

PIRBRIGHT PARISH COUNCIL



Minutes of the Parish Council Meeting held in the Committee Room of Lord Pirbright's Hall on Tuesday 10th September 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 Austin
Cllr Graham
Cllr Small
Cllr Watson
Shadow Cllr Rowe

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

Four residents of the parish

1.	<p>FORMALITIES</p> <p>1.1 To Elect a Chair and Vice Chair As per the LGA 1972 s88 the first business to be conducted following the resignation of Cllr Fidgett was the election of a Chair and Vice Chair. Cllr Watson proposed that Cllr Woollett be elected as Chair, this motion was seconded by Cllr Small. The motion was unanimously carried and Cllr Woollett was voted in as Chair of the Parish Council. Cllr Small proposed that Cllr Graham be elected as Vice Chair, this motion was seconded by Cllr Watson. The motion was unanimously carried. RESOLUTION: Cllr Woollett is elected as Chair and Cllr Graham as Vice Chair.</p> <p>1.2 To Receive Members' Apologies for Absence Apologies of absence were received from Cllr Sands who was unwell, Cllr Witham who was travelling and Cllr Bilbe.</p> <p>1.3 To Receive Members' Declarations of Interest on any Agenda Item below Cllr Small declared an interest in Item 6.3 and would therefore not take part in any discussion on that subject. No other interests were declared.</p>
2.	<p>MINUTES</p> <p>2.1 To Approve the Minutes of the previous Meeting (09/07/2024) 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, Cllr Woollett declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 09/07/2024. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (09/07/2024) was proposed by Cllr Small and seconded by Cllr Austin. 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 received an email from residents who are unhappy at the council's proposal to repair the car park with more planings. Both the council and residents are seeking a longer term solution and this will be discussed under Item 6.3.</p> <p><u>Pond</u> The Cellmark DNA testing has resulted in a report coming back to PPC to state that no new DNA is present in the pond. An article appeared in the August and September PeriNews alerting residents to the</p>

PIRBRIGHT PARISH COUNCIL

maintenance works which are due to take place from 09/09/24 as part of the grant aid awarded by GBC in 2022. The cost to the parish for this project is £14,425.

Armed Forces Day – Saturday 28th June 2025

The Clerk is working with the MoD to begin organising next years' event. The date has been set for 28/06/25 and the Clerk would ask that Councillors put this date in their diaries and make themselves available to assist in the lead up to this date as the only event in the diary for 2025.

VAT Return

The Clerk submitted a VAT return for March 2024 plus the first quarter of 2024. This was received from HMRC on 28/08/2024.

Playground Engineering Inspection

PPC's insurers inspected the playground equipment and its environment On 05/08/24. The Clerk accompanied the Engineer and the Playground was assessed as safe and requiring no alterations. The Playground continues to be a central point of focus and attraction to the village and a widely used and widely appreciated asset of the parish council.

The Clerk would like to revisit the replacing of the longboard in the playground. This was installed in 2019 to replace the see-saw which had fallen into disrepair. A poll of Pirbright Primary School was taken and the longboard was chosen. This piece of equipment was purchased in 2019 at a cost of £5,510.00. New Wetpour surfacing was installed around the longboard in 2021 at a cost of £4,116.67 using the GBC Section 106 monies. The Clerk would suggest that monies would be better spent on a new basketball area which has had several complaints over the past few years due to its worn condition.

ACTION: *Members agreed that the ethos of PPC was to replace items of equipment when they were no longer repairable or became unsafe. As the longboard was a recent addition it would not be replaced.*

Lampriere Trust Grant

The Clerk would like to suggest that PPC applies for a grant from the Trust towards a new basketball area to replace the old existing one.

ACTION: *Members agreed to this proposal and the Clerk will report back at the next meeting.*

Basketball Area – Your Fund Surrey Small Community Projects Fund

The Clerk would like to work with a local resident who expressed a desire to refurbish/install a new basketball area in the recreation ground. YFS Small Community Projects Fund is available for projects up to £50,000 and the closing date for this fund is 31 January 2025.

ACTION: *Members supported this action and the Clerk will report at the next meeting.*

SLCC How to Market your Parish to Attract Visitors Webinar. Tuesday 6th August 2024 (1 CPD)

The Clerk attended this webinar and will begin to put together a "Welcome to Pirbright" page on the PPC website giving visitors to the village information on local amenities, and suggesting potential walks around the parish.

