

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 8th July 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

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

No members of the public were present

1.	<p>FORMALITIES</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 working away, Cllr Watson who was travelling and Cllr Small who was unable to attend due to a family illness. 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>MINUTES</p> <p>2.1 To Approve the Minutes of the previous Meeting (10/06/2025)</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 10/06/2025.</p> <p><i>RESOLUTION:</i> <i>A motion to approve and sign the Minutes of the previous meeting (10/06/2025) was proposed by Cllr Graham and seconded by Cllr Sands. The Minutes were unanimously approved and signed by Cllr Woollett.</i></p> <p>2.2 To Receive the Clerk's Report on Matters Arising</p> <p><u>Gole Road, GU24 0PZ EN/23/00452</u></p> <p><u>Without planning permission, operational development comprising hard standing, land level changes, stables, the erection of fencing and access gates in excess of 1m adjacent to a highway used for vehicular traffic and the laying of a tarmac apron.</u></p> <p>The landowner at Gole Road has appealed the final Enforcement Notice and lodged this appeal with the Planning Inspectorate. PPC was given the opportunity to comment on this appeal and has reiterated its support of the enforcement and strong objection to the illegal development.</p> <p>Cllr Woollett wished to Minute at this point in the meeting that he had been approached by residents of Gole Road who would like to thank the Clerk for her continued guidance and support in regards to the planning breaches in this Gole Road.</p> <p><u>Avenue D'Cagny Car Park</u></p> <p>The cost of repairing the various pot holes in the car park is £750 plus VAT. The cost of re-lining the car park, having completed the potholes, is £923 plus VAT. A breakdown of costs is attached to the Agenda papers. This forms Item 6.4 on the Agenda.</p>

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	<p><u>Parking Bay by the Pond</u> The bay measures 22 meters in length. The standard measurement for parallel parking bays in the UK is 6 meters x 2 meters. Therefore, if PPC were to delineate parking bays in the layby, there would be only 3 bays. The cost of adding the white lining to delineate the bays would be £310 plus VAT. This forms Item 8.3.1 on the Agenda.</p> <p><u>Holding Meetings Remotely, or Hybrid Meetings</u> The government has announcement that it will legislate to allow remote attendance and proxy voting at council meetings. SALC will be issuing guidance on how best to do this and are requesting updated Standing Orders from NALC to reflect this.</p> <p><u>Employment Rights Bill</u> A new bill is coming in 2026 and will likely affect Parish Councils. SALC have arranged training and the Clerk will attend in September.</p> <p><u>Planning Application Response Guide</u> A new guide has been compiled and the Clerk will distribute to the Planning Committee as soon as it is circulated by SALC.</p> <p><u>Interim Audits</u> Most Parish Councils in the borough perform a two-stage audit process. With the first stage taking place in the Autumn whereby the governance and processes are inspected. The second stage takes place after year-end whereby the financial audit is performed. The Clerk would like to approach Mulberry & Co to make a formal request to perform future audits with additional interim audits. <i>ACTION: Cllr Woollett motioned to welcome a more comprehensive internal audit of PPC and LPH's accounts. This was seconded by Cllr Graham and unanimously agreed. The Clerk will approach Mulberry & Co and report back at the next meeting to inform Councillors of the potential costs and to have these costs approved.</i></p> <p><u>Devolution</u> The Ministry of Housing, Communities & Local Government contacted PPC to invite them to respond to the consultation on devolution and obtain PPC's views on either a 2 area split, or a 3 area split. A copy of the Consultation questions was circulated to Councillors ahead of the meeting. The consultation is open until 05/08/25. This formed Item 6.3 on the Agenda.</p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public No members of the public were present.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.2.1 Ash Parish Council are in the process of compiling a new neighbourhood plan and have sent a link to PPC. The proposal is open to comment until 31/07/25.</p> <p>3.2.2 Billy Davis Fun Fair is returning to Purbright from 30/06/25 to 14/07/25. The Fun Fair is likely to be similar in size to last year and use just a portion of the main green to the north east of the pond. The organisers are aware of Martyn's Law and will put in place any necessary public safety precautions. The Fun Fair has signed the PPC Hiring of the Green Policy and have supplied the necessary PLI and insurance certificates for each piece of fairground equipment to ensure that the rides are safe for the visiting public.</p> <p>3.2.3 The Twinning Association have applied for a £400 grant. The Association has completed the Grant Request form which has been circulated to members prior to the meeting. This Request will be discussed under Item 6.6 on the Agenda.</p> <p>3.2.4 The Union Flag was flown on 14th June (Official birthday of HM the King), 21st June (Birthday of HRH the Prince of Wales) and 28th June (Armed Forces Day).</p> <p>3.2.5 The Clerk had a complaint about the epicormic growth on the lime on the roadside at the pedestrian crossing on the green. The Clerk had reported this obstruction to SCC but reported again (ref 3269149). As this was fairly urgent, the Clerk asked the Groundsman to cut it back. However, in the</p>

