

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 11th June 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 Graham (Chair)
Cllr Austin
Cllr Small

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Shadow Cllr Rowe
Cllr Witham (GBC/SCC)

Members of the Public

The Mayor of Guildford, Cllr Sallie Barker MBE
Two members of the Pirbright Institute

1.	<p>FORMALITIES</p> <p>1.1 To Receive Members' Apologies for Absence Apologies of absence were received from Cllrs, Fidgett, Sands, Watson and Woollett who were travelling or attending meetings elsewhere. Cllr Bilbe also gave his apologies. As the chair and vice chair of the council were absent, members present elected Cllr Graham to chair the meeting. Cllr Graham accepted and agreed to act as chair.</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 (07/05/2024) A copy of the draft Minutes was circulated to members prior to the meeting and a draft version was published on the website. Upon consultation with members present, Cllr Graham declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 07/05/24. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (07/05/2024) was proposed by Cllr Austin and seconded by Cllr Small. The Minutes were unanimously approved and signed by Cllr Graham.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising General Election – Thursday 4th July 2024 On 22/05/24 the prime minister Rishi Sunak MP announced that the general election will take place on Thursday 4th July 2024. Parliament was prorogued on 24/05/24 and dissolved on 30/05/24. The new parliament will be summoned to meet on 09/07/24 and the State Opening of Parliament and the King's Speech will occur on 17/07/24. The pre-election period for local authorities has specific restrictions on communications activity and are now in place. NALC's pre-election publicity guidance was circulated to members.</p> <p>Annual Governance and Accountability Returns (AGAR) The Annual Governance Statement 2023/24 (Section 1) and the Accounting Statement 2023/24 (Section 2) were signed by the Chair, Cllr Fidgett and submitted, along with the Variances Schedule and Bank Schedules to the External Auditors. Confirmation was received that the AGAR had been received. The Clerk published the period for the exercise of public rights which will run from 03/06/24 to 12/07/24. All statements have been uploaded to the PPC website.</p>

PIRBRIGHT PARISH COUNCIL

New NALC Financial Regulations

The new Financial Regulations have been produced by NALC who stated that the revised model financial regulations consolidate all the essential procedures and financial regulations a council requires into one accessible document. This resource helps ensure effective and transparent financial management. The revised Financial Regulations are attached for approval under Item 5. below.

Principles of Internal Auditing Local Councils (PIALC)

The Clerk attended a webinar setting out the need for CiLCA qualified Parish Clerks to take an additional qualification (PIALC) to assist smaller parish councils with their audit procedures and end of year accounting. The qualification carries 8 CPD points and costs £120. The course is aimed at Clerks who wish to assist their sector and have the spare time to carry out independent audits in their own spare time for parish councils looking to have a regulated internal audit carried out for a reasonable fee.

Operation London Bridge

The Clerk attended an updated version of this webinar set up by SLCC (1 CPD point). The Clerk circulated the slides from the webinar to Councillors for information and has procured a small copy of the official photo to be used and a condolence book in preparation. The Clerk will create a tab on the website to be activated quickly if the need arises.

The Clerk also attended a Webinar organised by the SLCC on Employment (1 CPD point) and a three-part Project Management Course (3 CPD points).

Pond

Surrey Wildlife Trust carried out various surveys of the Pond and its immediate environment. SWT's results were circulated to members prior to the meeting. An invoice has been received from SWT for carrying out the survey in the amount of £492.50 as agreed prior to the works. The Clerk has contacted SWT to arrange a separate meeting to explain the findings and options in the reports.

Playground

Bench 18 deteriorated and became unsafe. This was removed on 05/06/24. A replacement 3 seater, made from recycled plastic would cost in the region of £360 excluding VAT and labour costs to install and fix to the concrete plinth.

ACTION: Cllr Graham proposed that a replacement bench made from recycled plastic would be agreeable but that further quotes should be sought. This motion was seconded by Cllr Small. The Clerk will provide quotes and styles to be considered at the next meeting.

