

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 10th June 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 D Woollett (Chair)

Cllr L Graham

Cllr K Rowe

Cllr N Sands

Cllr S Small

Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

One resident of the Parish

1.	<p><u>FORMALITIES</u></p> <p>1.1 To Accept Apologies and reasons for Absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)</p> <p>Apologies of absence were received from Cllr Austin who was travelling. These apologies were accepted and granted unanimously by those members present.</p> <p>1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below</p> <p>None were declared.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (06/05/2025)</p> <p>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 06/05/2025.</p> <p><i>RESOLUTION:</i> A motion to approve and sign the Minutes of the previous meeting (06/05/2025) was proposed by Cllr Small and seconded by Cllr Sands. The Minutes were unanimously approved and signed by Cllr Woollett.</p> <p>2.2 To Receive the Clerk's Report on Matters Arising</p> <p><u>AGAR 2024-25</u></p> <p>The completed <u>AGAR Form 3</u> and supporting documents were submitted to PKF Littlejohn (external auditors) on 13/05/2025 papers. Various parts of the AGAR, as required, have been posted on the PPC website and the Notice of Public Rights Form giving the public the right to access the accounts will be uploaded to the website and posted on noticeboards on 30/05/25 and will run from 03/06/25 to 14/07/25.</p> <p><u>White Lines in Parking Bays adjacent to the Pond – Agenda Item 6.4</u></p> <p>Fulks have suggested that white lines could be added to these bays to increase parking spaces and encourage better parking. This would need permission by Surrey Highways but the Clerk is happy to approach SCC if the Council wishes.</p> <p><u>WorkNest – Keeping your Council Compliant and best practice tips - 13/05/25</u></p> <p>The Clerk attended this webinar which covered governance documents and risk assessments for as many scenarios as possible.</p> <p><u>Speed Reduction to Cemetery Pales</u></p> <p>Most of Cemetery Pales falls under WBC but SCC have commissioned surveys and concluded that Cemetery Pales should be reduced to a 40mph limit (currently 60mph). The next stage will be for the</p>

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	<p>Traffic Regulations Order process to be entered into which will involve engagement with the public and the need to consider any objections raised. Cllr Witham will keep PPC updated. SCC have emailed to state that the engagement stage is likely to be several months away.</p> <p><u>Gate onto Main Green and replacement wooden bollards</u></p> <p>The Clerk is in the process of installing a barrier gate onto the main Green. The 2 metal security bollards have been removed and are currently with a local machinist who is attempting to modify them. If this can be achieved the Clerk will have these fitted at the side of the Avenue D'Cagny car park to protect the food pitch area which has been breached recently.</p> <p>Several of the original/older bollards have rotted, leaving gaps in the protection. The Clerk has received a quote for replacements. The cost of each bollard to around £50 per bollard.</p> <p><i>ACTION: It was proposed that the Clerk should order 9 replacement bollards. This motion was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was carried unanimously and the Clerk will order the bollards.</i></p> <p><u>SLCC Surrey Branch Meeting – 21/05/25 at East Horsley Village Hall</u></p> <p>The Clerk attended this Branch meeting along with around 20 other clerks from parishes across Surrey. Devolution was discussed. Sally Harman (Chair of SALC) gave an update. SALC suggested that Clerks contact their Borough and District councils to ask for their Community Asset Transfer Policy and start conversations where possible for the transfer of any assets a parish council wishes to take on. All land transfers should be transferred for £1 as they will be staying within the ownership of a local authority. A copy of GBC's Community Asset Transfer Policy is attached to the Agenda papers. <i>SCC are currently working on a Community Asset Transfer Policy but initial contact with SCC has not been positive with SCC stating that they would not be transferring any assets to PPC and that only the new unitary authority would consider doing this.</i></p> <p><u>Playground Slide</u></p> <p>The crack in the top of the slide was highlighted by a resident using the playground. The crack was not raised or cause any scratches to a child's leg as such but it caused concern to the resident who reported it to the Clerk. The Clerk had arranged for this to be repaired in the spring and so moved the repair forward. The repair was carried out on 26/05/25 at a cost of £130.</p> <p><u>Rocking Horse</u></p> <p>A resident reported that the wooden panel below the running board was disintegrating and sent photos of pieces of wood around the horse. This work was scheduled and budgeted for in the spring of 2025 and so the Clerk moved this work forward, with the warmer weather bringing more visitors. The wooden panels were replaced with exterior wood on 27/05/25.</p> <p><u>Roundabout</u></p> <p>Several of the standing plates are showing signs of wear. The Clerk has budgeted to have these replaced in 2025 but has moved forward to have this work completed ahead of the annual inspection. The Clerk will keep the Council informed as to cost.</p> <p><u>Inspections – Agenda Item 6.5</u></p> <p>The Clerk has contacted MJR Services in regards to Quarterly Inspections of the Playground. Currently the playground is inspected on an annual basis by PPC's insurer and on a weekly basis by Cllr Sands. The cost of additional quarterly inspections by MJR Services, RPII Inspector No OP6881 are £112.50 (excl VAT) per inspection. Worplesdon Parish Council have recommended MJR Services.</p> <p><u>Newspaper Cabinet outside LPH</u></p> <p>This cabinet which is used by approx. 6 residents is continually being broken with usage. The caretaker has repaired the latest cupboard at a cost of £45.40.</p> <p><i>ACTION: Cllr Graham will gather information as to whether this delivery cupboard is still being used in the hope that it can be removed.</i></p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p><u>3.1 To Receive any Representation from Members of the Public</u></p> <p>At this point in the meeting, Cllr Woollett moved to discuss the Planning applications so that the member of the public could hear the discussion surrounding his application.</p>