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	<p>meantime the resident came and cut some of the obstruction back. The Groundsman will cut the rest of the growth off.</p> <p>3.2.6 The Clerk received a complaint from a resident living next door to the White Hart. The resident wished to make a noise complain. The Clerk suggested the resident speak to Licensing at GBC and/or call 101 to ask for advice.</p> <p>3.2.7 The Clerk received a call from a member of public whose son had been placed at Greenways, Fox Corner. The person was unhappy with the facility. The Clerk could only comment on the alleged breach of planning in connection with the facility and suggested that the person speak to Surrey County Council as the facility provider.</p> <p>3.2.8 A resident of the village has complained to SWT about the increased number of wild deer in the parish. The resident has requested an update on any deer culling policy that SWT might have in place. The Clerk was copied in for information.</p> <p>3.2.9 A request was made to PPC to fly a Drone on the sports field. The Clerk suggested a time and date that this could be done and also attached a map of an area on the sports field which was 50m from the highway and all neighbouring properties.</p> <p>3.2.10 The new barrier gate has been installed.</p>
4.	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (10/06/2025)</p> <p>No issues were raised.</p>
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 Graham stated that the final details were being addressed in the Agreement between LPH and PCC in regards to the annual hire of the pavilion during the cricket season. This Agreement will then be sent to PCC for signing. Cllr Graham also stated that LPH are looking at the cost of installing a dishwasher in the pavilion kitchen to help with hiring the facility.</p> <p>c) Lord Pirbright's Hall Cllr Graham stated that the Trustees were in the process of obtaining a full structural report for the Hall which will inform future maintenance on the hall which is now over 100 years old. The Trustees also felt that the hall would benefit from a deep clean. The Trustees will look to organise a community led event in the autumn to perform this clean. It was felt that volunteers from the community who regularly use the hall would give a short amount of time to give the hall a good clean and an article will be placed in the September newsletter when a date has been chosen.</p> <p>d) St Michael & All Angels Summer Fair (2025) The LPH Secretary and the Clerk met with a member of the Fair Committee to go over the logistics for the day. The LPH Secretary has arranged for access to the Green Hut for various items to be lent to the Church. The LPH Secretary is also liaising in regards to the mobile toilets, tables, chairs etc. The Clerk has again offered the use of the mobile speakers and sound system but did suggest that the Church look at a wet weather contingent. The Clerk offered the bunting if the Church would like to use this for the Fair. The Clerk is waiting for an overall risk assessment for the event from the Church. Martyn's Law was discussed and the Church are carrying out a table top exercise in the weeks prior to the event. The Clerk has stressed the importance of Martyn's Law with this event and the need to keep the barrier gate closed at all times. Councillors reiterated the need for the Church to adhere to the Byelaws covering the village Green and that no vehicles will be permitted on the Green at any time (Section 15 of the Open Spaces Act 1906 6.i). The only exception to this is the group of classic cars which will be permitted on to the Green, in a specified area (Section 15 of the Open Spaces Act 1906 6.ii). These cars will be directed on to the Green and under the direct supervision of Cllr Sands who also offered to help with the setting up of the audio equipment on the day. Cllr Woollett stressed the need to enforce the Byelaws which require no vehicles to be driven on to the Green this year due to the Green being in recovery mode having been levelled and seeded following the silt extraction from the pond.</p>

