line and subsequent RSJs which have been sited beyond a bund to form a new fence-line. The residents have requested that PPC become involved and the Clerk has put in a further query with GBC and is awaiting a response. There is also evidence of constant fly tipping of garden and other waste along this bund from the properties that abut this bund. <b>ACTION:</b> PPC will write to the residents in the area to request that the fly tipping ceases and that the owners of No 9 Rapleys Field should reinstate the original boundary.</p> <p>3.2.12 The PPC Chair received an email from the owners of the Cricketers on the Green. They have appointed new management at the pub. They wished to complain about the outside caterers brought in for the Jubilee picnic and the Waffle Tram.</p> <p>3.2.13 The Clerk was contacted by an individual looking for rentable desk space in Pirbright, Tuesday – Thursday, term time. The Clerk has made enquiries with businesses in the village.</p>
<b>4.</b>	<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (07/06/2022)</b>          There were no new Health &amp; Safety Issues to report.</p>
<b>5.</b>	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b>  <b>To Receive Updates on:</b></p> <p><b>a) Housing Needs Report</b>          Due to the incredibly high temperatures on the day of the meeting, it was decided to postpone this Report until the next meeting.</p> <p><b>b) Community Sports Pavilion</b>          Cllr Fidgett gave members a summary of the current position and stated that approval for the following was now required:</p> <p>a) delegated authority to be provided to the Chair of PPC and Chair of LPH to finalise the discussions with the shortlisted providers and subject to the agreed price not exceeding £400,000, to award the provisional contact to the chosen firm in order to commence the development, and</p> <p>b) authority to make a technical commencement on site to ensure the planning permission is preserved (this to comprise works to erect tree protection fencing and undertake an initial excavation of a small area of foundation) and to work with the approved contractor to submit Building Regulations application and discharge planning conditions.  <b>ACTION:</b> Members gave their agreement to the requests required to proceed as set out in the paper. Background checks will need to be made on the any Contractor and a staged payment plan agreed.</p> <p><b>c) Lord Pirbright’s Hall</b>          Cllr Woollett stated that the new LPH Secretary was settling into the role incredibly well and was already adding value. A long-term potential use for the committee room had been approved and liaisons between the LPH Secretary and the Pirbright Players to remove equipment from below the stage was ongoing. The Trustees were in the process of approving rate rises which would apply immediately for new hirers and be staggered for existing hirers in order to support them. Simplification of the hall charges was also in progress. Some previously overlooked income had been recovered and plans to bring new</p>

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	<p>kitchen facilities and redecorate certain areas were progressing. The Trustees wished to thank the LPH Secretary for her valuable contribution.</p> <p><b>d) Report from Borough &amp; County Councillor</b>  Cllr Witham circulated his monthly update relating to Pirbright Parish. In addition to his report Cllr Witham stated that Borough elections will take place in May 2023 when Pirbright and Normandy are due to become a combined two Councillor ward representing both areas jointly. Cllr Witham is intending to seek re-election but a 2<sup>nd</sup> candidate will need to come forward.</p>
<p><b>6.</b></p>	<p><b>FINANCE &amp; GOVERNANCE</b></p> <p><b>6.1 To Discuss &amp; Approve the Receipts &amp; Payments for June 2022 and First Quarter Report</b>  A list of receipts and payments for the month of June 2022 was circulated to all members prior to the meeting. A summary of the First Quarter was also circulated to members prior to the meeting for information.  <b>RESOLUTION:</b> <i>Members discussed the list of payments and receipts and the schedule was approved by all members and signed by the Chairman, Cllr Fidgett.</i></p> <p><b>6.2 To Discuss &amp; Approve the annual Waffle Tram Agreement to trade on the Green</b>  A draft Annual Agreement was circulated to all members prior to the meeting.  <b>RESOLUTION:</b> <i>Members discussed revised Agreement and it was approved by all members and signed by the Chairman, Cllr Fidgett. The Agreement will now be sent to the Waffle Tram for counter-signing.</i></p> <p><b>6.3 To Discuss &amp; Approve an Updated PPC Hiring Agreement for the Green</b>  The document was updated to include a filming clause and circulated to members prior to the meeting. This additional clause was approved via email prior to the filming in early July.  <b>RESOLUTION:</b> <i>Members unanimously agreed the updated PPC Hiring Agreement for the Green and this should be uploaded to the PPC website.</i></p> <p><b>6.4 To Discuss &amp; Approve the appointment of an additional member of Cleaning Staff for LPH</b>  This additional part time appointment was discussed.  <b>RESOLUTION:</b> <i>Members agreed the addition of a further part time member of staff to cover holiday shifts and a Letter of Appointment was signed by Cllr Fidgett and should be issued.</i></p>
<p><b>7.</b></p>	<p><b>PLANNING</b></p> <p><b>7.1 To Review applications received</b>  <b>21/P/01917 / 21/P/01918 (Hayloft and Grooms Cottage, Mill Lane, GU24 0BN</b> Removal of internal partition to remove the flying freehold and re-incorporate the second storey part of Grooms Cottage back into Hayloft. Erection of single storey rear extension to Grooms Cottage and internal alterations). Planning Inspectorate's Ref: <b>APP/Y3615/W/22/3291127</b></p> <p><b>21/P/00992 (Land adjacent to, Cowshot Crescent, Brookwood, GU24 0PD,</b> Erection of a terrace of 5 dwellings). Planning Inspectorate's Ref: <b>APP/Y3615/W/22/3295775</b>  <b>PPC should reiterate its Response to the Planning Inspectorate of:</b> <i>While Pirbright Parish Council supports the provision of affordable homes in principle, in this instance we would object to the application due to the development of greenspace which is used as a local amenity by the residents and children of the adjoining housing. The proposals which have blank rear garden walls extending south would render the children's play area immediately to the south enclosed and poorly supervised through passive surveillance, which is currently provided by the open greenspace. The reduction in public amenity space available to local people is contrary to place making policy. The site is also within 400m of the SPA where we understand there is a policy preventing further residential development due to the recreational pressure on the protected heaths.</i></p>
<p><b>8.</b></p>	<p><b>HIGHWAYS &amp; ENVIRONMENT</b></p> <p><b>8.1 To Receive and Update on Tree Management</b>  This years' further tree works should concentrate on the trees along The Gardens which fall under the responsibility of the parish council to maintain. Cllr Sands requested that the chestnut trees on the Little Triangle opposite Thorner Cottage should also be considered. A possible interim report carried out in partnership with local surgeons should be considered.</p>

