

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held at The Parish Meeting Room on Tuesday 4th October 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 Woollett (Vice-Chair)

Cllr Eason

Cllr Godfree

Cllr Sands

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

A resident of Vapery Lane

Cllr Keith Witham

| 1. | <p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence The Vice-Chair welcomed members and the member of the public to the meeting. Apologies were received from Cllr Fidgett (Chair), Cllr Austin, Cllr Watson and Mr Symon who were attending meetings elsewhere.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no declarations received.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2. | <p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (06/09/2022) RESOLUTION: <i>The Minutes of the previous meeting (06/09/2022) were approved and signed by the Vice-Chair, Cllr Woollett.</i></p> <p>At this point in the meeting, Cllr Woollett moved to hear a member of the public who was present to speak about Item 7. on the Agenda; Planning Application 22/P/01458 (Stone Cottage, Gole Road, Pirbright, Woking, GU24 0PZ Single storey side extension and new front porch). This planning application was then discussed and a resolution was agreed. See Item 7.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Elections May 2023</u> GBC have announced that the next scheduled full elections will take place on 4 May 2023. Current councillors then retire on 8 May 2023.</p> <p><u>Part Time Groundsman</u> The Groundsman resigned to take up other employment in July 2022. A previous Groundsman agreed to take over and began on 1st August 2022. This forms Item 6.3 on the Agenda.</p> <p><u>Grant Aid 2022-2023</u> As per the Council's instructions, the following 3 applications were submitted to GBC:</p> <table border="1"><thead><tr><th>Item</th><th>To be completed</th><th>Total cost</th><th>GBC Portion</th><th>PPC Portion</th><th>Budget</th></tr></thead><tbody><tr><td>Resurfacing in playground</td><td>March 2025</td><td>£4,706.86</td><td>£2,353.43</td><td>£2,353.43</td><td>2023-25</td></tr><tr><td>LPH Blinds & Doors</td><td>March 2025</td><td>£9,676.30</td><td>£4,838.15</td><td>£4,838.15</td><td>2023-25</td></tr><tr><td>Pond Re-landscaping</td><td>March 2025</td><td>£14,415.00</td><td>£5,883.00</td><td>£8,532.00</td><td>2023-25</td></tr><tr><td></td><td></td><td>£28,798.16</td><td>£13,074.58</td><td>£15,723.58</td><td></td></tr></tbody></table> | Item | To be completed | Total cost | GBC Portion | PPC Portion | Budget | Resurfacing in playground | March 2025 | £4,706.86 | £2,353.43 | £2,353.43 | 2023-25 | LPH Blinds & Doors | March 2025 | £9,676.30 | £4,838.15 | £4,838.15 | 2023-25 | Pond Re-landscaping | March 2025 | £14,415.00 | £5,883.00 | £8,532.00 | 2023-25 | | | £28,798.16 | £13,074.58 | £15,723.58 | |
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| | <p><u>CiLCA (Certificate in Local Council Administration) Qualification</u> The Clerk commenced the CiLCA course on 27th September 2022. CiLCA is a Level 3 qualification and part of the National Qualifications Framework (NQF). CiLCA is administered by the Society of Local Council Clerks (SLCC). When a council's chief officer has CiLCA, they are qualified for the purposes of the General Power of Competence and in England for the Local Council Award Scheme (Quality and Quality Gold). A CiLCA qualified officer can also be a Principal Member of the Society. Depending on the state of a council's documents and the provision of training, a portfolio should take from six months to a year to complete. Ascentis requires CiLCA to take about 200 hours and the qualification carries 20 credits. A Clerk is required to submit all units of their portfolio within one year of registration and to pass all units within fifteen months.</p> | | | | | | | | |
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| <p>3.</p> | <p><u>PUBLIC FORUM & COMMUNICATIONS</u> 3.1 To Receive any Representation from Members of the Public A members of the public wished to discuss a Planning Applications and this was dealt with under Item 7.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.2.1 A wooden post close to the Avenue De Cagny car park had rotted away and was damaged. Cllr Godfree removed the stump and made the area safe. It was not deemed necessary to have it replaced.</p> <p>3.2.2 A resident reported a fallen tree across the Blind Lane footpath. The Clerk liaised with SCC Highways and SCC Countryside Access Team who cleared the footpath.</p> <p>3.2.3 Cllr Woollett attended the Proclamation of King Charles III at Holy Trinity Church on Sunday 11th September 2022 on behalf of Pirbright Parish Council.</p> <p>3.2.4 A guard fence has never been erected around the young Maple tree on the Little Green. The Clerk has received a quote of £65 + VAT from a local landscaping company to erect the guard fence to protect the tree from any possible damage by the grass contractors.</p> <p>3.2.5 A resident reported that a car had reversed into the fence at the Sandpits car park. The resident gave the motorists' details to the Clerk. The Clerk arranged for a local maintenance company to repair the fence and re-concrete the post at a cost of £80. The motorist reimbursed PPC for the cost of the repair.</p> <p>3.2.6 Residents of Dawney Hill complained that Tree T176 on the track between Dawney Hill and the Tennis Courts was overhanging the track and causing a problem to vans and lorries. The Clerk has contacted a local tree surgeon to quote for the work that had been granted by the GBC Tree Officer for this mature oak. PPC's Survey recommends the following: <u>Mature Oak:</u> - large and moderate deadwood throughout. Low branches over the access. Telecoms wires through canopy. <u>Work to be carried out:</u> Remove deadwood up to 25mm diameter. Clear telecoms wires by 1.5M Crown lift to 4M. <i>ACTION:</i> The Clerk will provide the Council with a quote for the work from this local company.</p> <p>3.2.7 A local resident contacted the Clerk to report a damaged sign on the Guildford Road approaching Swallow roundabout (travelling towards Pirbright). The Clerk has reported the damage to Surrey Highways, and has supplied the reporting link to the resident who has also reported the damage.</p> <p>3.2.8 The Clerk received an email on 22nd September 2022 from the Democratic Services & Elections Mgr informing all Clerks that Joss Bigmore, Leader of the Council had resigned with immediate effect. An election for a new Leader will take place on 11th October 2022.</p> <p>3.2.9 On the instructions of the Council, the Clerk logged an enforcement action with GBC as follows:</p> <table border="1" data-bbox="223 1780 1492 1937"> <thead> <tr> <th>Type of Application</th> <th>Ref of Application</th> <th>Date Submitted</th> <th>Where lodged and Description</th> </tr> </thead> <tbody> <tr> <td>Planning Enforcement Notice</td> <td>EN/22/00339</td> <td>21/09/2022</td> <td>Unauthorised development, change in levels and siting of 2 stable blocks near The Willows without planning approval (Site 1)</td> </tr> </tbody> </table> | Type of Application | Ref of Application | Date Submitted | Where lodged and Description | Planning Enforcement Notice | EN/22/00339 | 21/09/2022 | Unauthorised development, change in levels and siting of 2 stable blocks near The Willows without planning approval (Site 1) |
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| <p>4.</p> | <p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (06/09/2022) There were no new Health & Safety Issues to report.</p> | | | | | | | | |