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	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the PPC Receipts & Payments for June 2025 and First Quarter Summary A list of receipts and payments for the month of June 2025 were circulated prior to the meeting. These were discussed and approved by members. A summary of the First Quarter spending was also circulated prior to the meeting. RESOLUTION: <i>Cllr Woollett moved to approve the June 2025 Receipts & Payments schedule. This motion was proposed by Cllr Sands and seconded by Cllr Rowe. The motion was unanimously carried and the list of Receipts & Payments for June was duly signed and dated by Cllr Woollett.</i></p> <p>6.2 To Discuss the adoption of Bi-annual Playground Inspections A breakdown of costs for bi-annual inspections of the PPC playground by Sovereign Play was circulated to members ahead of the meeting. This was discussed and a five year plan, costing £399 + VAT in total, consisting of bi-annual inspections by a qualified inspector was agreed. It was felt that this was a necessary additional cost to off set the risk of any play equipment causing injury. This is in addition to the weekly inspections carried out by Cllr Sands and the annual inspection carried out by PPC's insurer. ACTION: <i>Cllr Woollett motioned to agree that PPC would fund bi annual inspections by Sovereign Play for a five year period at a cost of £399 + VAT. This motion was proposed by Cllr Sands and seconded by Cllr Rowe. The motion was unanimously agreed and the Clerk will contact Sovereign Play.</i></p> <p>6.3 To Discuss PPC's response to the Ministry of Housing, Communities & Local Government's Devolution White Paper The Devolution White Paper was circulated to members prior to the meeting. The questionnaire required the parish council to decide whether it was in favour of a two or three section split. ACTION: <i>Cllr Woollett moved to respond to the survey to state that PPC had not been given sufficient information to be able to make an informed decision but that as devolution was about efficiencies then it would seem sensible to go for a 2 area split but without further facts, PPC would not be able, as yet, to make that decision. This motion was seconded by Cllr Sands and the motion was unanimous.</i></p> <p>6.4 To Discuss the cost of pothole repair and white-lining the Ave D'Cagny car park A quote for the repair of the various potholes in the Avenue De Cagny car park were circulated to members prior to the meeting with photographs of the car park. Members agreed that this was a necessary expense and the Clerk confirmed that these repairs were accounted for in the 2025/26 budget. Members felt that although the white lines were visible, that this too was a necessary expense in order to assist with public safety. ACTION: <i>Cllr Woollett moved to accept the quote for £750 + VAT for the various potholes as detailed in the photographs and £923 + VAT for the white lining. This motion was proposed by Cllr Sands and seconded by Cllr Rowe. The motion was unanimously carried and the Clerk will draw up a Purchase Order for the works.</i></p> <p>6.5 To Discuss the Grant Request received by the Pirbright Twinning Association PPC has a long running tradition of supporting the Twinning Association and recognises the work the Association do in the community. Having considered the request for a grant, members felt, on this occasion, that they could not grant the request for catering equipment and felt the parish council could not give public funds for this purpose. Members felt that contacting Cllr Keith Witham and/or the Lempriere Trust might be a more appropriate route for funding. ACTION: <i>Cllr Woollett moved to reject this grant on the grounds that it was for capital items. This motion was proposed by Cllr Graham and seconded by Cllr Rowe. The motion was unanimously passed.</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/W/00045 ATC Pirbright, GU24 0QQ Prior notification under Schedule 2, Part 11, Class B of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for the demolition of building 52. PPC Response: <i>As this application is submitted under Permitted Development rights, PPC would not be commenting.</i></p> <p>7.1.2. 25/P/00851 Cherry Trees, West Heath, GU24 0JQ Proposed single storey front and side extension, changes to fenestration and cladding. PPC Response: <i>PPC raise no objection in principle and would request that all materials used match existing and are in keeping with the street scene as this property lies within the Conservation Area and</i></p>

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	<i>within the Green Belt. Restrictions should be placed to ensure only weekday working. PPC would revert to GBC Planning Officers in regards to uplift percentage from the original dwelling.</i>
8.	<p><u>HIGHWAYS & ENVIRONMENT</u></p> <p>8.1 To Receive and Update on Tree Management Cllr Woollett wished to state that following the tragic accident in Essex, the Parish Council took comfort in having professional Surveys of its trees carried out every three years with additional visual inspections on an ongoing basis, especially after storms and periods of severe weather. Saplings Arboriculture will be conducting the next tree Survey in the Spring of 2026.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment</p> <p>8.2.1 Fun Fair Update The Clerk informed members that the Fun Fair had arrived promptly on 30/06/25 and had traded on the designated days. The Fun Fair ends promptly at 9pm each trading evening and is being very respectful of the neighbouring properties.</p> <p><u>Sports Grounds Maintenance Agreement between PPC and PCC/PFC</u> The Clerk informed members that the Agreement between PPC and PCC/PFC has been approved by Cllr Watson and was sent to the Clubs on 07/07/25 for presentation to their respective committees and signing.</p> <p><u>Lease Agreement for the Pavilion between PPC and LPH</u> The Clerk informed members that the Agreement between PPC and LPH had been approved by Cllr Watson and signed by PPC. This Agreement was presented to Cllr Graham as Chair of LPH Trustees who counter-signed the Agreement which supersedes the previous agreement.</p> <p>Cllr Woollett wished to Minute the Parish Councils' thanks to Cllr Watson for the time spent on these agreements.</p> <p>8.3 To Receive a Report on any Parking and Traffic Issues</p> <p>8.3.1. To resolve a request to add white lines to the parking bays close to the Pond The bay measures 22 meters in length. The standard measurement for parallel parking bays in the UK is 6 meters x 2 meters. Therefore, if PPC were to delineate parking bays in the layby, there would be only 3 bays. The cost of adding the white lining to delineate the bays would be £310 plus VAT.</p> <p><i>ACTION: Cllr Woollett stated that the proposed new configuration would reduce parking in this already busy village and would not be a good use of public money. The proposal to mark-up the bays was therefore rejected. This motion was proposed by Cllr Rowe and seconded by Cllr Sands. The motion was carried unanimously and the Clerk would inform those concerned.</i></p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the August and September 2025 Issues of the Pirbright Village Newsletter It was agreed that the August issue would include a paragraph letting the public know that PPC will be flying the flag on VJ Day and also that PPC does not meet in August. An article from LPH will let the public know that LPH will be represented at the Church Fair to announce their future fund raising projects and possibly launching the QR code in order for donations to be possible. LPH's September article will create a post asking for a volunteer group to come together to help give the hall a good clean in the Autumn. The date of the clean to be confirmed over the coming weeks.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions No members questions were received.</p>

The next parish meeting is due to take place on 9th September 2025 at 19.30hrs in the Committee Room of LPH.

The meeting closed at 20.45hrs

PIRBRIGHT PARISH COUNCIL

Signed.....

Date.....