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	<p><b>ACTION:</b> <i>The Clerk and Cllr Godfree should consider the trees that were identified in the Tree Survey carried out in September 2020 and also consider the trees on the little triangle and identify the next group of trees requiring work, whilst remaining within the PPC budget for 2022/2023 and report to the council at the next meeting.</i></p> <p><b>8.2 To Receive an Update on the Management of the Green &amp; Request to seed the Sports Field</b> A paper from the Football Club proposing reseeded was circulated to members prior to the meeting and was discussed and approved subject to confirmation of the contractor, a schedule of work and the contractor's public liability certification. The Cricket Club have also developed a request for an artificial wicket to be installed to expand the cricket provision available. This additional wicket will require planning consent. Council members agreed to the addition of the artificial wicket subject to confirmation and approval of the contractor, an agreed schedule of works, evidence of the contractor's public liability certification and an approved plan for maintenance going forward. wicket works have been requested by the cricket club. May need planning consent. <b>ACTION:</b> <i>Members agreed that PPC would approve the reseeded by the Football Club and the installation of the artificial wicket by the Cricket Club subject to the above conditions.</i></p> <p><b>8.3 To Receive an Update on any Parking and Traffic issues</b> Cllr Godfree circulated a report to members prior to the meeting. After 3-years as coordinator for the Pirbright Village speed-watch programme, Cllr Godfree has decided to stand down, with immediate effect. Cllr Godfree understands that the coordinator for Fox Corner has also decided to end his involvement in speed-watch and PPC have advertised in the August PeriNews for these roles. Cllr Godfree stated that SCC will develop the design for the Pirbright Arch Safety Improvements in the current financial year, but will not have the capacity to implement it until 2023/24. PPC's contribution to the funding should therefore be rolled-over accordingly. On 13 June, the SCC Countryside Partnerships Team tackled the Himalayan balsam, situated behind Bullswater Cottage which is particularly invasive and should perhaps be the subject of a future edition of the PeriNews. Cllr Godfree also reported that he, the Clerk and Cllr Witham had met with the Highways Officer to discuss traffic calming at the sharp bend at Fox Corner. Cllr Witham will add the location to the SCC Running list for consideration.</p>
9.	<p><b><u>NEWSLETTER</u></b> <b>To Confirm Items for the August 2022 Issue of the PeriNews</b> It was agreed that the August Issue of the PeriNews would contain articles reporting on the progress of the Pavilion Project, a request for Speed-watch Coordinators for both Pirbright village and Fox Corner and a request for volunteers to help with the Newsletter.</p>
10.	<p><b><u>CHAIRMAN'S CONCLUSION</u></b> <b>To Receive Chairman's Notices &amp; Members' Questions</b> There were no Notices or Members' questions.</p>

The meeting ended at 9.15pm

Signed.....

Date.....