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| 5. | <p>REPORTS (for information, unless urgent action is required) To Receive Updates on:</p> <p>a) Community Sports Pavilion, including proposed name for the Pavilion Cllr Woollett advised that a meeting had taken place between PPC, LPH and YFS on 04/10/22. Cllr Fidgett had reported the following were now required by YFS in order for them to finalise the agreement with SCC and to start drawing down on funds. YFS also agreed to be flexible if payments were needed before GBC have formally approved planning conditions:</p> <ul style="list-style-type: none">• Confirmation from SCC Legal that they are happy that PPC and LPH are in essence the same entity for grant making purposes• A Minute extract confirming that PPC will enter into a lease with Lord Pirbright's Hall & Recreation Ground Charity• An updated payment schedule confirming the YFS and alternative funding sources for each monthly payment• An updated financial spreadsheet to reflect updated build costs• Quarterly monitoring returns• Adoption of the YFS style of monthly management account showing income and expenditure <p>Cllr Fidgett has approached TWM in Guildford to prepare a draft lease. The bat license application has been received and demolition is due to start the week commencing 19th October 2022 under the supervision of an ecologist from SWT. The Council have been approached by the Cricket Club to formerly name the Pavilion. Members discussed this and it was agreed that a more formal process should be adopted.</p> <p>RESOLUTION: <i>PPC agree that on completion of the construction of the Pirbright Community Sports Pavilion, the Parish Council will enter into a lease of a minimum period of 30 years with Lord Pirbright's Hall and Recreation Ground Charity, who are agreeable to enter into such lease for the building and associated land, and to manage the pavilion on terms similar to Lord Pirbright's Hall for the express purpose of promoting the involvement of the wider community in sport and recreation in the parish.</i></p> <p><i>Members also agreed that a more formal process for the naming of the Pavilion should be undertaken with as many clubs and societies involved in the process as possible.</i></p> <p>b) Lord Pirbright's Hall Cllr Woollett stated that the Trustees have a targeted and efficient programme of renovations planned commencing on 5th October with the redecoration of the committee room and corridor. Smart locks are also due to be installed in October which will control access and reduce pressures on the LPH staff. Further internal decorating is planned along with the new water heaters which part of an outstanding grant aid submission. An afternoon is being planned for Saturday 5th November to thank all regular hirers of the Hall for their support throughout the renovation stage of the process and to introduce them to the new booking system.</p> <p>c) Report from Borough/County Councillor Cllr Witham distributed his monthly statement ahead of the meeting.</p> |
| | <p>FINANCE & GOVERNANCE</p> <p>6.1 To Discuss & Approve the Receipts & Payments for September 2022 and 2nd Quarter Summary A list of receipts and payments for the month of September 2022 was circulated to all members prior to the meeting. A summary sheet outlining spending to Quarter 2 was also circulated to all members prior to the meeting. RESOLUTION: <i>Members discussed the list of payments and receipts and the Quarter 2 statement and these were approved by all members with the September summary being signed by the Vice-Chair, Cllr Woollett.</i></p> <p>6.2 To Discuss & Approve the September 2022 statement of Pavilion build costs A list of costs for the new Pavilion build was circulated ahead of the meeting. RESOLUTION: <i>Members approved the costs.</i></p> |