New Defra Community Green Spaces Fund

The Department for Environment, Food and Rural Affairs (Defra) has announced a new Community Green Spaces Fund of up to £7 million which will be available until the end of March 2025 for rural organisations including local councils to support capital improvements to rural community greenspaces. Rural community groups and local councils interested in the fund are encouraged to register their details. The Clerk has registered PPC's interest.

Armed Forces Day Picnic on the Green – 29th June 2024

The Clerk circulated details of the event prior to the meeting. Councillors are encouraged to attend and assist on the day.

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 has contacted PPC's Senior Highways Officer to look at suggestions for repairing the verge along Avenue D'Cagny. The Clerk is waiting for a response.

3.2.2 The Clerk chased SCC Highways for the replacement Gateway signs. SCC have given this a low priority and continue to inform the Clerk that they are imminent.

PIRBRIGHT PARISH COUNCIL

3.2.3 SCC Highways arranged to clear the top portion of Church Lane (towards West Heath) on 04/06/24 to investigate the drainage system leading down towards the Church. Further clearance will take place over the coming weeks. The drain on the highway leading to Francis Place is also being cleared.

3.2.4 NALC has published a new version of The Good Councillors Guide 2024. The Clerk circulated this to all members.

3.2.5 Pirbright Primary School approached SCC Highways to introduce a voluntary one-way traffic scheme during school pick up and drop off. The proposal was rejected by SCC.

3.2.6 An Invitation to take part in the Surrey Nature Recovery (SNR), was received from an officer from Supporting Nature South East. The event took place on 30/05/24 and was attended by Cllr Rowe.

3.2.7 The Clerk was contacted by a resident of the village to alert her to a tree that had died on the grounds of the Sandpits, an area managed by PPC. The Clerk will proceed with gaining quotes to have the tree felled and once the relevant planning permission has been received from GBC.

3.2.8 The Clerk was contacted by the Clerk in Shere who are looking for maternity cover for their part time assistant Clerk. The Clerk added the notice to the PPC website and forwarded to a local Whatsapp group.

3.2.9 A researcher for Don Foster MP contacted the Parish Council to alert them to a bill going through Parliament which will regulate lithium batteries and their disposal when used in E-bikes and E-scooters.

3.2.10 Pirbright Primary School responded to the Clerk and will not be taking up the offer of parent parking on the Little Green for events the School. The School feel they cannot manage the liability on an external site but thanked the Parish Council for the offer.

3.2.11 The MoD Parish Liaison Officer contacted the Clerk to ask if one of the Councillors might consider standing as a Trustee for the on-site pre-school facility.

RESOLUTION: *None of the Councillors wished to take up the position.*

3.2.12 A resident of Henley Gate wished to establish who owns the track leading from the Aldershot Road down to the shooting range as this track is the subject of fly tipping. Until recently GBC have cleared any fly tipping but have now ceased and have stated to the residents living on this track that they no longer have the funds to continue to remove fly tipping. The resident is looking to clarify who is responsible for the track. The Clerk gave the resident the contact at SCC who has helped recently to clarify MoD ownership in Brookwood in the hope that clear ownership can be established. The Clerk also contacted Cllr Witham who has contacted GBC and is liaising with the residents.

3.2.13 The MoD Army Welfare Team wished to find out what community activities were available for local children over the summer. The Clerk put them in touch with Pirbright Primary School who circulate a newsletter containing information about summer activities, clubs etc.

3.2.14 The Lead Emergency Planning & Resilience Officer at GBC/WaverleyBC contacted all Clerks to alert them to suspected contamination in the Bramley area, possibly spreading into the Guildford area.

3.2.15 Jonathan Lord contacted the council to inform them that he is no longer the MP for Pirbright and as such will not be attending the Armed Forces event. Thanks were sent to Jonathan by the Chair of PPC for acting on behalf of residents for many years.

