

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 6th February 2024 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 Austin
Cllr Graham
Cllr Sands
Cllr Small
Cllr Watson
Cllr Woollett

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Cllr Keith Witham (County/Borough Councillor)
Cllr David Bilbe (Borough Councillor)

1.	<p>FORMALITIES</p> <p>1.1 To Receive Members' Apologies for Absence Cllr Fidgett welcomed members to the meeting. Apologies of absence were received from Cllr Sands who was poorly and Shadow Cllr Rowe who was attending a personal function.</p> <p>1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no pecuniary declarations of interest received.</p>
2.	<p>MINUTES</p> <p>2.1 To Approve the Minutes of the previous Meeting (09/01/2024) A copy of the draft Minutes were circulated to Members prior to the meeting and a draft version was published on the website. Cllr Fidgett declared that these Minutes were accurate reflection of the previous meeting and motioned to sign the Minutes dated 09/01/24. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (09/01/2024) was proposed by Cllr Watson and seconded by Cllr Austin. The Minutes were therefore unanimously approved and signed by Cllr Fidgett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising</p> <p><u>Avenue D'Cagny Parking Restrictions</u> Yellow lines were installed on 22/01/24. This has resulted in some vehicles parking on the yellow lines in Avenue D'Cagny and also on the verge of the Green opposite the butchers. GBC Enforcement will be posting signage to inform the public that the lines will be enforced and the area will be patrolled over the next two weeks. Parking Wardens will initially issue warning letters and ultimately fixed penalties fines to those parking illegally.</p> <p><u>Armed Forces Day Picnic on the Green Saturday 29th June 2024 11.00am - 3pm</u> The Clerk is working with the MoD Liaison Officer on this event. Councillors will be kept informed of developments.</p> <p><u>Pavilion Rates Charge</u> The Clerk received a Notice from GBC stating that the building would carry a charge of £440.79 pa. The Clerk liaised with the Case Officer and has completed the Small Business Rate Relief Form.</p> <p><u>Meeting with Football & Cricket Club</u> Councillors met with representatives from both clubs on 25/01/24 to discuss pitch allocation and general management principles. Going forward the clubs will work together on managing allocation when there are</p>

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clashes. Both clubs are now able to use the Hallmaster online booking system as a visual guide to fixtures. A concern was raised about the wear on the current girls' pitch which is currently located on the cricket outfield. PPC's contractor has suggested feeding any areas affected over the next 2 weeks and to avoid any particular area turning to mud. The price for feeding the whole of the cricket outfield will be around £350. The clubs have organised a collaborative work day to rake and put down extra seed on 24/3/24. The meeting closed with both clubs exchanging details in order to work closely together over the coming months.

ACTION: A motion for PPC to fund the fertilising of the cricket outfield was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried and the Clerk will inform the clubs and instruct the contractor to carry out the works.

West Heath Heathland Enclosure Project

Councillors and residents met with the GBC Countryside Team on 31/01/24 to discuss the enclosure project at West Heath. Residents were unhappy with the fence line proposed and would prefer it to be moved further away from residential properties. GBC Officers explained that moving the fence would exceed their budget and would remove the ability for them to manage the site. The Officers have proposed planting a hedge in front of the fence and installing a soft-close gate. This forms Item 8.2.2.

Annual Parish Meeting – Monday 15th April 2024 6.30pm – 8.30pm

The evening will begin with an hour of Clubs & Societies running an exhibition type event to encourage new members. After an interval, the evening will continue with the Parish Council's report to the Electorate.

End of Year AGAR for Accounts running from 1st April 2023 to 31st March 2024

The Clerk has requested confirmation from PPC's internal auditors that they are able to carry out the next AGAR internal audit. Maxwell & Co have confirmed that they are able to perform the audit and the Clerk will be arranging a date in April 2024 for this to take place.

3. PUBLIC FORUM & COMMUNICATIONS

3.1 To Receive any Representation from Members of the Public

No members of the public were present.

3.2 To Consider Recent Communications Sent & Received

3.2.1 The Clerk was informed that one of the VAS batteries was faulty and needed to be exchanged under warranty. This took some effort as the supplier was unwilling to accept the fault was not caused by our agent. The Clerk will return the Battery via courier to the supplier and is working on a replacement being sent out.

3.2.2 The Clerk was updated on Causeway Bridge which is an area that floods in heavy downpours. Surrey Highways are looking at this location for capital investment in the near future and will keep PPC updated.

