

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 10th January 2023 at 7.30pm

The meeting was held in the Committee Room of 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

Members of the Public

Two residents of Gole Road
Four residents living off Dawney Hill

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members and members of the public.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below No declarations of interest were received.</p>																												
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (08/11/2022) RESOLUTION: <i>The Minutes of the previous meeting (08/11/2022) were unanimously approved and signed by Cllr Fidgett.</i></p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Sandpits Car Park</u> Works began on 19th December 2022 to increase the capacity of the soakaway in the car park. The total cost of these works was £2,846.20 excluding VAT which was as quoted.</p> <p><u>Grant Aid Projects</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Grant Aid Project</th> <th style="text-align: center;">Start Year</th> <th style="text-align: center;">Finish Year</th> <th style="text-align: right;">Total Project Cost</th> <th style="text-align: right;">GBC Grant</th> <th style="text-align: right;">PPC Spend</th> <th style="text-align: left;">Budget Year</th> </tr> </thead> <tbody> <tr> <td>Resurfacing in playground</td> <td style="text-align: center;">2023</td> <td style="text-align: center;">2024</td> <td style="text-align: right;">£4,707.00</td> <td style="text-align: right;">£2,353.00</td> <td style="text-align: right;">£2,353.00</td> <td>allocated in 2023-2024 budget</td> </tr> <tr> <td>LPH Blinds & Doors</td> <td style="text-align: center;">2023</td> <td style="text-align: center;">2024</td> <td style="text-align: right;">£9,676.00</td> <td style="text-align: right;">£4,838.00</td> <td style="text-align: right;">£4,838.00</td> <td>allocated in 2023-2024 budget</td> </tr> <tr> <td>Pond Re-landscaping</td> <td style="text-align: center;">2024</td> <td style="text-align: center;">2025</td> <td style="text-align: right;">£14,415.00</td> <td style="text-align: right;">£5,884.00</td> <td style="text-align: right;">£8,531.00</td> <td>allocated in 2024-2025 budget</td> </tr> </tbody> </table> <p>Approval has been received for the above projects.</p> <p><u>Pirbright War Memorial</u> The Clerk has received notification from the War Memorials Trust that grant funding has been awarded to Pirbright Parish Council to proceed with the restoration works to the Memorial. The WMT have awarded up to £7,650 towards the restoration or 50% of the total costs, whichever is the lower amount.</p> <p><u>King's Coronation – 8th May 2023</u> A suggestion has come to PPC that a pear tree should be planted to mark the coronation.</p>	Grant Aid Project	Start Year	Finish Year	Total Project Cost	GBC Grant	PPC Spend	Budget Year	Resurfacing in playground	2023	2024	£4,707.00	£2,353.00	£2,353.00	allocated in 2023-2024 budget	LPH Blinds & Doors	2023	2024	£9,676.00	£4,838.00	£4,838.00	allocated in 2023-2024 budget	Pond Re-landscaping	2024	2025	£14,415.00	£5,884.00	£8,531.00	allocated in 2024-2025 budget
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	<p><u>External Auditor</u> The Clerk has received notification that PKF Littlejohn LLP has been re-allocated to act on behalf of PPC for the next five years. Fees will increase from £400 to £420 per audit.</p> <p><u>Data Protection, GDPR and Cyber Security</u> PPC has registered with the ICO (Information Commissioner's Office) at a cost of £40 per annum.</p> <p><u>WiFi in the Committee Room and LPH and Green Hut</u> BT have issued a new Hub (situated in the GH).</p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public Members of the public were present and wished to hear the discussion around the planning application</p> <p>7.1 To Review applications received <i>2/P/01848 (Land South of, Gole Road, Woking, GU24 0QF Erection of proposed barn for private equestrian use, use of land for the grazing and keeping of horses, associated hardstanding, yard, manure trailer and area of ecological enhancements).</i> Councillors resolved to move to discuss the application and bring this Item forward on the Agenda. Members unanimously agreed to object to this application on the grounds that the proposed stable would have an unacceptable impact on the openness of the Green Belt and is excessive in scale and nature. The plan is incorrectly drawn and is closer to 5m tall. Members also objected on the grounds of the application contravening the greenbelt policy and failed to take account of the largescale clearance of woodland and cutting of the field which skewed the results of the ecological survey. Councillors unanimously felt that the existing enforcement issues should be resolved and enforced prior to GBC considering this application.</p> <p>Members of the public wished to discuss a parking issue on the track off Dawney Hill leading to the Sandpits where unofficial parking on this open space is creating a neighbour dispute. Councillors resolved to bring this Item forward on the Agenda and discuss the following:</p> <p>8.3 To Receive an Update on any Parking and Traffic issues Residents addressed the Council to state that historic parking just off the track had become an issue and they wished to clarify what right if any they had to park in this location, with the Parish Council being the landowner of the track. Members unanimously resolved to look out the deeds for this track to refresh their memory on any existing covenants pertaining to parking to report back to the residents at the next meeting. Members stated that essentially this was a neighbour dispute and not something that the Council would be willing to become involved in. Councillors stated that they were aware that this strip, off the track, had been informally used by some but that it has never been a formal parking area. If an attempt was made to regulate the situation it would likely result in the prevention of parking completely or remain unregulated with residents having historic rights to cross and re-cross but with no formal rights for parking on or close to the track. ACTION: <i>PPC will look at the deeds relating to the land to refresh the Council's mind of the situation and will consider it further. Members will form a view for the February meeting.</i></p> <p>A member of the public wished to discuss the potholes which have appeared on the track running from Dawney Hill to the Sanpits. Councillors resolved to bring this Item forward on the Agenda and discuss the following: 8.3 To Receive an Update on any Parking and Traffic issues. The resident said that due to the track being used by residents to park their cars, potholes had appeared and she wished to ask if this was something that the Council would address. RESOLUTION: <i>Councillors discussed this issue and concluded that the land is part of the wider landholding and the track is only used by residents to access their houses, so normally any remedial work would need to be undertaken at the cost of residents using the track. It was believed that the public footpath was maintainable by Surrey County Council.</i></p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.2.1 The Manager of Brookwood Cemetery informed the Council that permission had been received to remove further trees from their property and that notices would be put up to inform the public of the works.</p> <p>3.2.2 A resident of Chapel Lane wished to complain about the tree works being undertaken by the Cemetery over the Remembrance weekend.</p> <p>3.2.3 GBC have kindly donated 10 sets of new litter picking equipment.</p>

