

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 7th March 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 Woollett (Chair)

Cllr Austin

Cllr Eason

Cllr Sands

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Also in Attendance

Cllr Keith Witham

Members of the Public

One Borough candidate

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Cllr Woollett welcomed members, Cllr Witham and a member of the public. Apologies for absence were received from Cllr Fidgett, and Cllr Watson who were travelling and Cllr Godfree who had tested positive for Covid.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no declarations received.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (07/02/2023) A copy of the draft Minutes were circulated to members prior to the meeting and published on the website. RESOLUTION: <i>A motion to approve and sign the Minutes of the previous meeting (07/02/2023) was proposed by Cllr Austin and seconded by Cllr Sands. The Minutes were therefore unanimously approved and signed by Cllr Woollett.</i></p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>LGA Section 137 limit for 2023/24</u> DLUHC has written to NALC to confirm the appropriate sum for section 137(4)(a) of the Local Government Act 1972 for 2023/24 is £9.93.</p> <p><u>Surrey Hills AONB Boundary Review</u> The review is now approaching statutory consultation which will start on Tuesday 7th March 2023 and details of a briefing were communicated to PPC.</p> <p><u>Sandpits</u> No further original, correctly coloured plans have been unearthed. This neighbour dispute will be discussed at the next meeting.</p> <p><u>Pavilion Insurance</u> Insurance for the old Pavilion has now ended and the old Pavilion has been removed from PPC's insurance. The new building, whilst in its construction phase, is being covered by the Contractors own liability insurance. Once the Pavilion has been completed, the new structure will be insured by LPH.</p> <p><u>War Memorial</u> All pre-commencement conditions laid down by the WMT have now been agreed and discharged by the War Memorials Trust and they have agreed the commencement of the restoration as per the Schedule of Works and Method Statement. Works will begin on Monday 3rd April 2023.</p>

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GBC's Green Belt Planning Guidance Consultation

GBC are running a consultation on supplementary guidance to assessing applications concerning the Green Belt. The consultation will run from 22 February 2023 to 22 March 2023.

Parish Liaison Meeting

The Clerk attended a Clerk's liaison meeting at GBC on 15th February 2023 hosted by Elaine Bradbrook (Electoral Services Manager). This meeting was to outline details and timings concerning the May 2023 elections.

Pirbright Institute Opening of the Biggs Avian Research Building – 23rd February 2023

The Chair and Clerk attended this event to be given a guided tour of part of the new building.

Private Parking Agency for the Avenue De Cagny Car Park

FlashPark is a private parking solutions company offering a service for those who wish to control an area of private property used for parking.

ACTION: *Private parking enforcement will be considered alongside the impending traffic restrictions and in conjunction with the pavilion car park once it has been completed. An Item on the May Agenda should be scheduled to discuss parking in the village, pulling together what private spaces PPC might potentially offer. This motion was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was carried unanimously.*

Requirement for additional safety measures at the Pond

Both GBC and PPC's Insurer (BHIB) referred the Clerk to the HSE and RoSPA for further advice on whether a life buoy is required. BHIB confirmed that PPC's existing Public Liability would extend to include the legal liabilities of the pond as far as they could apply. BHIB went on to say that all cover is subject to the terms, conditions and exclusions of the Policy and the Limit of Indemnity, in respect of the pond area. They also asked PPC to carry out an annual risk assessment of the pond area. The HSE state that safety equipment is frequently abused and its presence can provide a false sense of security for those thinking of entering the water. The Clerk would suggest a separate Pond Risk Assessment be carried out and the addition of an Interpretation Board which would display both environmental information and safety symbols.

ACTION: *Members unanimously decided to proceed with a Risk Assessment for the Pond specifically and to consider both signage and a buoy once the Risk Assessment has been analysed. This motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was carried unanimously.*

CiLCA and the General Power of Competence

The Clerk/RFO passed her CiLCA qualification on 2nd March 2023. This means under the Localism Act 2011 s1(1), PPC meets the first criteria for the General Power of Competence. After the elections in May 2023, PPC will qualify to use the GPC and this must be minuted and a resolution made at the Annual Meeting of the Council on 16th May 2023.

Annual Internal Audit 2022-23

The Clerk/RFO contacted Maxwell & Co to request that they confirm they were able to carry out the audit for both PPC and LPH for the accounts from 01/04/22-31/03/2023. Maxwell & Co confirmed that they are qualified to carry out the internal audit and will attend on Wednesday 19th April 2023.