3.2.16 The Clerk was alerted to a group of men playing football on a regular basis on the Green on a Wednesday evening. Cllr Sands kindly approached the group and discovered that it was a group of P.I. employees. Cllr Sands advised them that they needed to contact the Clerk to seek permission to book the pitch.

ACTION: *A motion to charge a fee for pitch usage on the sports field was proposed by Cllr Graham and seconded by Cllr Small. Alternatively, the players could move across to the main Green. The Clerk will contact the P.I. players to take this forward.*

PIRBRIGHT PARISH COUNCIL

	<p>3.2.17 Members of the Council, the Clerk and the LPH Secretary met with Ocean Parking on 23/05/24 to discuss various options for installing ticket machines in PPC and LPH car parks. A separate paper was circulated with the Agenda and this subject forms Item 6.4 on the Agenda.</p> <p>3.2.18 Residents of West Heath have contacted Keith Witham to ascertain whether speed humps could be installed. The resurfacing has brought with it a negative impact of motorists driving too fast along this track. Cllr Small is liaising with GBC Officers.</p> <p>3.2.19 The Football and Cricket Clubs would like to arrange another meeting with the Council to discuss sport on the pitches. The date of 30/07/24 at 7pm has been agreed. The Clerk will draw up an Agenda for this meeting and circulate in due course.</p> <p>3.2.20 PPC's Insurer BHIB are in the process of arranging for the Annual Engineer's Inspection of the Playground equipment. The fee for this inspection is £411.29.</p> <p>3.2.21 A resident living adjacent to the Sandpits reported an accident in the car park where a car had reversed into the end of the fence, damaging the fence. Details were taken by the resident of the driver and forwarded to the Clerk. The Clerk has left a message for the driver and will seek reimbursement for repairs to the fence.</p>
4.	<p>HEALTH & SAFETY 4:1 To consider any Health & Safety Issues arising since the last Meeting (07/05/2024) The bench inside the playground, close to the infant swings had deteriorated and was removed.</p>
5.	<p>REPORTS (for information, unless urgent action is required) To Receive Updates on:</p> <p>a) The Pirbright Institute Dr Julian Seago (Process Development & Facility Lead) gave a presentation on the Institute's Centre for Veterinary Vaccine Innovation & Manufacturing facility (CVIM), explaining the aims of the new facility. Dr Seago also set out the timings and requirements for these two complimentary facilities; namely the refurbishment of one facility to develop scalable processes to produce vaccines and creating a new facility for small scale vaccine production. A planning application was submitted for the new facility at the end of May 2024. Ms Emma Squire (Media and Communications Manager) addressed the Council in regards to the impending road improvements. One new bus stop, layby and pedestrian crossing will be installed, one bus stop will be replaced and additional street lighting will be installed. The junction of the Ash Road and Fox Corner will be widened and a decaying tree along Upper Stanford will be removed. The improvements will take approximately 16 weeks and there will be one day where the road will have to be closed. Emma will inform the Clerk when she has the date of the road closure and any queries in this regard should be directed to Emma. The Institute apologise for any inconvenience caused.</p> <p>b) Community Sports Pavilion No report was received.</p> <p>c) Lord Pirbright's Hall No report was received.</p> <p>d) Summer Fair 2024 (08/06/2024) Cllr Small reported that the fair had been a success. Cllr Graham raised a concern over the classic car display on the green which, it was felt, could cause damage if ground conditions were not suitable. It was also felt that there was the potential for an accident as the cars were leaving and manoeuvring around the general public and for future events a specific risk assessment might be requested. Upon inspection of the drains, in the days following the show, the LPH Secretary was satisfied that the drains were in good order and that the deposit held could be returned to the Church.</p> <p>e) Report from the Mayor of Guildford, Cllr Sallie Barker MBE The Mayor introduced herself and expressed her gratitude for being invited to the Armed Forces Day event on 29/06/24. The Mayor has close ties with the military, having served in the TA at Deepcut for 20 years and also being familiar with the village of Pirbright from her Morris dancing days. Cllr Barker will</p>

