

# PIRBRIGHT PARISH COUNCIL



## Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 11<sup>th</sup> February 2025 at 7.30pm

The meeting was held in 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  
Cllr Rowe

### **Officers of the Council**

Mrs Helen Myers (Clerk/RFO)  
Cllr K Witham (SCC/GBC)  
Cllr D Bilbe (GBC)

### **Members of the Public**

1 Resident of the village

1.	<p><b>FORMALITIES</b></p> <p><b>1.1 To Accept Apologies and reasons for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)</b> Apologies of absence were received from Cllr Sands as he is unwell. These apologise were accepted by members and Minuted.</p> <p><b>1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below</b> None were declared.</p>
2.	<p><b>MINUTES</b></p> <p><b>2.1 To Approve the Minutes of the previous Meeting (02/01/2025)</b> 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 02/01/2025. <b>RESOLUTION:</b> A motion to approve and sign the Minutes of the previous meeting (02/01/2025) was proposed by Cllr Graham and seconded by Cllr Rowe. The Minutes were unanimously approved and signed by Cllr Woollett.</p> <p><b>2.2 To Receive the Clerk's Report on Matters Arising</b></p> <p>3.1 The Clerk would like to confirm the Flag flying days (UK) for 2025 as follows:</p> <ul style="list-style-type: none"><li>• 10 March: Commonwealth Day</li><li>• 9 April: Wedding Anniversary of HM The King</li><li>• 23 April: St George's Day (in England)</li><li>• 6 May: Coronation Day of HM The King</li><li>• 14 June: Official Birthday of HM The King (announced annually)</li><li>• 21 June: Birthday of HRH The Prince of Wales (The Duke of Rothesay)</li><li>• 28 June: Armed Forces Day</li><li>• 17 July: Birthday of HM The Queen</li><li>• 8 September: Accession Day of HM The King</li><li>• 9 November: Remembrance Day (second Sunday in November)</li><li>• 11 November – Remembrance Day</li><li>• 14 November: Birthday of HM The King</li></ul> <p>3.2 Under Section 33 of the VAT Act 1994, PPC's quarterly VAT reclaim was made at the end of December and PPC have received the amount claimed from HMRC.</p>

