

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 9th July 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 Woollett (Chair)
Cllr Graham
Cllr Small
Cllr Watson

Officers of the Council
Mrs Helen Myers (Clerk/RFO)
Cllr Bilbe (GBC)

Members of the Public
None present

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Receive Members' Apologies for Absence Apologies of absence were received from Cllrs, Fidgett, Austin and Sands who were travelling. Shadow Councillor Rowe gave his apologies as he was on holiday and Cllr Witham also gave his apologies as he was attending a meeting elsewhere. Vice Chair Cllr Woollett agreed to act as Chair for this meeting.</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><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (11/06/2024) 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 Woollett declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 11/06/2024. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (11/06/2024) was proposed by Cllr Graham and seconded by Cllr Small. The Minutes were unanimously approved and signed by Cllr Woollett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising <u>Sandpits Car Park Surfacing</u> The Clerk had received a quote for repairing the surface damage in the car park with tarmac planings of £360 plus VAT. This included adding planings to the area at the entrance to the car park which could be a shared cost. The Clerk has not moved this forward or liaised with residents as the longer term future of the car park requires discussion before further action is taken. These discussions were not possible at the June meeting with too many councillors absent. The car park is becoming an increasing burden on parish council finances with no benefit to the majority of the community. The Clerk has since received an email from residents who are unhappy at the council's proposal to repair the car park with more planings and would like a meeting with the council to discuss a more permanent solution. ACTION: Councillors discussed this issue and it was decided to schedule a Working Group meeting in the coming weeks to discuss this item. The Clerk will liaise with members to find a suitable date. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was unanimously carried.</p> <p><u>Pond</u> Surrey Wildlife Trust carried out various surveys of the Pond and its immediate environment. The Clerk and Cllr Small attended a further meeting with ecologists from SWT to expand on their previous report and the likelihood of the pond becoming a BNG credit. SWT's pond surveys did not include a study of whether Great</p>

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Crested Newts were present. The Clerk therefore proceeded to have this survey carried out at a cost of £165 via Cellmark DNA testing. The report from this testing is due imminently. The pond would constitute 0.74 of a credit. The dredging is set to proceed in September as planned and as part of the grant aid awarded by GBC in 2022.

ACTION: *Members discussed the possibility of the BNG credit and instructed the Clerk to find out more about how this could be progressed. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried.*

Playground

Bench 18 was removed on 05/06/24. A replacement made from recycled plastic would cost in the region of £456 excl VAT and labour costs to install and fix to the concrete plinth.

RESOLUTION: *Members resolved for the Clerk to purchase a new bench made from recycled plastic. The motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried.*

Dead Chamaecyparis Tree at entrance to Sandpits Cottages

The Clerk has obtained two quotes for the work. Both contractors have been used successfully and satisfactorily in the past by the council. Planning permission has been obtained from GBC to remove the tree. To remove all arisings from site and stump grind to below ground level

Quote A: £260.00

Quote B: £290.00

ACTION: *Members instructed the Clerk to proceed with Quote A. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried.*

W Davis Fun Fair

The fair arrived on Monday 1st July and was open to the public from Thursday 4th July to Sunday 7th July. The Clerk spoke to Mr Davis who said that the weather had impacted their business but that they would like to return in the future. The fun fair was positively received by residents with many positive comments and only one complaint received.

Pavilion Bar Shutters

It had not been possible to fit these as part of the build. The Clerk liaised with the Cricket Club and the dimensions were confirmed and a supplier contacted. PPC has now purchased the shutters which will become part of the fixtures and fittings of the pavilion.

Dates for Parish Meetings in 2025

The Clerk circulated the following proposed dates for parish meetings in 2025. All meetings will begin at 7.30pm (unless otherwise arranged) and will be held in the Committee Room of LPH (except the Parish Assembly which will take place in the main hall).

Tuesday 7th January 2025

Tuesday 11th February 2025

Tuesday 11th March 2025

Tuesday 8th April 2025

Monday 14th April 2025 – Parish Assembly

Tuesday 6th May 2025 – Annual Meeting of the Council

Tuesday 10th June 2025

Tuesday 8th July 2025

Tuesday 9th September 2025

Tuesday 7th October 2025

Tuesday 11th November 2025

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 given warning by SCC that the top of Dawney Hill will be closed within 18 months of 01/07/24 for the pedestrian upgrade at Pirbright Arch.