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3.2.4 The fallen Gateway signs: Aldershot Road, Cemetery Pale, Guildford Road have been reported to Surrey Highways.

3.2.5 The Headmaster of Pirbright School requested advice on creating a disabled parking bay directly outside the School, he was directed to the Surrey Highways weblink.

3.2.6 Pirbright Surgery contacted PPC to request permanently allocated parking in the Avenue De Cagny car park.

3.2.7 Cllr Eason attended the St Michaels Remembrance Service, Cllr Woollett attended Brookwood Cemetery and Cllr Fidgett attended the Brookwood Cemetery American Service. All Councillors laid wreaths.

3.2.8 Flooding was reported outside Causeway Farm via the SCC portal by residents and the Clerk. An SCC case has been raised to look at long term solutions. Ref: 2420185

3.2.9 Parking outside Stanford Cottages was reported to PPC and Cllr Witham. Surrey Highways have written to homeowners to inform them that driveways without dropped kerbs are not permitted.

3.2.10 Complaints were received in regard to the timing of the School Lane pavements works.

3.2.11 Residents reported a mobile home at a property of the Ash Road. PPC, Cllr Witham & Jonathan Lord MP have lodged complaints with GBC and SCC.

ACTION: *The Clerk should request an update from GBC Enforcement.*

3.2.12 A resident complained about the state of the pavement between the Surgery and Westside.

3.2.13 Scheduled tree works are now complete for 2023. The total cost for this work was £5,955.00 plus VAT.

3.2.14 Residents are setting up a junior girls' football team and would like to use the sports field. PPC are supportive.

3.2.15 Residents complained about the GBC planning application process.

3.2.16 A complaint was received about hedges close to Swallow Corner.

3.2.17 A resident complained about the pot holes in the track running from Dawney Hill to the Sandpits.

3.2.18 Residents complained about a business they allege is being run from a property on Dawney Hill.

3.2.19 The Palace informed that Beacons may be lit on 6 June 2024 to mark the 80th anniversary of D-Day.

3.2.20 A film company is looking to hire the Green in February 2023 if shooting locally goes ahead.

3.2.21 The W.I. would like to feature on the PPC website. PPC are supportive.

3.2.22 The Horticulture Society is donating £30 towards the printing of the PeriNews. The editor has been informed and has thanked the PHS.