# PIRBRIGHT PARISH COUNCIL

	<p>3.3 Plot 1, Gole Road, Pirbright, GU24 The Clerk received notice that the latest Appeal has been dismissed by the Planning Inspectorate. The Clerk has written to Claire Upton-Brown on behalf of PPC to ask for the next steps that will be taken via the Enforcement team to remove the illegal buildings and facilities from the site. GBC responded to inform PPC that an officer had been assigned to look at enforcement.</p> <p>3.4 ATC Pirbright have contacted to Clerk to state that they will not put together an Armed Forces Day in 2025 but would like to return to the Green in 2026.</p>
3.	<p><b><u>PUBLIC FORUM &amp; COMMUNICATIONS</u></b></p> <p><b>3.1 To Receive any Representation from Members of the Public</b> No representations were made.</p> <p><b>3.2 To Consider Recent Communications Sent &amp; Received</b></p> <p>3.1 Officers at GBC leading the Emergency Planning &amp; Resilience team have stated that in the event of a major incident, officers will email Clerks and Councillors directly in an attempt to disseminate information and advice as quickly as possible to parishioners. Likewise, if Clerks and Councillors become aware of an incident within their parish they are encouraged to email <a href="mailto:emergency_planning@guildford.gov.uk">emergency_planning@guildford.gov.uk</a>.</p> <p>3.2 The Clerk has received a donation of £40 from the Pirbright W.I. towards the Pirbright Village Newsletter. The W.I. have an entry each month in the newsletter letting people know about their weekly café whilst the Country Market is running. The Clerk, on behalf of PPC, has supplied the W.I. with a large jar of coffee and a box of tea bags in order to help with their café which also serves as a Warm Hub to the community. The Clerk has sent a message to the W.I., thanking them for their kind donation.</p> <p>3.3 The Clerk worked with a regional cycling association to use the pavilion car park and referee's toilet facilities for 60 cycling members to use Pirbright as a registered stop and recharge station. This would have brought a welcome hire fee for LPH. Unfortunately, the event was cancelled due to bad weather. The LPH secretary is looking at engaging more cycling groups to replicate this event.</p> <p>3.4 The Clerk has spoken to the Project Manager for the redevelopment of the Airy Houses in Rapley's Field (Nos 17, 18, 5 &amp; 6) further to Cllr Graham mentioning a substantial amount of mess in the front garden of No 17 and the rear garden of No 5. The Clerk forwarded photos to the Officer and has also advised that windows are open. The Project Manager will secure the properties and look into removing the rubbish as work is not due to start until May 2026.</p> <p>3.5 The Clerk contacted Officers at GBC, Surrey Highways and Flooding at SCC to report flooding at (a) Swallow Pond Bus Stop, (b) The Green Bus Stop and (c) Connaught Road Bus Stop which made things very difficult for those travelling by bus and school children. In liaison with SCC Highways Officers in regards to (b) The Green, a manhole cover was found under 4 inches of soil and grass on the little Green and having found this drain, a blockage was cleared and the flooding resolved in this location. SCC Highways worked at the (a) Swallow Pond location and cleared all drains, this area has also now been cleared. The Clerk will follow up on (c) Connaught Road, but SCC crews are at this location currently. The Clerk has also arranged to attend the Worplesdon Flood Forum on 14<sup>th</sup> March 2025 and report to members at the May meeting.</p> <p>3.6 The Clerk emailed details of the Guildford Flood Alleviation Scheme event which will take place at the Electric Theatre, Onslow Street from 13hrs to 17hrs on 22/02/25 and online on 26/02/25 at 19.30hrs to 20.30hrs. The event is free and the Clerk has signed up to the webinar on 26/02/25.</p> <p>3.7 Flooding has been reported to the GBC by residents at a location in Vapery Lane.</p> <p>3.8 The Clerk has received complaints regarding the condition of Blind Lane (Footpath 297). The Clerk has contacted SCC Countryside Team who are responsible for rights of way. A Complaint reference of IC40863 has been issued</p> <p>3.9 The Clerk has again received complaints about the condition of the entrance track leading to Gibbs Acre and Cowbridge Meadow. The deterioration of the entrance is due to a blocked drain which has created a large pot hole. The Clerk has contacted SCC and Officers are looking at resolving this issue.</p>