3.2.2 The Church would like to ascertain the hire fee for the village green and village hall for the 2025 Summer Fair.

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	<p>RESOLUTION: Members discussed this and resolved that the fee would not increase for 2025 and would remain at £300 for the Green and Village Hall with a £200 refundable deposit. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was unanimously carried.</p> <p>3.2.3 Residents contacted the Clerk to complain about the road drain outside Francis Place which appears to be sinking. The Clerk reported this to Surrey Highways. This drain was repaired/raised on 8th July 2024.</p> <p>3.2.4 Cllr Watson informed the Clerk that the Post Office at Brookwood was closing on 29/6/24. The Clerk posted this on the community Whatsapp Group. The Post Office are looking for a new business to take them on.</p> <p>3.2.5 The Clerk was contacted by a representative of the Cricket Club who are looking to install more drainage into that area of the sports field. The Club are looking for documentation of when this was completed previously some years ago. The Clerk will look into what documentation the parish council holds.</p> <p>3.2.6 A further complaint has been received in regards to the pavement running past the surgery. The Chair of PPC directed the resident to the Surrey Highways complaints portal and informed the resident that PPC and Cllr Witham had both reported this portion of pavement as needing repair.</p> <p>3.2.7 A resident contacted the Chair of PPC to complain about the leaf litter, mulch and dirt on the pavement outside The Old Vicarage.</p> <p>3.2.8 The Clerk was contacted by the Head of Youth Development, Dorking Wanderers Football Club who were looking for a sports pitch to hire. The pitch is being utilised to its full extend and the Clerk therefore let the Club know that PPC would not be able to help them.</p> <p>3.2.9 The Clerk was contacted by two sets of residents offering to take on the phone box. Both families are local and so the Clerk agreed to the request that she received first.</p> <p>3.2.10 Mr Al Pinkerton (Liberal Democrats) has become MP for Surrey Heath.</p> <p>3.2.11 The Clerk has been contacted by the Surrey Sussex Air Ambulance to request a donation towards the running costs of their charity.</p> <p>RESOLUTION: Members discussed this request and although having huge admiration for their work, PPC would not be giving a grant. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was unanimously carried.</p>
4.	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (11/06/2024)</p> <p>Cllr Graham raised the issue of Reliance Ambulance Services not attending the Armed Forces Event without notice.</p> <p>ACTION: Cllr Woollett suggested that first aid provision for next year's event should be pushed onto the MoD if possible. This motion was proposed by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried.</p>
5.	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Community Sports Pavilion</p> <p>Cllr Woollett stated that a draft agreement between LPH and the Clubs had been drawn up and would be proposed at the meeting with clubs on 30th July 2024.</p> <p>b) Lord Pirbright's Hall</p> <p>Cllr Woollett stated that a Trustees meeting had taken place prior to the parish meeting and a maintenance list for the hall had been drawn up. Demand for more storage and a number of cupboards was high and the Trustees would look at freeing up some space for new hirers. A Trustees' walk through would be arranged for August to take an inventory and to look at storage solutions.</p> <p>c) Report from Borough Councillors</p> <p>Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p>

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	<p>Cllr Bilbe stated that the political scene had changed with Woking, Surrey Heath and Guildford all becoming Lib Dem seats, notwithstanding a labour majority in Parliament. GBC were looking to review the local plan and the planning system generally. Cllr Bilbe advised being vigilant and to report enforcement issues.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the Receipts & Payments for June 2024 and First Quarter Statement A list of receipts and payments for the month of June 2024 were circulated prior to the meeting. A spreadsheet illustrating the first quarter accounts was also circulated to members prior to the meeting. These documents were discussed and approved by members. RESOLUTION: Cllr Woollett moved to approve the June 2024 Receipts & Payments and first quarter statement. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried and the documents were duly signed by Cllr Woollett.</p> <p>6.2 To Discuss and Approve a further years' Agreement on the Waffle Tram The Clerk requested a further years' extension on the Waffle Tram Agreement. This was discussed and agreed by those present. ACTION: Cllr Woollett motioned to draw up a further year's Agreement which would follow the same terms as last year and be signed by the Clerk on behalf of PPC. This motion was proposed by Cllr Woollett and was seconded by Cllr Watson who will check the Agreement before sending. The motion was unanimously agreed.</p> <p>6.3 To Set Dates for the 2025 Parish Meetings A list of proposed dates for 2025 were circulated to members prior to the meeting. ACTION: Cllr Woollett motioned to accept the dates and publish them on the PPC website. This motion was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously and the Clerk will publish the dates.</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. Members suggested they form a Working Group to discuss the options. ACTION: The motion to form a Working Group and to organise a meeting to discuss the car parks was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously and the Clerk will set up a Working Group meeting as soon as possible.</p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>24/P/00882 Old School House, School Lane, GU24 0JN Proposed erection of car port following demolition of existing outbuildings. 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/00879 The Gate House, Burrow Hill, GU24 0JS Certificate of Lawfulness proposed development to establish whether the erection of conservatory to rear elevation would be lawful. PPC Comment: PPC would make no comment as this is a certificate of lawfulness. 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/00893 20A Rapleys Field, Pirbright, GU24 0LT Installation of stone driveway, incl associated tarmac hardstanding from driveway, across existing verge to connect to highway to form a dropped kerb. 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>APP/Y3615/W/24/3344351 Land adjacent The Willows, Gole Road. Appeal to Planning Inspectorate for change of use. PPC Comment: PPC will restate its original objection in the strongest terms to this application. A motion to submit this comment was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried.</p>

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8.	<u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Receive and Update on Tree Management As noted in the Communications sent/received, the dead tree in the Sandpits will be removed. 8.2 To Receive an Update on the Management of the Green and Local Environment Cllr Graham noted that the litter bins on the Green often contained takeaway pizza boxes which are very bulky. Members suggested that the Clerk should liaise with various food vendors to see if she could establish where these are coming from. Cllr Graham also suggested that the recycling of rubbish produced by LPH and the cricket club should be looked at again and added to the Agenda for the Clubs meeting. 8.3 To Receive a Report on any Parking and Traffic Issues No report was received. As noted above a Working Group has been formed and a meeting of this group will be called to discuss parking.
	<u>NEWSLETTER</u> To Confirm Items for the August 2024 Issue of the PeriNews It was agreed that the August issue of the PeriNews should contain an article thanking a local hero from Fox Corner for his help prior to the Armed Forces Day event. Information should also be given about the forthcoming Pond works to begin in September.
10.	<u>CHAIR'S CONCLUSION</u> To Receive Chair's Notices & Members' Questions No Notices or Members' questions were received.

The meeting ended at 20.58pm

Signed.....

Date.....