National Living Wage increase from 1st April 2023

The rate for 21-22 year olds will rise from £9.18 per hour to £10.18 per hour and the Clerk/RFO will remind PPC's payroll provider of this later this month.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

There were no members of the public present who wished to address the Council.

3.2 To Consider Recent Communications Sent & Received

3.1 The Pirbright Institute has invited the Parish Council to attend its Celebration Day on Friday 31st March 2023 from 11am to 3pm.

3.2 The Placement Coordinator from the Community Payback Scheme contacted the Clerk again to ask if PPC would be interested in their services and in becoming a regular work provider.

ACTION: *Members unanimously agreed that the Clerk should request a list of the types of jobs that the Scheme could support. Once this has been obtained the matter would again be considered. The motion to*

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request the list was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was carried unanimously.

3.3 A resident and member of Zero Carbon Guildford would like to present to the Parish Council at a forthcoming Parish Meeting. He would like to advertise the survey on noticeboards and as a flyer in the Perinews. The Clerk has put him in touch with the Editor in regards to a flyer.

ACTION: *Members unanimously agreed that whilst PPC was in favour of green initiatives, it would be prudent to request more details for safeguarding reasons before making a decision on whether or not to endorse the survey. The Clerk will contact the resident. This motion was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was carried unanimously.*

3.4 Bench Number 26, by Cricket Pavilion. A relative of the named people of the plaques on this bench emailed the council to enquire as to what would happen to her grandfather/grandmother's bench as it has been temporarily removed.

ACTION: *Members unanimously agreed to request that the PPC Pavilion sub-Committee ascertain the whereabouts of the benches and a site plan of where they would be repositioned at their next meeting with the contractor. This motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was carried unanimously.*

3.5 Farnborough Noise are continuing to try and hold meetings with Farnborough to be able to participate in the PIR. This forms Item 8.4 on the Agenda.

3.6 A resident of the Parish emailed the Clerk to question the maintenance of various groups of trees around the Parish. The Clerk replied to let him know that the trees which the parish council were responsible for were being resurveyed in April with any works required being scheduled for October 2023.

3.7 A member of the public requested an update on the Pirbright Arch pedestrian safety measures that were discussed in 2022. The Surrey Highways Officer stated that the improvements were going ahead (no timings given) and that a final traffic signal design was outstanding. Costings were being put together and the project budget finalised.

3.8 A resident of the village wished to complain about the state of the verge opposite Knowl Hill School as a result of taxis dropping off students to KHS and share her correspondence with the school on the subject. KHS have held meetings with SCC Highways to create a drop and go zone at this point. If SCC Highways agree to this new scheme, PPC will discuss it to decide whether or not to lend their support.

3.9 A resident of Fox Corner wished to inform the Parish Council that a van in Hockford Close had been set on fire. Cllr Witham requested the details of the incident and passed these on to the Police Commissioner.

3.10 The Clerk was contacted by James Richards Circus. They would like to come to the village in late July 2024.

RESOLUTION: *Members unanimously agreed that, in principle, they would be in favour of hosting the circus in the summer of 2024 subject to the request being in-line with the policy on the hire of the village Green. The motion was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was carried unanimously.*

3.11 The Council have been invited to attend a private event at Brookwood Cemetery to mark 100 years of the American Battle Monuments Commission at Brookwood American Military Cemetery. Cllr Nic Sands will kindly attend this event on behalf of the Parish Council.

3.12 A resident raised a concern about cars parked on the zigzag lines outside Pirbright School. The email was sent to the School directly and the Clerk thanked the resident for copying the email the council.

3.13 The Waffle Tram have requested permission to run their annual Easter Egg Hunt in the recreation area of LPH on Sunday 9th April from 10am – 12.30am.

RESOLUTION: *Members unanimously approved the request. The motion was proposed by Cllr Sands and seconded by Cllr Woollett. The motion was carried unanimously.*

3.14 Trustees of LPH met with Your Fund Surrey, Cllr Witham, the contractors, Graeme Marks and Tina Bytheway on site to report on progress. Photos were added to the PPC website.