# PIRBRIGHT PARISH COUNCIL

	<p>3.10 A local resident has taken over the Village Phone Box from ex-Cllr Eason and has suggested using it initially as a seed swap and will change up the ideas/uses as time goes on. The Council are most grateful to this resident.</p> <p>3.11 The Tennis Club have been contacted by SCC as they have received complaints regarding the leylandi hedge adjacent to the pavement in School Lane. The Chair of the Tennis Club has responded and stated that the hedge will be cut in due course.</p> <p><b><u>Clerk's Forum (21/01/25) with SALC</u></b>  <u>Devolution White Paper</u>          There has been minimal mention regarding Parish Councils but SALC notes that Government are pushing for stronger community engagement and a rewiring of the relationship between Town and Parish Councils. SALC are awaiting a further Communities White Paper to define more clearly where Parish Councils sit on the devolution journey going forward. County Councillors will be making PPC aware of any services that might be removed from GBC and put on to the shoulders of PPC if community support exists for devolution. Priority is to focus on establishing a Strategic Mayoral Authority but Surrey remain open as to the geographical set up and remain open to neighbouring counties. There will potentially be a consultation in the summer of 2025. PPC having the General Power of Competence will be a great asset going forward.</p> <p>3.12 The Clerk has received a donation of £50 from the Pirbright Horticultural Society towards the Pirbright Village Newsletter. The PHS have regular entries in the newsletter letting people know about their talks. The Clerk has sent a message to the PHS thanking them for their kind donation.</p> <p>3.13 The Clerk was made aware that the pedestrian improvements at Pirbright Arch will begin on 17/02/2025 for 6 days. During this first phase, Pirbright Arch will be closed to all traffic. Phase two will begin on 23/02/2025 when temporary traffic lights will be in place until 21/03/2025. The Clerk has posted the closure notice on the PPC website, has informed the local schools and will post on the local Facebook groups.</p>
4.	<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>4:1 To consider any Health &amp; Safety Issues arising since the last Meeting (02/01/2025)</b>          No issues were reported.</p>
5.	<p><b><u>REPORTS (for information, unless urgent action is required)</u></b>  <b>To Receive Updates on:</b></p> <p><b>a) Community Sports Pavilion</b>          Cllr Woollett stated that LPH are making progress on the lease arrangements with the sports clubs. The LPH Secretary is currently pulling together a years' worth of finance figures to enable the LPH Trustees to balance the finances going forward. Currently the Pavilion is showing a modest profit and in line with the Charity's constitution, it aims to remain at this level. PPC are working on progressing the agreement to cover pitch maintenance with a sub group of councillors being set up. Cllr Woollett is hoping to share final drafts with full council prior to next meeting, in order for them to be tabled at next meeting for approval.</p> <p><b>b) Lord Pirbright's Hall</b>          Cllr Woollett stated that the annual financial accounts had been filed with the Charities Commission. Recently a number of issues have arisen with the drains around the hall but Cllr Woollett wished to reassure members that these are being dealt with. New doors are scheduled to be installed before the end of March. There is a need to start looking at significant fund raising and/or grants to get ahead of some extensive maintenance projects that will be needed in the coming years and Cllr Woollett stated that a fund raising campaign would be developed over the next financial year to address this. Hiring rates will increase by 5% from 1 April 2025 and further charges will come into force in the summer of 2026 for commercial businesses. Local clubs and societies will be considered separately. The Trustees will perform a consultation during 2025.</p> <p><b>c) Report from Borough &amp; County Councillors</b>          Cllr Bilbe stated that GBC has a new finance team and that there will be upward pressure on all types of fees. Car parking charges were forecast to rise again and all other fees were likely to rise by approx 14% in order for GBC to balance its budget. Cllr Bilbe stated that there were no details in regards to unification as yet but that the move could provide a cost saving. Local elections have been postponed for 1 year which councillors regards as a cost saving measure rather than a way to avoid elections. All</p>