3.2.3 The Clerk attended a SALC meeting on 16/1/24 hosted by Sally Harman (Chief County Officer). A member of the SCC Highways & Transport Team gave a presentation and expressed how, through working with SCC Councillors, they wish to improve communications through to parish councils. They have created a focus group of Clerks for this purpose and have recently produced a guide on how SCC Highways operate which was circulated to councillors at the end of last year. The Officer wished to also alert Clerks and Councillors to the live road network calendar which can be accessed via the internet which can be used as a useful tool.

(<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/roadworks>).

A member of the Countryside Access Team spoke about the Rights of Way Improvement Plan and the survey that had been sent to Clerks. The officer stated that they are not looking for specifics and instead were looking for more general points, surrounding topics such as signage, disability access, missing rights of way. Only one survey per parish should be submitted but private individual survey responses were also requested. Item 8.2.3. on the Agenda.

SALC suggested several training sessions for Clerks in relation to year end, which falls on Easter Sunday. SALC advised commencing the year end procedures over the coming weeks.

3.2.4 The Clerk is following up the replacement gateway signs with the Stakeholder Manager, Highways Ops & Infrastructure who was on the SALC meeting. The replacement signs were first promised in 2021 and the Clerk is again pressing for traction on this issue.

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	<p>3.2.5 A resident of the village requested an update from Cllr Witham on the planned repairs to the pavement running along past the Surgery which is uneven and causing distress to wheelchair users.</p> <p>3.2.6 Cllr Graham observed a car parked on the Green to avoid parking on the newly installed yellow lines. The Clerk contacted parking enforcement to ask for advice and the Officer responded to say that notices enforcing the yellow lines will be posted on lamp columns shortly. GBC enforcement officers will begin patrols in two weeks and it is hoped this will deter illegal parking.</p> <p>3.2.7 A member of the public contacted the Clerk to ask if PPC ran allotments in the Parish. Unfortunately, PPC does not.</p> <p>3.2.8 A resident of the village contacted the Pirbright Institute to ask if the sudden rise in cases of Alabama rot in dogs was in any way connected to their facility. The P.I. assured the resident that this was not the case.</p> <p>3.2.9 The Twinning Association have kindly donated £50 towards the production and printing of the PeriNews. Thanks have been sent to the Committee.</p> <p>3.2.10 The Rawlins Club have kindly donated £150 towards the production and printing of the PeriNews. Thanks have been sent to the Committee.</p> <p>3.2.11 The Pirbright W.I. have kindly donated £40 towards the production and printing of the PeriNews. Thanks have been sent to the Committee.</p> <p>3.2.12 A resident of the village wished to report that the defibrillator on the front of the pavilion needs to be registered in order for it to be operational. The Clerk passed this information on to the Cricket Club who installed the equipment.</p> <p>3.2.13 A resident of School Lane has informed the Clerk that potholes are appearing again in the Sandpits car park. The Clerk has contacted a local contractor who will quote for both grading out the road planings and a longer term tarmac solution. The resident informed the Clerk that a Parking Focus Group has been set up at Pirbright School to look at parking again.</p> <p>3.2.14 Residents and the Tennis Club have complained again that KHS staff are parking all day in the Sandpits car park and adding to the problem in this car park (including the state of repair). The Clerk has contacted KHS to remind them that staff parking in the Sandpits car park is for tennis club users only. KHS have responded to say that they are a charity and unable to pay even a nominal fee for parking. KHS will also remind staff not to park in the Sandpits.</p> <p>3.2.15 The Cricket Club informed PPC that they have completed more of the cladding on the storage shed. They are a few boards short and these have been ordered so that the shed can be finished in the near future.</p> <p>3.2.16 A resident of the Parish has written again to GBC to complain about the length of time that enforcement is taking on Plot 1, Gole Road. The current owner has advertised the site for sale and this has been reported to GBC.</p>
4.	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (09/01/2024) Cllr Small suggested that an area behind the junior swings might constitute a trip hazard. ACTION: <i>The Clerk and/or Cllr Sands will assess the area and report to the Council.</i></p>
5.	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on: a) Community Sports Pavilion Cllr Fidgett stated that PPC had met with the cricket and football clubs in relation to pitch bookings and had progressed to new level of understanding. PPC will continue to have regular meetings with various user groups. Cllr Fidgett stated that PPC had now agreed the final invoice with the contractors. The overspend will result in LPH effectively investing in the pavilion but this will result in a substantial asset for that investment. YFS have requested some statistics on usage and PPC will be able to provide this and evidence a huge increase in numbers of all ages now enjoying sport in Pirbright proving that the Pavilion is already showing a positive benefit.</p>