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	<p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.2.1 The daughter of ex-Councillor Michael Jackson contacted the Clerk as she has a book titled “<i>Collections for a History of Pirbright</i>” which she would like to donate to the appropriate custodian. The Clerk offered to receive the book and to also share it with the Pirbright Historians.</p> <p>3.2.2 The new artificial pitch was installed on 13/05/25.</p> <p>3.2.3 Rapley’s field. The bulk of the fly tipping was cleared by GBC on 08/05/25 although rubbish does cover the rear garden of No 17. GBC stated that they will now secure No 5 and have asked to be made aware of any further problems. GBC hope to start the redevelopment in July 2025.</p> <p>3.2.4 The RBL sent through a finished documentary about VE day 2025 which featured the Village Hall and the Green throughout as Pirbright had been chosen for the location of the filming. The Clerk circulated the video on the PPC Facebook page and via the Pirbright WhatsApp group.</p> <p>3.2.5 Neighbours of Plot 1 Gole Road, informed the Clerk that the plot was for sale with Luff & Wilkin in Camberley. The Clerk called the agents and let them know of the enforcement notices against the landowner including the tarmac’d apron and fencing shown in their advert. The agents were unaware of these enforcement issues and were grateful for the information.</p> <p>3.2.6 Cllr Witham had been approached to repair the pavement at Swallow Corner. He asked if any other areas were more in need. The Clerk suggested the white lines in the Avenue D’Cagny car park which are faded and also the white markings on the road humps coming into the village from Cemetery Pales. Cllr Witham has submitted these requests to the Highways Operations & Infrastructure team and will get back to the Clerk.</p> <p>3.2.7 The Cricket Club informed PPC that they would be holding a festival on 26/05/25. A risk assessment was carried out and filed with the Clerk. The Clerk also arranged for additional parking on the little Green. The appropriate forms and responsible persons were assigned.</p> <p>3.2.8 A resident of the parish has expressed a wish to find out more about becoming a Councillor. The Clerk has suggested that he come along to the Parish Council monthly meetings to observe the issues that PPC cover and are responsible for. There are no current vacancies but if, after attending meetings and being able to offer skills required by the council, the resident could be considered for the role of shadow councillor, at the council’s discretion.</p> <p>3.2.9 Cllr Witham requested maintenance suggestions for SCC’s Roadside Rangers. The Clerk has put forward drainage clearance to the stream that takes the excess water from the pond drain. The Clerk has suggested the epicormic growth on some of the limes that are beginning to impact highway views and pavement clearance on the pavement between Pirbright and Fox Corner along the B3032.</p> <p>3.2.10 The Clerk was informed by the Chair of Normandy PC that Al Pinkerton will be performing a Constituency Cycle in July and that he will be visiting Pirbright on Monday 28th July. ACTION: Cllr Woollett will suggest cycling with Mr Pinkerton from Normandy to Pirbright and PPC will host Mr Pinkerton in the Community Pavilion that afternoon. The Clerk will liaise with the Cricket Club and PPC will offer a match tea if cricket going ahead.</p> <p>3.2.11 Martyn’s Law / Terrorist Act 2025. The Clerk has requested that the Church complete the Terrorist Risk Assessment ahead of the Fair on 30/08/25 and to consider the risk around a terrorist attack at this large event. All large public events will be assessed going forward.</p>
4.	<p>HEALTH & SAFETY</p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (06/05/2025)</p> <p>A visitor to the playground reported a crack in the slide. This was repaired immediately at a cost of £130. A visitor reported that the sidings of the horse below the foot rails was breaking off and looked unsightly. This was replaced immediately and an invoice is awaited. The Clerk is now exploring additional, qualified safety inspections.</p>