# PIRBRIGHT PARISH COUNCIL

	<p>councils are seeing changes around the planning framework (NPPF) since amendments came into place in December 2024. The Government are pushing for a 58% increase in house building, with changes to green belt conditions.</p> <p>Cllr Witham circulated his monthly newsletter to members prior to the meeting and also added that the timescale to introduce unitary authorities was very short. Surrey CC have been asked to submit their initial thoughts by March 2025 with final thoughts by May 2025 in order to be ready for May 2026 elections.</p>
	<p><b><u>FINANCE &amp; GOVERNANCE</u></b></p> <p><b>6.1 To Discuss &amp; Approve the PPC Receipts &amp; Payments for December 2024 and January 2025</b> A list of receipts and payments for the month of December 2024 and January 2025 were circulated prior to the meeting. These documents were discussed and approved by members. <b>RESOLUTION:</b> Cllr Woollett moved to approve the December 2024 and January 2025 Receipts &amp; Payments schedules. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried and the documents were duly signed by Cllr Woollett.</p> <p><b>6.2 To Discuss and Approve the Third Quarter Statement</b> A statement for the third quarter was circulated to members prior to the meeting. This statement was discussed and approved by members. <b>RESOLUTION:</b> Cllr Woollett moved to approve the Third Quarter Statement. This motion was proposed by Cllr Austin and seconded by Cllr Small. The motion was unanimously carried and the Statement was duly signed by Cllr Woollett.</p> <p><b>6.3 To Discuss and Approve the Sexual Harassment Risk Assessment</b> The draft Risk Assessment was circulated to members prior to the meeting. This document was discussed and approved by members. <b>RESOLUTION:</b> Cllr Woollett moved to accept the Risk Assessment into Governance and to review the document each year. This motion was proposed by Cllr Watson and seconded by Cllr Graham. The motion was unanimously carried and the Risk Assessment will be entered into the Governance documents on the PPC website and updated annually.</p> <p><b>6.4 To Discuss the 2025 Annual Parish Assembly</b> The Agenda for the Assembly was discussed and it was agreed that a talk by the Dementia UK team and the Surrey Heathland Officer would be welcome additions to the Parish Council's presentation to the electorate. The date will be formally announced at the next meeting as it was felt that 21/04/25 would not be suitable.</p> <p><b>6.5 To Discuss the Pavilion overspend invoice</b> Cllr Woollett stated that further work on the Pavilion's finances was required before making any decisions regarding the overspend and that this item be deferred to the next meeting.</p> <p><b>6.6 To Agree Union Flag flying dates for Council buildings in 2025</b> The Clerk circulated a list of proposed dates published by the Government. These were circulated prior to the meeting. The dates were discussed and agreed and will be published on the PPC website. <b>ACTION:</b> Cllr Woollett moved to agree the dates. This motion was proposed by Cllr Graham and seconded by Cllr Small. The motion was unanimously carried by all councillors and the flag will be flown on those dates.</p>
7.	<p><b><u>PLANNING</u></b></p> <p><b>7.1 To Review applications received and other Planning related issues</b></p> <p><b>25/P/00096 Nettlefield, School Lane, GU24 0JN</b> Conversion of garage to habitable accommodation, new front storm porch and changes to fenestration. <b>PPC Response:</b> PPC raise no objection to the application.</p> <p><b>25/P/00114 Nettlefield, School Lane, GU24 0JN</b> Erection of a car port to the front of the property <b>PPC Response:</b> PPC raise no objection to the application.</p>

# PIRBRIGHT PARISH COUNCIL

8.	<p><b><u>HIGHWAYS &amp; ENVIRONMENT</u></b></p> <p><b>8.1 To Receive and Update on Tree Management</b> No report was received on this matter at this time.</p> <p><b>8.2 To Receive an Update on the Management of the Green and Local Environment</b></p> <p><b>8.2.1. To Discuss the Sports' Clubs Proposed Agreements</b> Cllr Woollett reiterated that LPH are making progress on the lease arrangements with the sports clubs and PPC are working on progressing the agreement to cover pitch maintenance. Cllr Woollett is hoping to share final drafts with full council prior to the next meeting, in order for them to be tabled at next meeting for approval.</p> <p><b>8.3 To Receive a Report on any Parking and Traffic Issues</b> Cllr Graham wished to commend the Clerk for working with SCC to reduce the flooding on the roads through the village as this was making life difficult for pedestrians and would be greatly appreciated. Cllr Graham also reported that several pot holes had appeared in the Avenue D'Cagny car park. <i><b>Resolution:</b> The Clerk will have the pot holes in Avenue D'Cagny assessed and present costs to full Council in the months to come and look to have the pot holes that meet the criteria repaired in the drier weather.</i></p>
	<p><b><u>NEWSLETTER</u></b></p> <p><b>To Confirm Items for the March 2025 Issue of the Pirbright Village Newsletter</b> It was agreed that the March issue should contain an article regarding the pedestrian improvements at Pirbright Arch, noting that whilst PPC appreciate that there will be disruption this will be an upgrade for residents who cycle and walk between Pirbright and Brookwood. A further article would mention the reduced road flooding and a third article would remind residents of the planned works to return the village Green to its former glory once the wet weather has abated.</p>
10.	<p><b><u>CHAIR'S CONCLUSION</u></b></p> <p><b>To Receive Chair's Notices &amp; Members' Questions</b> No Notices or Members' questions were received.</p>

The meeting finished at: 21.50 hrs.

The next Full Parish Meeting is scheduled to take place on Tuesday 11<sup>th</sup> March 2025 at 19.30hrs.

Signed.....

Date.....