PPC Village Green Byelaws

The Clerk has uploaded these to the PPC website and would suggest incorporating them into the PPC Hiring of the Green Policy once she has attending an upcoming Webinar on the subject. The Clerk will report at the next meeting.

PPC Annual Insurance Premium

PPC's 3 year insurance term is expiring. The Clerk has sought a further 3 year insurance plan with the current insurance provider. Members discussed the possibility of a multi-plan to cover PPC and LPH.

ACTION: *A proposal for the Clerk to look at the cost of a combined policy was proposed by Cllr Small and seconded by Cllr Woollett. The Clerk will therefore, in consultation with the Chair, renew whichever policy type is more cost effective.*

War Memorial & Cross

The figure and cross are due to be reinstated into the stone plinth at St Michael & All Angels Churchyard on 01/10/24.

PIRBRIGHT PARISH COUNCIL

3. **PUBLIC FORUM & COMMUNICATIONS**

3.1 To Receive any Representation from Members of the Public

The new owner of The Duchies, Mill Lane wished to address the council on his proposed planning application. The owner wished to express his wish that if the parish council had any questions or concerns about the application that they should approach him directly. The owner gave his details to the Clerk.

Three residents living adjacent to the Sandpits Car Park wish to voice their concerns over the current state of the Sandpits car park surfacing. They feel a long term solution is needed whilst appreciating that PCC does not have the funds to achieve this, they suggested that SCC could, in some way, support an investment in this facility.

ACTION: *A motion for the Clerk to continue with discussions with SCC and Cllr Witham to try and find a funding stream was proposed by Cllr Woollett and seconded by Cllr Watson. A long term solution to the surface condition of the car park with the additional element of safety for children walking through the car park to school should be sought.*

3.2 To Consider Recent Communications Sent & Received

3.2.1 Cllr Witham advised PPC that he had secured agreement with Surrey Highways to repair the pavement along past the surgery at a cost to SCC of £45,000. This work was carried out in August 2024.

3.2.2 The Editor of the PeriNews announced that she is stepping down. A new Editor is being sought. The Clerk put an advert on the PPC website and an article was placed in the August PeriNews. The Clerk has met with several interested residents and has put those interested persons in touch with the current Editor.

3.2.3 Guildford and Waverley Borough Councils have appointed two Strategic Directors to help lead the officer teams at both councils. Julian Higson has been appointed to the role of Strategic Director, Housing, Communities and Environment and Ezra Wallace has been appointed to the role of Strategic Director, Economy, Planning and Place.

3.2.4 GBC has decided to combine the already shared but separate service areas of Planning Development and Planning Policy under one new role at Guildford and Waverley Borough Councils. Claire Upton Brown will become Assistant Director of Planning from 19/08/24.

3.2.5 A resident living off the Henley Gate track (opposite Cobbett Hill Road) off the A324 Aldershot Road has contacted PPC again to say that the rubbish that has been dumped there is still there. Surrey Highways have informed the resident that the likely responsibility is with either with GBC or the MoD. The Clerk suggested that Cllr Witham be once again informed to try and bring these two parties together to either work together to remove this litter or to establish boundaries and liability and to clear the litter before it is seen as a permitted dumping site.

3.2.6 The Cricket Club confirmed that the ECB have approved a 24m Astro pitch to be sited close to the existing grass square. Planning permission has already been granted by GBC.

3.2.7 Village Gateway Signs. The Clerk has been in contact with Surrey Highways over a number of months to follow up on the Gateway signs that deteriorated and were removed on H&S grounds. SCC has stated that these will not be replaced without a 50% contribution from PPC. SCC state that 4 signs will cost £10,000 and would therefore require a contribution from PCC of £5,000. Members discussed the signs and it was agreed that no monies would be assigned to Gateway signs.

RESOLUTION: *The motion to resist allocating funds to replacement Gateway signs proposed by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried.*

3.2.8 A Pre-submission Surrey Heath Local Plan survey was circulated to the Planning Committee. The period for making representations runs from 07/08/24 to 20/09/24. At this stage comments on the "legal compliance" and the "soundness" of the Plan are sought.

3.2.9 Residents of Gole Road contacted Surrey Highways to request that the pavement between the cottages and the Dawney Hill be maintained as it becomes muddy in winter. This was visited by SCC on 08/08/24 and Highways Officers have added it for consideration. Reference number 158318.