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4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (07/02/2023) There were no reported safety issues.</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 Woollett stated that the building was running broadly to schedule. The building's appearance will have a more rustic and traditional look once the cladding is in place and is set to be opened on the morning of Saturday 17th June to coincide with the Village Summer Fair which will be a community day with youth cricket being played on the morning of the 17th June and the Fair running on into the afternoon. Cllr Witham suggested sending an invitation to the opening to the SCC Chairman's Office. Cllr Woollett wished to acknowledge that without the YFS Grant that the project would not have been possible. Cllr Woollett also stated that tenders had been received from potential commercial operations wishing to rent the kitchen space. This option was currently being explored. RESOLUTION: <i>The motion to open the Pavilion to the public on 17th June 2023 was put forward by Cllr Woollett and was seconded by Cllr Austin. The motion was carried unanimously.</i></p> <p>b) Lord Pirbright's Hall Cllr Woollett announced that trustees had met and had agreed to appoint a new LPH Secretary. A handover would now begin to take place. Various grants were being pursued in an effort to improve the hall's energy efficiency. Cllr Woollett wished to thank the current LPH Secretary who had put in place projects which had already modernised the hall and its procedures. Her efforts are hugely appreciated.</p> <p>c) Report from Borough/County Councillor Cllr Witham distributed his monthly statement ahead of the meeting including a breakdown on borough and county budget and council tax increases and an update on his involvement in local parish issues.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for February 2023 A list of receipts and payments for the month of February 2023 was published prior to the meeting. This was discussed and unanimously approved by all members present. RESOLUTION: <i>Cllr Woollett moved to approve the February Receipts & Payments statement. This motion was seconded by Cllr Austin. The motion was unanimously carried and the statement was signed by Cllr Woollett.</i></p> <p>6.2 To Review & Approve the PPC Financial Regulations 2023-2024 Members were provided with the most up to date version of the NALC Financial Regulations. These were discussed and it was unanimously agreed by all members present and in accordance with PPC's Statement of Internal Controls that these be adopted. RESOLUTION: <i>Cllr Woollett proposed to adopt the NALC Financial Regulations, this motion was seconded by Cllr Eason. The motion was unanimously carried.</i></p> <p>6.3 To Discuss & Approve the Risk Management Policy 2023-2024 A proposed Risk Management Policy was produced and circulated to members prior to the meeting. RESOLUTION: <i>Cllr Woollett proposed to approve the Risk Management Policy, this motion was seconded by Cllr Sands. The motion was unanimously carried and the Policy will be incorporated into PPC's governance and reviewed annually.</i></p> <p>6.4 To Consider using a Regulated Third Party Agency to control parking in Avenue De Cagny car park A paper giving details of a Parking Enforcement Agency was circulated to member prior to the meeting. Members discussed this and it was unanimously decided to carry this item forward to the May meeting when it is hoped that the Pavilion car park will be complete and that traffic restrictions will also be in place. RESOLUTION: <i>Cllr Woollett proposed to review the Third Party Parking Agency at the May meeting. This motion was seconded by Cllr Sands and was unanimously carried.</i></p>
7.	<p><u>PLANNING</u> 7.1 To Review applications received</p> <p>23/P/00151 The White Hart, The Green, Pirbright, Woking, GU24 0LP Erection of a single storey rear extension, bin store and enclosure, new external surfaces, estate fencing and outdoor seating with associated development.</p>

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PPC's Response: PPC raise no objection in principle and support the upgrade of a local pub. It is important however, to protect the amenities of the neighbours. Details of external lighting has been provided. Pirbright is a dark village (important for retaining bat populations) and lighting should be minimised within the garden area. Floodlights can be intrusive and need to be carefully considered and controlled by condition. We would ask for confirmation that the overall number of covers does not differ significantly and hence parking issues in the village would not be increased. Pirbright Parish Council would also expect conditions to ensure hours of working would be restricted to daytime 8am-6pm with no working on Sundays and Bank Holidays. Following discussion, this comment was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously carried.

22/P/01277 Amendment to application: Land adjacent to The Willows, Goal Farm, Gole Road, Pirbright, GU24 0PZ. Change of use of land for the keeping of horses. Retention of existing stable block and associated drainage, with the erection of a storage shed, gates, boundary wall and associated hardstanding.

PPC's Response: Pirbright Parish Council raise **OBJECTION** to the application in the strongest possible terms. The proposals are for the erection of stables and associated infrastructure that would have an adverse impact on the character and openness of the Green Belt and adversely impact on the amenities of neighbours. The works also included the raising of ground levels and creation of a hardstanding which is itself development that fails to be considered as part of the proposals.

It would extend the envelope of build development in a sensitive location where a recent appeal found that the erection of new buildings would have a harmful impact on the openness of the Green Belt, contrary to national and local planning policies.

In addition, the proposed stables are too close to the neighbouring residential properties and are likely to give rise to adverse amenity impacts including noise, odour, flies and dust arising from the keeping of horses in close proximity to residential properties and gardens and the activities associated with the stables.