PIRBRIGHT PARISH COUNCIL

	<p>focus her mayoral year on creating links throughout the borough to benefit a range of charities and causes.</p> <p>f) Report from Borough and County Councillor Witham Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for May 2024 A list of receipts and payments for the month of May 2024 was circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: <i>Cllr Graham moved to approve the May 2024 Receipts & Payments. This motion was proposed by Cllr Austin and seconded by Cllr Small. The motion was unanimously carried and the documents were duly signed by Cllr Small. Cllr Graham being the voucher authenticator was unable to sign the May Receipts & Payments as per PPC's Statement of Internal Controls.</i></p> <p>6.2 To Adopt the new NALC Model Financial Regulations into Governance NALC have released an updated set of Financial Regulations. Changes to the tendering process have been made. These were discussed and approved by members. ACTION: <i>Cllr Graham motioned to adopt the Model Financial Regulations into governance. This motion was proposed by Cllr Small and was seconded by Cllr Austin. The motion was unanimously agreed. The new Financial Regulations will be adopted by PPC and uploaded to the PPC website.</i></p> <p>6.3 To Discuss the 2021 Football Club Grant The Pirbright Football Club applied for a grant from the Football Federation based on a pitch report submitted. The report outlined various improvements which were then carried out by PPC's greens maintenance contractor. The Club received a payment of £4,100 from the Federation for this work. PPC approached the Club for reimbursement and the current treasurer has agreed to transfer the amount of £3,543.66 to PPC. ACTION: <i>Cllr Graham motioned to accept a reimbursement of £3,543.66 from the football club. This motion was proposed by Cllr Graham and seconded by Cllr Small. The Clerk will contact the treasurer to accept the payment.</i></p> <p>6.4 To Discuss the Ocean Parking proposal for Avenue D'Cagny & Sandspits car parks Members of the council met with officers of Ocean Parking on 23/5/24 and options for both car parks (along with the LPH car park) were discussed. The Clerk circulated a file note of this meeting to members prior to the meeting. The Pay & Display provision was discussed and initial thoughts raised. Members consider that more thoughts and other opinions are required before making a decision and this item will be raised again at the July meeting. ACTION: <i>The motion to carry this item over to the July meeting was proposed by Cllr Small was seconded by Cllr Graham. The motion was carried unanimously.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>24/P/00448 Mazamboni Equestrian Centre, Stanley Hill, GU24 0DN Change of use of equestrian land and buildings to education (special education needs school) use class F1(A) and provision of associated car parking, access and landscaping. PPC Comment: <i>PPC raise no objection to the principle of the proposed use. Subject to the condition that permitted development rights be withdrawn and no new buildings are proposed that would compromise the openness of the Green belt. This application is incompatible with past permissions for the redevelopment of the site (22/P/01591) and it is not clear what the intentions are in that regard. Also application 24/P/00425 remains outstanding. These should be revoked or a s106 imposed to prevent their implementation. In the absence of this, PPC would raise objection to the potential cumulative impact of development on the Green Belt. PPC maintain their objection to 24/P/00425 which proposes a new residential dwelling of substantial proportions on existing Green Belt land which extends the envelope and impact of buildings on the openness of the Green Belt to the north of this application and which cumulatively would develop an open and previously green field site north of the stable complex and would cumulatively, significantly increase the level of activity in the Green Belt, contrary to the GBC Local Plan and NPPF. (A further comment on 24/P/00425 was also submitted at this time). A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</i></p>