PIRBRIGHT PARISH COUNCIL

	<p>3.2.10 Bench 22, close to the entrance to the Gardens became unsafe and has been removed. The plaque has been stored safely and the Clerk will contact the Ancient Order of Foresters to enquire whether they wish to purchase a replacement memorial bench. Bench number 22 was installed on 01//01/91.</p> <p>3.2.11 Residents of Gole Road joined forces to make a formal complaint, addressed to Pedro Wrobel and Al Pinkerton to push for enforcement action to be taken on the Plot at Gole Road that is the subject of several enforcement notices and refused planning permissions.</p> <p>3.2.12 The Clerk reported some fly tipping which was spotted on the B3032, Guildford Road, running between Fox Corner and Pirbright. Reference 00534673.</p> <p>3.2.13 SCC informed PCC that the Pirbright Arch pedestrian improvements will take place in November 2024. PPC is contributing £5,000 towards this project to improve the safety for pedestrians in the parish and ensure it goes ahead. PPC have requested that the inside of the tunnel be re-painted as part of the project.</p>
<p>4.</p>	<p><u>HEALTH & SAFETY</u> 4:1 To consider any Health & Safety Issues arising since the last Meeting (09/07/2024) The Clerk removed bench 22, close to The Gardens as it was unsafe. ACTION: <i>The Clerk will contact the Ancient Order of Foresters to ascertain if they wish to purchase another bench to replace the one that had collapsed.</i></p>
<p>5.</p>	<p><u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on:</p> <p>a) Community Sports Pavilion and Pavilion Clock Cllr Woollett stated that the draft agreement between LPH and the Sports Clubs had issued at a meeting in July. The clubs are enjoying the Pavilion and are now keen to apply for funding in order to undertake more of the grounds maintenance themselves. This was discussed and Cllr Woollett and Cllr Graham will go back to the sports clubs to put the proposals to the clubs. The Pavilion clock was discussed. The clock has been gifted to PPC by Cllr Austin and has become part of the fixtures and fittings of the building. The maintenance of these fixtures falls to LPH and a meeting will be held by the Trustees to look at how funds can be raised to repair the clock which has not run since its installation into the Pavilion tower.</p> <p>b) Lord Pirbright’s Hall Cllr Woollett stated that a Trustees meeting will be arranged over the coming weeks. The LPH clock has been repaired. The men’s toilet flushing system is broken but being repaired. Cllr Woollett stated that he hoped that the Trustees could give the green light to the kitchen refurbishment and replacement doors at the next meeting. Cllr Woollett also stated that the PT using rec area for organised, paying groups would be paying for the use of the area going forward.</p> <p>c) Report from Borough Councillors 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 July 2024 & August 2024 A list of receipts and payments for the months of July and August 2024 were circulated prior to the meeting. These documents were discussed and approved by members. RESOLUTION: <i>Cllr Woollett moved to approve the July and August 2024 Receipts & Payments schedule. 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.</i></p> <p>6.2 To Review and Approve the PPC Hiring of the Green Policy The Clerk suggested that the Village Byelaws (those that are still valid) be added to the policy. Whether or not the pricing should be increased was also discussed but it was proposed by members that this be resolved at the next meeting. ACTION: <i>Cllr Woollett motioned to raise this Item at the next meeting. This motion was proposed by Cllr Woollett and was seconded by Cllr Watson. The motion was unanimously agreed.</i></p>