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	<p>b) Lord Pirbright's Hall Cllr Woollett stated that LPH was in the process of formalising a lease on the Pavilion building with PPC. The Trustees require the Charities Commission to agree to vary the terms of the constitution within which LPH can act to include the Pavilion. Annual I&E accounts were signed and submitted to the Charities Commission. LPH will be proceeding with the installation of a defibrillator via the British Heart Foundation. LPH will continue with the new rear door installation, repairs to the side door and front doors. The kitchen refurbishment is also a high priority and progressing. Cllr Woollett stated that the hall is now attracting a range of clubs and is being used for a range of uses. Future projects will include solar panels on the flat roof but these will require funding.</p> <p>c) Report from Borough/County Councillors Cllr Witham circulated his monthly newsletter and gave an overview of council tax reviews. Cllr Witham noted GBC's closure of recycling sites, including that at LPH and stated that any fly tipping should be reported to GBC. Surrey sites and doorstep collections remain unaffected. Cllr Witham stated that he had met with residents in Upper Stanford Road who were requesting additional street lighting. Cllr Witham informed residents that unfortunately there was no funding for additional lighting. Cllr Witham stated that he would encourage the LPH Trustees to seek funding for the defibrillator and solar panels through YFS as these should qualify as capital projects. Vision Zero is now within the public consultation period and although road traffic fatalities have reduced, SCC are hoping to bring numbers down further. Cllr Fidgett queried whether or not any data was available from the Pirbright Bends traffic calming/average speed cameras. Cllr Witham will submit a request and report back to the Parish Council. Cllr Bilbe stated that GBC will submit a balanced budget but that the authority was having financial difficulties and narrowly avoiding Government intervention.</p> <p>d) Summer Fair 2024 (08/06/2024) Cllr Small stated that arrangements for the Fair were progressing and the church would like to have a discussion with PPC and the Trustees about any fees payable. Cllr Small stated that the Church were happy to arrange a meeting with Councillors or to attend the next parish meeting. Members were happy to either meet with Church Fair committee members or for those members to attend the next Parish meeting in March.</p>
	<p>FINANCE & GOVERNANCE</p> <p>6.1 To Discuss & Approve the Receipts & Payments for January 2024 A list of receipts and payments for the month of January 2024 was circulated prior to the meeting. These were discussed and approved by Members. RESOLUTION: <i>Cllr Fidgett moved to approve the January 2024 Receipts & Payments. This motion was proposed by Cllr Woollett and seconded by Cllr Fidgett. The motion was unanimously carried and the documents were duly signed by Cllr Fidgett.</i></p> <p>6.2 To Receive an Update on the PPC Data Protection Policy Cllr Woollett apologised for not having looked at this and requested that it should be raised at the next meeting. ACTION: <i>Cllr Woollett motioned for the Policy to be rolled over to the March meeting. This was seconded by Cllr Fidgett and unanimously agreed.</i></p>
7.	<p>PLANNING</p> <p>7.1 To Review applications received and other Planning related issues</p> <p>24/P/00009 4 Model Cottages, Vapery Lane, GU24 0QB. Installation of rear roof based solar panels. Councillors discussed this application and concluded that PPC would have no objection to this application. PPC Comment: <i>A motion to submit this comment was proposed by Cllr Fidgett and seconded by Cllr Austin. The motion was unanimously carried.</i></p> <p>24/P/000095 Wyndrush, Chapel Lane, GU24 0LU. First floor remodel internally and extend to front elevation. Garage reposition new pitched roof to replace existing flat roof. Garage to include two parking spaces, home office and WC. Councillors discussed this application and it was concluded that PPC would submit a comment having no objection in principle, but that PPC wished it to be noted by GBC that the percentage increases stated on the application are incorrect and that the percentage increase in the total volume is greater than the applicant is stating. PPC Comment: <i>A motion to submit a comment that the percentage increases stated are incorrect was proposed by Cllr Austin and seconded by Cllr Small. This motion was unanimously carried.</i></p>

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23/P/00490 / 24/P/00201 Street Record, Brunswick Drive, Brookwood Replacement of existing private sewage treatment works serving 16 houses at Brunswick Drive and Cowshot Mannor with a Type 2 submersible pumping station and rising main (80mm) to public main sewer at 59 Slade Road, together with the construction of a new 5.0 metre wide access road with turning head to pumping station from Brunswick Drive and demolition of the existing treatment works. Councillors discussed this application and concluded that PPC would have no objection to this application.