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5.	<p><u>REPORTS (for information, unless urgent action is required)</u></p> <p>To Receive Updates on:</p> <p>a) Report from Borough & County Councillors Cllr Witham circulated his monthly newsletter to members prior to the meeting.</p> <p>b) Community Sports Pavilion Cllr Woollett stated that it was proving hard to accommodate both the cricket club and private hirings during the summer season. Cllr Woollett stated that further talks would be had as LPH grew to understand the dynamics of the situation to find a good balance.</p> <p>c) Lord Pirbright's Hall Cllr Graham stated that a trustees meeting had taken place and that LPH were in the process of completing their annual audit to submit to the Charities Commission. Grants are coming through and the trustees were now confident that they will be able to complete the new doors and kitchen refurb this financial year.</p> <p>d) St Michael & All Angels Summer Fair 2025 (30/08/25) Cllr Small stated that the Fair Committee had completed PPC's Terrorist RA and that the Committee was hoping to involve the military police to increase the security presence. A further table top exercise will take place the week beginning 18/08/25, just prior to the event. The LPH Secretary and the Clerk have arranged a meeting with a member of the Committee on 08/07/25 to run through arrangements e.g. toilets, hall, parking, signage, stall holder PLI and risk assessments etc.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the PPC Receipts & Payments for May 2025 A list of receipts and payments for the month of May 2025 were circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: <i>Cllr Woollett moved to approve the May 2025 Receipts & Payments schedule. This motion was proposed by Cllr Sands and seconded by Cllr Small. The motion was unanimously carried and the documents were duly signed and dated by Cllr Woollett.</i></p> <p>6.2 To Discuss the Pavilion overspend Cllr Woollett stated that LPH was managing an exciting community asset. It was noted that if, in the future, a large structural issue were to arise that LPH should approach PPC in this regard.</p> <p>6.3 To Approve and Issue the Annual Waffle Tram Agreement 2025-26 The Annual Agreement was circulated to members prior to the meeting. This was discussed and approved. ACTION: <i>Cllr Woollett moved to issue the Annual Waffle Tram Agreement. This motion was proposed by Cllr Watson and seconded by Cllr Small. The motion was unanimously carried by all councillors and the Agreement will be signed and issued by the Clerk.</i></p> <p>6.4 To Discuss a request to add white lines to the parking bays beside the Pond Fulks contacted the Clerk to suggest that lines would enable more cars to park and encourage better parking. SCC Highways would need to approve this request. ACTION: <i>Cllr Woollett moved to agree that the Clerk should make contact with SCC Highways to see if lines would be possible at this location. This motion was proposed by Cllr Small and seconded by Cllr Sands. The motion was unanimously carried by all councillors present and the Clerk will make contact with SCC Highways.</i></p> <p>6.5 To Discuss the adoption of Quarterly Playground Inspections As noted in the Clerk's Report additional inspections by a qualified playground inspector would be best practice for PPC. Sovereign Playgrounds offer bi-annual inspections by qualified inspectors and the Clerk will therefore research other options and put these to members for agreement. ACTION: <i>Cllr Woollett moved to adopt additional inspections, once all options have been explored. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried by all councillors present.</i></p>
7.	<p><u>PLANNING</u></p> <p>7.1 To Review applications received and other Planning related issues</p> <p>7.1.1. 25/P/00572 Connemara, The Green, Pirbright . GU24 0JE</p>