The applicant seeks also to retain drainage installed as part of the previous appeal and which is included within the terms of the enforcement notice which has been upheld. This included a foul sewer connection that is understood to have been run across the field roughly north-south from the present welfare block, which should also be removed and the ground reinstated.

The existing timber enclosure and gates at the entrance to the site also have an unacceptable impact on the openness of the Green Belt confirmed in previous decisions and are a significant and obtrusive urbanising feature and this, together with the proposed stables have an impact on what was a rural landscape that should be protected.

The applicant has shown scant regard for planning regulations and the Green Belt and the actions to date raise serious concern over the development that has already taken place at this site without planning permission.

As such, they are not appropriate development under the terms of the NPPF. Policy P2 of the GBC Local Plan which seeks to protect the Green Belt from inappropriate development in accordance with the NPPF. Inappropriate development will not be permitted unless very special circumstances can be demonstrated. Very special circumstances will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm is clearly outweighed by other considerations. In this case, the erection of stables on the site will have a clear and detrimental impact on the openness of the Green Belt both in principle and in its visible impact in increasing built form within the open countryside. The development, together with the largescale tree clearance that preceded it will have a detrimental impact on the landscape.

Furthermore, under G1 (3) of the GBC Local Plan, the stables will contravene the protection of amenities enjoyed by the property adjacent. The applicant is seeking to site the stables within 1 meter of the boundary with this neighbour. This would be incredibly unpleasant for this resident and would constitute unneighbourly development in terms of privacy, noise, pollution, dust and smell, particularly in the hotter months of the year, presenting an adverse impact on the amenities and garden of this immediate neighbour. Pirbright Parish Council would urge refusal of the application and strong enforcement action to seek the return of the site to its previously undeveloped condition.

Following discussion, this objection was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was unanimously carried.

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	<p>22/P/02071 Basingstoke Canal towpath, Pirbright, GU24 0PN, Installation of wi-fi pole alongside railway track (description amended 02/03/23). PPC's Response: <i>Pirbright Parish Council raise no objection to this application. Following discussion, this comment was proposed by Cllr Woollett and seconded by Cllr Eason. The motion was unanimously carried.</i></p> <p>23/P/00089 Heather Lea, Malthouse Lane, Fox Corner, GU3 3PS Demolition of two garden sheds and erection of garden room. PPC's Response: <i>Pirbright Parish Council raise no objection. Pirbright Parish Council would also expect conditions to ensure hours of working would be restricted to daytime 8am-6pm with no working on Sundays and Bank Holidays. Following discussion, this comment was proposed by Cllr Sands and seconded by Cllr Eason. The motion was unanimously carried.</i></p> <p>7.2 To consider other planning related issues There were no other issues discussed.</p>
<p>8.</p>	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management A full tree survey that has been arranged for April 2023. Members requested that the trees on behind the recycling area were included in the survey to establish what work should be taken. The Trustees of LPH agreed to cover any extra cost to the survey to include these trees.</p> <p>8.2 To Receive an Update on the Management of the Green Cllr Godfree would like to arrange another litter pick in the Village for Saturday 15th April 2023. A note will be put in the April PeriNews to advertise the event.</p> <p>8.3 To Receive an Update on any Parking and Traffic issues There were no updates to receive. Notification of the traffic restrictions to be installed in the village is still awaited.</p> <p>8.3.1 To Discuss information received from Farnborough Noise regarding changes to Farnborough airport Information from Farnborough Noise was circulated to members prior to the meeting. Members decided that this issue should be taken forward by Cllr Fidgett in conjunction with Cllr Witham who will represent those views. RESOLUTION: <i>Following discussion, it was proposed by Cllr Woollett that Cllr Fidgett would discuss this issue with Cllr Witham and report back at the next meeting. This motion was seconded by Cllr Eason. The motion was unanimously carried.</i></p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the April 2023 Issue of the PeriNews It was agreed that the April Issue of the PeriNews would contain an announcement of the 126th Annual Parish Meeting on 24th April 2023, the appointment of a new LPH Secretary, and a note to announce a litter pick on Saturday 15th April 2023.</p>
<p>10.</p>	<p><u>CHAIRMAN'S CONCLUSION</u></p> <p>To Receive Chairman's Notices & Members' Questions Cllr Woollett wished to congratulate the Clerk on attaining her CiLCA qualification and also Cllr Sands on obtaining a Register of Play Inspectors International Ltd, Safety Certification enabling Cllr Sands to perform the weekly playground safety inspections.</p>

The meeting ended at 8.43

Signed.....

Date.....