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| | <p>6.3 To Discuss & Approve the re-appointment of the Part-time Groundsman The Groundsman resigned to take up other employment. The Clerk approached a previous Groundsman who had now finished University and he agreed to take up the position. As he is now 21 years old, he will now be entitled to the higher hourly rate of pay of £9.18 per hour. The Clerk would like to ratify this appointment and ask that a letter of employment recognising this new rate of pay be issued to the new Groundsman. ACTION: <i>Members agreed to reissue a new Letter of Employment to the Groundsman.</i></p> |
| <p>7.</p> | <p><u>PLANNING</u></p> <p>7.1 To Review applications received One resident of Vapery Lane wished to address the Council to object to a neighbouring property's extension. The resident provided a document to Members giving an overview of the history of Stone Cottage.</p> <p>22/P/01458 (Stone Cottage, Gole Road, Pirbright, Woking, GU24 0PZ Single storey side extension and new front porch.) PPC's Response: <i>PPC raise an objection to this application, which it considers to be a disproportionate addition to the existing dwelling in a Green Belt location and which is contrary to national policy and Policy P2 of the Guildford Borough Local Plan.</i></p> <p>22/P/0146 (Wayside, Dawney Hill, GU24 0JB Proposed rear roof extension to enable a loft conversion to habitable accommodation.) PPC's Response: <i>Pirbright Parish Council Objected to the last extension and while there has been a slight reduction in scale, the proposals still increase the ridge line of the main roof, which will be clearly visible from views on Dawney Hill and while the tiles etc are reused, the proportions of the roof to the original design of the cottage are out of balance. This is a local heritage asset which dates from 1890 and had one of the village's original blacksmith's to the rear, which was later used as a stable and later converted to living accommodation. The principle of a rear extension is not in itself objectionable, but raising the main ridge height harms the character and appearance of the cottage which is an important marker within the Pirbright Conservation Area and occupies a prominent position on Dawney Hill, at the crest of the hill. It is important to retain the original proportions and appearance of the main frontage and the side elevation which is viewed as you pass and as you walk down the right of way which runs beside the property and serves the adjoining properties. The red line application area includes the lane which is a right of way and it is not clear why this has been included.</i></p> <p>21/P/02573 (7 Pirbright Terrace, Guildford Road, GU24 0LR Single storey rear extension and two storey front extension). Planning Refused by GBC on 15/11/2021 Planning Inspectorate Ref Number: APP/Y3615/D/22/3301043 PPC's Response: <i>Pirbright Parish Council have no further comment on this application. PPC's original comment will be forwarded to the Planning Inspectorate by GBC.</i></p> <p>22/P/01517 (Oak Tree Cottage, Cowshot Common, Brookwood, GU24 0NX Single storey side extension, with reconstruction of main roof to existing property following demolition of existing conservatory). PPC's Response: <i>Pirbright Parish Council raise no objection. This application appears to raise no issues in relation to Green Belt or neighbour amenity. We would request conditions restricting working on Sundays and bank holidays.</i></p> |
| <p>8.</p> | <p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management The Clerk informed Members that this years' tree works were due to start on 5th October, commencing with trees that had been identified in the Tree Survey as needing attention in the area of the Pavilion, the Sandpits and around the little triangle of the Green.</p> <p>8.2 To Receive an Update on the Management of the Green Cllr Godfree announced that he would be organising a Litter Pick on 5th November 2022.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues Speeding on Vapery Lane was noted and Cllr Godfree agreed to discuss this with new SCC Highways Officer. Cllr Godfree will ask the Officer to put forward options that might be available to reduce speeding on this "cut-through" lane. Cllr Witham asked if any updates had been received by the Council from GBC</p> |

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| | on the Consultation for Avenue DeCagny. The Clerk informed Cllr Witham that no information had been received to date. |
| 9. | <u>NEWSLETTER</u> To Confirm Items for the November 2022 Issue of the PeriNews It was agreed that the November Issue of the PeriNews would contain a request for volunteers for the next organised Litter Picking day of Saturday 5 th November, and an article relating to LPH and the planned refurbishment, together with an announcement of the event at the Hall on Saturday 5 th November. |
| 10. | <u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions There were no Notices or Members' questions. |

The meeting ended at 8.50

Signed.....

Date.....