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	<p>PPC Response: PPC raise no objection in principle and would request that the materials used match existing and are in keeping as the property lies within the conservation area. Restrictions should be placed to ensure only weekday working.</p> <p>7.1.2. 25/P/00622 Round Meadow, Aldershot Road, Pirbright, GU24 0DQ PPC Response: PPC have no objection to this application but would request that restrictions are in place to ensure only weekday working.</p> <p>7.1.3 25/P/00679 Melrose Cottage, Chapel Lane, GU24 0JZ PPC Response: PPC has no objection to this application but request that materials are in keeping, and that works are restricted to weekday working. The applicant was present to hear these discussions and addressed the Council to state that the current building is dilapidated and that the footprint of the proposed building would only increase slightly. The application includes the installation of rooflights and a window will be installed where there is currently a door. The resident stated that the materials used will be sympathetic to existing with black feather boarding and clay tiles. The ridge height will be slightly higher than existing but that this would not impact the neighbouring properties.</p> <p>7.1.4. 25/P/00701 The Duchies Cottage, Mill Lane. GU24 0BT PPC Response: PPC raises an objection to this application and notes that this is a retrospective application and that a planning enforcement notice is currently being looked into. PPC would question the percentage uplift of the works and raises concern that this is damaging to the Green Belt with no special circumstances.</p> <p>7.1.5. 25/P/00720 23/P/01956 The Old House, The Green, Pirbright, GU24 0JE PPC Response: PPC raise no objection in principle and would request that the materials used match existing and are in keeping as the property lies within the conservation area. Restrictions should be placed to ensure only weekday working.</p> <p>7.1.6. 25/P/00674 4 Thompsons Close, Pirbright, GU24 0JG PPC Response: Although this is a Certificate of Lawfulness PPC would highlight the previous refusal on the grounds of the extent of the uplift.</p> <p>7.1.7. 25/T/00104 Pirbright Primary School, School Lane, GU24 0JN PPC Response: PPC have no objection subject to the Tree Officer's opinion.</p> <p>7.1.8. 25/T/00114 Dingley Dell, School Lane, Pirbright, GU24 0JR PPC Response: PPC have no objection subject to the Tree Officer's opinion.</p> <p>7.1.9. 25/P/00675 Woodlands, Chapel Lane, GU24 0LU PPC Response: PPC have concerns with this application in that the plans are not clear and the proposed positioning of the garage is not clear.</p>
8.	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on Tree Management There was no report at this time.</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 Sports' Clubs Proposed Agreements LPH & CC Agreement. This requires further minor amendments and will then be passed by Cllr Watson for sign off. This agreement will then be signed by Cllr Graham on behalf of LPH and issued to the CC. PPC & LPH. This agreement will be passed to Cllr Watson for sign off. This agreement will then be signed by Cllr Woollett and issued to LPH. PPC & CC/FC. This agreement requires further minor amendments and will then be passed to Cllr Watson for sign off. This agreement will then be signed by Cllr Woollett and issued to the CC and the FC. ACTION: A motion to issue these Agreements subject to Cllr Watson's final sign off was proposed by Cllr Woollett and seconded by Cllr Small. The motion was carried unanimously. Cllr Woollett wished to thank the Clerk and Cllr Watson for their work and time spent on these Agreements.</p>

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	<p>8.3 To Receive a Report on any Parking and Traffic Issues</p> <p>8.3.1. A Report on the meeting held at Pirbright School regarding parent parking Cllr Rowe and Cllr Sands attended this meeting at Pirbright Primary School. In attendance were representatives from the Pirbright Primary School, KHS and a school parent. Various suggestions were put forward including the possibility of taxis waiting off site, reaching out to parishioners who might have a driveway where staff could park and the possibility of KHS staff parking, for a fee, at the Pavilion car park. Cllr Sands will follow up with the KHS as to how many staff cars should be considered. Cllr Sands will report back at a future meeting.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the July and August 2025 Issues of the Pirbright Village Newsletter</p> <p>It was agreed that the July issue would include an article about the new Duck House on the pond island. The August edition should contain an article about Al Pinkerton's visit to Pirbright on 28/07/25. It should also announce VJ Day on 15/08/25 and the grants that LPH will have received by this date.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions</p> <p>Cllr Woollett stated that he had attended the Lampriere Trust and Pirbright in Need meeting. Cllr Woollett suggested that LPH should consider applying for a grant towards some of the items that are required which show a community benefit. Such as the requirement for a dishwasher in the Community Pavilion.</p>

The next parish meeting is 8th July 2025

The meeting closed at 2100hrs.

Signed.....

Date.....