3.2.23 The W.I. has donated £40 towards the printing of the PeriNews. The editor has thanked the W.I.

3.2.24 A resident wishes to erect a "Marley" garage. PPC has suggested he contact GBC Planning for advice.

3.2.25 Residents close to the sites in Gole Road are frustrated at the lack of enforcement by GBC.

3.2.26 School Lane traffic calming works have been scheduled for January 2023.

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	3.2.27 A dead goose was removed from the island on the pond island.
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (08/11/2022) 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, including proposed name for the Pavilion Cllr Fidgett advised that the superstructure is nearing completion. Residents have raised over £100k in donations. A discussion over future management will be needed to set this up formally by April 2023. Naming: 'The Pirbright Community Sports Pavilion' will be the formal title of the pavilion but it seems fitting that the pavilion should carry a commemorative plaque in memory of Derek Bytheway. Cllr Fidgett would propose this plaque on the outside of the pavilion and a further sign inside, above the bar, to read 'The Bytheway Bar' Cllr Fidgett further proposed a separate plaque to acknowledge funders and contributors. Interest has been shown in the future café facility and this will be discussed at a future meeting. RESOLUTION: <i>Members unanimously agreed to endorse the above plaques and signs.</i></p> <p>b) Lord Pirbright's Hall Cllr Woollett announced that the LPH secretary has resigned due to a change in personal circumstances. She will now focus on putting together operating procedures for a successor who will now be sought. An asbestos survey has been undertaken and a limited area needs to be addressed. This will be removed via a specialised contractor. Mounter Fitness is doing well operating out of the Green Hut and gives a daily presence to the Hall. Finances are meeting expectations and the Trustees will be applying for grant investment over the coming months to continue with the planned improvements.</p> <p>c) Report from Borough/County Councillor Cllr Witham distributed his monthly statement ahead of the meeting. Cllr Witham stated that he has suggested to YFS that there should be a smaller grant funding scheme available for projects in the region of £5,000 and that he would like to sponsor these applications. These will be capital investment grants. Cllr Witham will update PPC as this progresses.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for November and December 2022 A list of receipts and payments for the months of November and December 2022 were published prior to the meeting. RESOLUTION: <i>Members discussed the list of payments and receipts and these were unanimously approved and signed by the Chair, Cllr Fidgett.</i></p> <p>6.2 To Discuss & Approve the Third Quarter Summary The Summary was published prior to the meeting. RESOLUTION: <i>Members discussed the report in detail and unanimously approved the Third Quarter Summary which was signed by the Chair, Cllr Fidgett.</i></p> <p>6.3 To Discuss & Adopt the latest NALC Model Standing Orders Members were provided with the most up to date version of the NALC Model Standing Orders. These were discussed but members requested more time to read through them thoroughly. It was therefore requested unanimously that this Item be carried over to the February meeting. ACTION: <i>Members unanimously agreed to resolve this Item at the next meeting.</i></p> <p>6.4 To Discuss & Adopt the Grant Awarding Policy & Application Form Members discussed this document. It was agreed that it was best practice to incorporate this Policy into PPC governance and the document and associated application form were approved. RESOLUTION: <i>Members unanimously agreed to adopt the Policy and Application Form into governance.</i></p>

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	<p>6.5 To Discuss & Adopt the PPC Training & Development Policy Members discussed this document. It was agreed that it was best practice to incorporate a Policy of this nature into PPC governance. RESOLUTION: <i>Members unanimously agreed to adopt the Policy into governance.</i></p> <p>6.6 To Discuss the purchase of additional gov.uk email addresses Following recent guidelines announced by SALC, PPC is reviewing its data protection and data management. PPC should register seven new pirbright-gov.uk email addresses for Councillors and a new designated secure file storage area, backed up to the Cloud for all Council business. RESOLUTION: <i>Members agreed unanimously to register seven further email addresses and set up a secure file storage area with Cloud back-up.</i></p>
7.	<p>PLANNING</p> <p>7.1 To Review applications received</p> <p>22/P/01815 (3 Stanford Cottages, Aldershot Road, Pirbright, Woking, GU24 0DQ Part single, part two storey rear extension with addition of roof light to existing roof. PPC's Response: <i>Pirbright Parish Council raise no objection subject to conditions to restrict hours of working to exclude Sundays and bank holidays and Saturday afternoon and materials to match existing.</i></p> <p>22/P/01848 (Land South of, Gole Road, Woking, GU24 0QF Erection of proposed barn for private equestrian use, use of land for the grazing and keeping of horses, associated hardstanding, yard, manure trailer and area of ecological enhancements. PPC's Response: <i>PPC raise an objection. The application proposes inappropriate development within the Green Belt contrary to Policy P2 of the Guildford Local Plan and the relevant policies of the NPPF. The proposals would have an adverse impact on the openness of the Green Belt and introduce a substantial building which is of a scale and nature that would cause 'in principle' harm and actual harm and would lead to development and encroachment within the countryside. The purpose of Green Belt is to (a) to check the unrestricted sprawl of large built-up areas; (b) to prevent neighbouring towns merging into one another; (c) to assist in safeguarding the countryside from encroachment; (d) to preserve the setting and special character of historic towns. The site is located within a sensitive area of open countryside close to Pirbright Conservation Area and the Basingstoke Canal Conservation Area and would adversely affect their setting and encroach on the countryside by introducing a substantial building. The use of the land for equestrian purposes does not justify such a large building and would only be considered appropriate as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it. In this case the erection of such a large building as proposed and the other changes made to facilitate that, including the access, yard and associated stockades introduce creeping urbanisation that harm the openness of the Green Belt and should be resisted. The submitted plans appear incorrect and the height of stable is actually closer to 5 m tall not 3.5m as stated. The application also post dates works that have already been carried out and on which we have raised enforcement concerns that led to the more recent TPO. The ecology survey treated the site as a mown grassland carried out on an August day after a significant heat wave and after the site had been cleared of trees and cut and which we fear is not representative of the species diversity on the plot. A further ecological survey is required at the correct time of year and should take account of the changes that preceded and appear to have facilitated the application. PPC would urge GBC to resolve the enforcement issues on this occasion before considering any new planning applications. In any case the plot is within the Greenbelt and should therefore be refused. The enforcement history and the fact that the survey does not reflect the actual condition of the site.</i></p> <p>22/P/01945 (The Oaks, 9 Law Meadows, Pirbright, Woking, GU24 0BF Erection of a front porch and single storey side/rear extension with a timber framed and glazed orangery to the rear. PPC's Response: Objection: <i>Although PPC would not normally raise concern over reasonable domestic extensions, in this case the history of the development at Law Meadows is relevant and the houses constructed maximised the permitted increase over the previous buildings on site. As such PPC must raise an objection and are concerned at the overall volume and footprint of the buildings on the Law Meadows site, which exceed the provision made for the overall. That decision maximised the volume allowed within Green Belt and additional development would be disproportionate and contrary to Policy P2 of the Local Plan and the NPPF, harming openness. PPC do not consider that flooding concerns have been properly addressed in regards to this application as the report submitted is that for the original application and the extension appears to conflict with the area of flood mitigation, though this is difficult to assess given the layout and garden areas shown appears to differ from that in the original permission.</i></p>