PIRBRIGHT PARISH COUNCIL

	<p>6.3 To Discuss proposals for the Sandpits Car Parks Various costings have been submitted by grounds work companies. Members confirmed that these costs were prohibitive and that the Clerk should continue to work with SCC to find a solution. ACTION: <i>Cllr Woollett motioned to continue working with SCC and Cllr Witham over this issue. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The motion was carried unanimously.</i></p> <p>6.4 To Review & Approve the PPC Statement of Internal Control for the year 2024-2025 The PPC policy was circulated prior to the meeting. Small amendments were suggested by PPC's Internal Auditors as part of the Internal Auditors checklist for the 2023-24 AGAR. The Clerk has incorporated these suggestions. ACTION: <i>The motion to approve this amended document for one year was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously.</i></p> <p>6.5 To Review & Approve the PPC bank account list of authorised signatories for the year 2024-2025 A list of the current signatories was circulated prior to the meeting. The Clerk requested an authorising signatory for invoices before they are paid using the SignRequest application. Cllr Woollett has agreed to take on this role. RESOLUTION: <i>The motion to approve the current list and add Cllr Woollett as an authorising signature to the SignRequest application was proposed by Cllr Watson and seconded by Cllr Small. The motion was carried unanimously.</i></p> <p>6.6 To Review & Approve PPC's insurance cover for the years 2024 - 2027 The Clerk obtained quotes from two insurance companies prior to the meeting. However, Cllr Woollett suggested looking at the cost to combining the PPC and LPH insurance policies. The Clerk is therefore awaiting further quotes. ACTION: <i>The motion to accept whichever quote is most cost effective was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously and the Clerk will renew PPC's insurance as cost effectively as possible.</i></p>
7.	<p>PLANNING</p> <p>7.1 To Review applications received and other Planning related issues</p> <p>24/P/00770 Brook House, Fox Corner, GU3 3PP Proposed single storey rear extension, rear patio and minor side fenestration changes. PPC Response: <i>PPC raise no objection to this application in principle.</i></p> <p>24/P/01084 Centre for Veterinary Vaccine, Innovation and Manufacturing, Ash Road, GU24 0NF Application for the approval of reserved matters (appearance, landscaping, layout and scale) for the erection of new Centre for Veterinary Vaccine Innovation and Manufacturing (CVIM) facility and associated landscaping and ancillary works following the grant of outline planning permission 15/P/00604 dated 27/07/2016 for the partial demolition of existing buildings and redevelopment of the site to include up to 40,000 sqm of net additional floorspace (to result in a total floorspace of 74,112 sqm) for Class B1 research laboratory campus floorspace, together with ancillary conference centre, sports and other facilities, new road access onto Ash Road and landscaping. All matters reserved except access. PPC Response: <i>PPC raise no objection to this application.</i></p> <p>24/P/01096 Stangate, Malthouse Lane, Worplesdon, Guildford, GU3 3PS Two single storey side extensions (including an attached single garage) following demolition of existing attached double garage, and replacement of bay windows. PPC Response: <i>PPC raise no objection other than insuring work is carried out in accordance with the plans and in materials appropriate to the existing property.</i></p> <p>24/P/01192 Alexander Barracks, Brunswick Road, Brookwood, GU24 0DT Proposed roof replacement from a flat roof to a mono-pitched roof with an increase in building height by 100mm, together with a new cantilever guttering system, trisomet composite roof system and like for like replacement cladding. PPC Response: <i>PPC raise no objection to this application.</i></p> <p>24/P/01192 The Gate House, Burrow Hill, Pirbright, Woking, GU24 0JS Replace dilapidated wooden fence along boundary with School Lane PPC Response: <i>PPC raise no objection to this application.</i></p>

PIRBRIGHT PARISH COUNCIL

	<p>24/P/01116/24/P/01117 The Old Apple Store, Furzehill Place, Stanley Hill, Pirbright, Woking, GU24 0DN. Erection of an outbuilding following demolition of existing outbuilding PPC Response: PPC raise no objection in principle, but it will be essential that the material palette matches the existing building which it is replacing.</p> <p>24/P/01308 Elm Bank, School Lane, Pirbright, GU24 0JN Replacement of tile hanging with webertherm XP render to the front, side and rear of the property. PPC Response: PPC raise no objection to this application.</p> <p>Cllr Graham wished to inform Members that all residents of Rapley's Field who will need to be rehoused during the redevelopment project have found suitable, alternative accommodation.</p>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management and Pond Maintenance The Clerk was informed by SCC that some trees behind The Gardens, and running down through the Woodland towards Cemetery Pales will be removed to create a corridor for butterflies. An article has been placed on the PPC website and residents have been informed.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment including a request from the Sports Clubs to undertake ground care on the sports pitches Cllr Woollett will present prepared options for grounds care to the Cricket and Football clubs and will report to the next meeting as to what level works the clubs wish to take on.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues No report was received.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the October 2024 Issue of the PeriNews It was agreed that the October issue of the PeriNews should contain an article thanking Cllr Fidgett for his 13 years of outstanding service. A further article will be written asking for members of the community to come forward to volunteer for the role of Shadow Councillor and get involved in parish affairs. A further article will announce the return of the War Memorial.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions No Notices or Members' questions were received.</p>

The meeting finished at: 21.00hrs.

The next meeting was announced as Tuesday 15th October 2024 at 19.30hrs.

Signed.....

Date.....