PIRBRIGHT PARISH COUNCIL

	<p>24/P/00712 & 24/P/00713 The Lodge, Stanley Hill, GU24 0DN Planning and Listed Building Consent for the change of use from ancillary outbuilding to independent residential dwelling house together with a front porch and minor fenestration changes. PPC Comment: PPC raise objection. This was an open sided farm building that became ancillary to the residential use and was converted from its previous use to form a gym and ancillary accommodation. PPC commented at the time it should not be used as primary living accommodation and should not be a separate dwelling. The conversion appears to have already taken place and made into primary living accommodation that is not in accordance with the original permission. This is not in accordance with Local Plan and NPPF Green Belt policy and it is noted that this is an unsustainable location without access to services or public transport options. Notwithstanding this objection, if permitted, then permitted development rights should be removed preventing any further intensification of the use or further extensions. A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</p> <p>24/P/00704 14 Bullswater Common Road, GU24 0LZ Variation of conditions 2 (drawings) and 3 (materials) of planning application 23/P/01656 approved 22/11/2023 for a single storey rear extension following demolition of existing conservatory. Changes to external wall finish material. PPC Comment: PPC raise no objection. A motion to submit this comment was proposed by Cllr Sands and seconded by Cllr Small. The motion was unanimously carried.</p> <p>24/P/00736 & 23/P/01957 The Old House, The Green, GU24 0JE Application under section 73 of the Town and Country Planning Act 1990 (as amended) for the variation Condition 2 (drawing numbers) to accommodate a change in design of planning permission 23/P/01957 approved 29/02/2024 for the erection of an outbuilding. PPC Comment: PPC raise no objection. A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</p> <p>24/P/00813 Lord Roberts Centre, Bisley, GU24 0NP Certificate of lawfulness for an existing development to establish whether the use of two storage units on site has begun more than 10 years before the date of this application. PPC Comment: PPC raise no objection. A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</p> <p>24/P/00810 Lord Roberts Centre, Bisley, GU24 0NP Change of use of part of the Lord Roberts Centre from a conference centre/shooting range (use class Sui Generis) to a new CNC-related training facility (use class Sui Generis). PPC Comment: While significant additional traffic will be generated, this is capable of being accommodated within the site and is supported by a transport statement. Hence, subject to the views of SCC Highways and GBC. PPC would not raise objection to the application as long as these uses are retained. A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</p>
8.	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on Tree Management As noted in the Communications sent/received, a tree in the Sandpits, which PPC are responsible for has died. The Clerk has applied for planning permission to have the tree removed. Once planning permission has been received the Clerk will seek quotes to have it removed and will bring these to the next meeting.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment</p> <p>8.2.1 To Discuss the SWT Pond Biodiversity Net Gain Survey and its findings The report was circulated to members prior to the meeting. The Clerk contacted SWT to arrange a brief meeting for SWT officers to give an overview to councillors of the report. SWT have suggested either Friday 15th June or the week beginning Monday 17th June. ACTION: Cllr Small volunteered to attend the meeting with the Clerk. The Clerk will arrange this meeting and produce a file note for the next meeting.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues including the Sandpits Car Park The Clerk had received a complaint from one of the neighbours sharing the track to the car park that the condition of the car park was unacceptable and that in downpours the car park became flooded. The Clerk circulated a list of repairs that had been undertaken over the last 4 years and the cost of a second soak away installation. These repairs amounted to £4,676.20. The current state of the car park was discussed and it</p>

PIRBRIGHT PARISH COUNCIL

	<p>was considered that some levelling with road planings would improve the surface. The area immediately at the entrance seemed to be the worst and this part of the car park would require contributions by The Old School House, SWT, Bexon and the Tennis Club.</p> <p>ACTION: <i>Once agreement has been reached by adjacent properties to contribute to the surfacing improvements, the Clerk would instruct a contractor to improve the surfacing by levelling with road planings.</i></p>
	<p>NEWSLETTER To Confirm Items for the July 2024 Issue of the PeriNews It was agreed that the July issue of the PeriNews should contain an article seeking a new family to maintain the phone box, details of grants available to groups and clubs via SCC and Cllr Witham and thanks to the MoD and all those who would have attended the Armed Forces Event.</p>
10.	<p>CHAIR'S CONCLUSION To Receive Chair's Notices & Members' Questions No Notices or Members' questions were received.</p>

The meeting ended at 9pm

Signed.....

Date.....