PPC Comment: A motion to submit this comment was proposed by Cllr Fidgett and seconded by Cllr Small. The motion was unanimously carried.

Greenways, Fox Corner, GU3 3PP Cllr Austin stated that he had attended a meeting with local residents, Officers from SCC and Jonathan Lord MP. Cllr Austin stated that SCC were looking again at this facility and further updates are awaited.

8. **HIGHWAYS & ENVIRONMENT**

8.1 To Receive and Update on Tree Management

Tree works commenced on 05/02/24 and are proceeding as per the scheduled work plan.

8.2 To Receive an Update on the Management of the Green

8.2.1. To Discuss the dredging of the village pond

The Clerk met with contractors to discuss dredging the pond which was last dredged some 25 years ago. Councillors discussed the subject and acknowledged that it was going to be necessary at some point to carry out this work. Some grant aid has been obtained in this regard. Councillors will seek to have a discussion with the football coaches who are looking at bringing this part of the green up to playing standing and report back to the next meeting as this will tie in to the possibility of dredging.

ACTION: A motion to arrange a meeting with the relevant football coaches was proposed by Cllr Fidgett and seconded by Cllr Small. The motion was unanimously carried and the Clerk will arrange a meeting.

8.2.2. To Give an update on the West Heath Management Project

Cllr Fidgett stated that following the site meeting with the GBC Countryside Officers and following discussions to determine that moving the fence line would exceed the budget, members discussed the options open to them and residents. It was concluded that it was preferable to retain the management of the area and accept the Officer's offer to plant a hedge in front of the fence and install soft-close gates. The Clerk will contact the Officer to inform him of this decision and Cllr Small will contact the owners of the car currently obstructing works so that works can be finished and management commenced.

ACTION: A motion to report this decision to GBC Officers was proposed by Cllr Fidgett and seconded by Cllr Woollett. A vote was taken on this matter and councillors were unanimously in favour of this option. The motion was therefore unanimously carried.

8.2.3 To Discuss the SCC Surrey Rights of Way Improvement Plan (ROWIP) (deadline 10/3/24)

A copy of the Improvement Plan documents and linked questions were circulated to Members prior to the meeting. The use of ROW in the parish was discussed and it was agreed that all rights of way were heavily used and that PPC's response should reflect that collective view.

ACTION: A motion to designate authority to the Clerk to respond on behalf the Council was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was unanimously carried.

8.3 To Receive a Report on any Parking and Traffic Issues

8.3.1 To Discuss the Rural England Prosperity Fund in relation to refurbishing the Avenue D'Cagny car park. The Clerk reported that she had not received a comprehensive breakdown of costs and therefore was unable to determine whether or not this project would satisfy the terms of the Fund. The item was therefore rolled over to the next meeting so that more information could be gathered.

8.3.2 To Discuss the SCC Vision Zero road safety strategy (deadline 24/03/2024)

Vision Zero documents were circulated to members prior to the meeting. It was agreed that the Clerk would circulate the questions from this document to members in order for PPC to give a collective response prior to the March deadline.

ACTION: The motion to circulate the list of questions and for members to give collective answers to be submitted by the Clerk was proposed by Cllr Fidgett and seconded by Cllr Woollett. The motion was unanimously carried.

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	<p>8.3.3 To Report on the Track off Dawney Hill Cllr Fidgett stated that he had visited the location and whilst PPC could ban all parking in this location, this is not what is being sought by residents. PPC therefore concluded that there is nothing more that PPC can do. It should be noted that signage has been agreed to show the house names and a no-through road symbol.</p>
	<p><u>NEWSLETTER</u> To Confirm Items for the March 2024 Issue of the PeriNews It was agreed that the March issue of the PeriNews would contain an article about the defibrillator that is being sought via the British Heart Foundation and thanks should be noted to those who are aiding the funding for this. A further article should be included regarding the installation of the yellow lines and another article should be included about the forthcoming Annual Parish Meeting and its exhibition of Clubs and Societies.</p>
10.	<p><u>CHAIR'S CONCLUSION</u> To Receive Chair's Notices & Members' Questions There were no questions from members.</p>

The meeting ended at 9.10pm

Signed.....

Date.....