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	<p>22/P/01926 (Oakdene, Fox Corner, GU3 3PP Proposed new front storm porch and single storey side and rear extensions. PPC's Response: Objection: While <i>Pirbright Parish Council</i> would not normally raise objection to reasonable extensions that are consistent with high quality design, we raise a concern in this case as the extension proposed takes the property too close to each of the neighbouring boundaries and fills the full width of the plot, leading to a cramped appearance that has the potential to adversely impact the feeling of space around buildings which is characteristic of the rural environment of Fox Corner. This is considered contrary to the requirement for good quality design that responds positively to its context in Policy D1 of the Guildford Borough Local Plan and the emphasis on high quality design in the NPPF.</p> <p>22/T/00315 Pirbright Tennis Association, School Lane, Pirbright T1 & T2 Sycamore Trees – reduce crown by 2m (Tree Preservation Order no P1/201/519 Pirbright Conservation Area) PPC's Response: Pirbright Parish Council raise no concern subject to the views of the Tree Officer.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management Cllr Godfree suggested that PPC should contact its arboriculture specialist and book the next full tree survey to take place in April/May 2023. ACTION: The Clerk will book a full tree survey with Sapling Arboriculture Ltd.</p> <p>8.2 To Receive an Update on the Management of the Green</p> <p>8.2.1 Pirbright Surgery and Knowl Hill School have contacted the Parish Council to raise the possibility of staff using the Avenue De Cagny car park on a permanent basis for parking as both operations have restricted staff car parking themselves. This request was discussed and Councillors were reminded that this would contravene the conditions laid down by the local authority and the Parish Council are therefore unable to grant these requests. ACTION: Cllr Fidgett will respond to Pirbright Surgery and Knowl Hill School to unfortunately decline their requests.</p> <p>8.2.2 A resident and Pirbright Surgery have complained to PPC stating that the pavement between the Surgery and Westside has degraded and become a trip hazard. Councillors discussed this and as this portion of pavement is outside the Surgery they agree that it should be a priority for SCC. Council members support requesting action by SCC Highways. Cllr Witham stated that he would be prepared to nominate this section of pavement to be repaired within his highways budget. ACTION: The Clerk to supply Cllr Witham with a map showing the exact location. Cllr Witham will progress with SCC Highways.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues</p> <p>8.3.1 Cllr Godfree gave an update on the School Lane traffic calming scheme which is due to commence in January 2023. This scheme has been designed by SCC Highways following a public consultation in September 2022.</p> <p>8.3.2 Cllr Godfree stated that the Avenue De Cagny car park was developing pot holes. These will be inspected over the coming weeks and quotes will be sought for repair work.</p> <p>8.3.3 Residents have asked the Council for clarification on parking rights on the track leading from Dawney's Hill to the Sandpits.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the February 2023 Issue of the PeriNews It was agreed that the February Issue of the PeriNews would contain an advertisement for the vacancy of LPH Secretary.</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 at 21.54

Signed.....

Date.....