

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 9th September 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 P Austin

Cllr L Graham

Cllr K Rowe

Cllr N Sands

Cllr M Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

2 members of the Cricket Club

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) Apologies of absence were received from Cllr Small. 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 None were declared.</p>
2.	<p><u>MINUTES</u></p> <p>2.1 To Approve the Minutes of the previous Meeting (08/07/2025) 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 08/07/2025. <i>RESOLUTION:</i> A motion to approve and sign the Minutes of the previous meeting (08/07/2025) was proposed by Cllr Sands 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>Internal Auditor Change</u> The Clerk approached Mulberry & Co to become Internal Auditors for both PPC and LPH. Mulberry & Co have sent through their terms which the Clerk wishes to put before the council for approval. This forms Item 6.3 on the Agenda.</p> <p><u>2026 Tree Survey</u> Saplings Arboriculture have confirmed that April / spring is a good time to view the trees as they develop whilst still being able to see the structure of trees. Their quote for the next full survey is £2,477.00 excluding VAT and forms Item 6.2 on the Agenda.</p> <p><u>Playground</u> The Clerk and a local carpenter replaced 3 large tread boards on the roundabout. The cost of materials amounted to £145.85 and this amount should come from allocated reserves. The Annual Inspection was carried out on 14/08/2025 by British Engineering Services. Their safety report has signed off the playground for a further year, with a few minor observations. The Clerk is working through these with Cllr Sands, Mitchell Carpentry, a local machinist and also the Sovereign Inspector when he attends in November 2025.</p>

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	<p><u>VAT Reclaim – Quarter 1, April/May/June 2025</u> The Clerk submitted the VAT Form 126 in the amount of £2,166.51 for the months April, May and June 2025. This was reimbursed by HMRC on 25/07/2025.</p> <p><u>Devolution</u> The Clerk attended NALCs “Green Responsibilities – Navigating Devolution In Parks And Open Spaces” on 23/07/25. The best piece of information to come out of this webinar was that PC’s should get together to engage a specialist solicitor to undertake any legal transfers.</p> <p><u>Local Government Services Pay Agreement 2025/26</u> The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. NALC encourages employers to implement this pay award as soon as possible. This forms Item 6.4 on the Agenda.</p> <p><u>Major Planning Development Proposal for Normandy</u> Normandy is facing a planning application for 1,000+ houses on its green belt which has the potential to (almost) double the size of the village. The Clerk will alert PPC as soon as the Planning Application is officially lodged.</p> <p><u>Precept Update</u> NALC has revealed that the average Band D precept for England for 2025/26 is £92.22, an increase of 7.4% on the previous year.</p>
3.	<p><u>PUBLIC FORUM & COMMUNICATIONS</u></p> <p>3.1 To Receive any Representation from Members of the Public Two members of the Cricket Club attended to discuss the recent complaint from a member of the public and Item 8.3.1 on the Agenda. PPC stated that they were in favour of cricket on the green but would like to be clear on roles and responsibilities and mitigation going forward. The Cricket Club stated that they appreciate PPC’s support and that they have written a formal response to the member of the public in relation to the incident. Going forward the Cricket Club will look to increase the match signage to make it clearer to the public when matches are scheduled and the risks of parking close to cricket outfielders. The Cricket Club have looked at temporary nets but have deemed these to be more of a risk. Changes will be made for the 2026 season. PPC will call a meeting with the Waffle Tram to discuss the exact location and orientation of the wagon and potentially making a change to how the public queue for the Tram to mitigate the risk of cricket balls.</p> <p>3.2 To Consider Recent Communications Sent & Received</p> <p>3.2.1 The Clerk attended the Clear Councils webinar on events, playparks and risk management. This webinar featured Martyn’s Law and suggested that anti-terrorist prevention should feature on all risk assessments ahead of it being brought into full force.</p> <p>3.2.2 Surrey Highways agreed to refresh the paint on the five road tables between Cemetery Pales and the White Hart. This project was funded by Cllr Witham and cost £1,762. The Parish Council would like to thank Cllr Witham for this valuable contribution to Pirbright.</p> <p>3.2.3 The Clerk has received a request for a donation from the Air Ambulance Charity Kent Surrey Sussex. This will be discussed under Item 6.5 on the Agenda.</p> <p>3.2.4 The Fun Fair left on Monday 21st July and would like to return next year if they are still trading. They have found, nationally, that there is less support for Fun Fairs and the additional costs they are facing in regards to fuel, extra inspections, overheads and security is very challenging. ACTION: Members suggested the Fun Fair come again for the Horticultural Show if possible.</p> <p>3.2.5 The Clerk is continuing to push for updates from the Housing Team at GBC for development dates for Rapley’s Field. The Clerk raised a concern with GBC from residents about the long dry grass and this was cut. The start date for the redevelopment has been given as November 2025.</p> <p>3.2.6 Al Pinkerton MP visited Pirbright on 28/07/25 as part of his cycle around the constituency. Al met Parish Councillors and spoke to residents in the Village Hall. Al was then shown the new Community Sports Pavilion and watched some of the youth cricket taking place.</p>

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	<p>3.2.7 An email was received by the Clerk from a visitor to the village whose car had been hit by a cricket ball whilst it was parked in the Avenue D'Cagny car park. The "Game On" signs were visible but the visitor did not feel these were adequate. This forms Item 8.3.1. on the Agenda.</p> <p>3.2.8 A resident of Gole Road reported to Enforcement Officers at GBC that an occupied caravan had been moved on to the site and that heavy machinery had been brought in to change levels. An enforcement case has been opened.</p> <p>3.2.9 The Clerk was made aware of an application for Gole Road for a Prior Approval Part 6 Agricultural and forestry. This application forms Item 7.1 on the Agenda.</p> <p>3.2.10 SALC have informed all parish councils that their annual subscription will increase for the year 2026/27 by 5%. So that members can plan for the longer term, SALC also foresee a similar increase in membership fees from 01/04/2027 to 31/03/2028. The Clerk will therefore budget a figure of £950 for the 2026 to 2027 annual membership fee.</p> <p>3.2.11 Residents of Vapery Lane have contacted the Clerk to suggest that flooding in Vapery Lane is caused by the lack of land management by landowners further downstream. The Clerk has asked for more detailed information and also suggested that the residents report this via the SCC flooding website so that this can be investigated prior to the autumn.</p> <p>3.2.12 Barr Engineering contacted the Clerk to let PPC know that they will be replacing the telephone poles by the pond and opposite the Hall.</p> <p>3.2.13 Councillors were invited to the reaffirmation of the Declaration of Acceptance of Office and Oath of Allegiance of Cllr Howard Smith as Mayor of Guildford at 10.30am on 14/09/2025 at Holy Trinity Church. Unfortunately, members were unavailable to attend and the Clerk sent their apologies.</p> <p>3.2.14 The Cricket Club informed the Clerk that a grant request has been submitted to the Football Federation for a second storage container.</p> <p>3.2.15 The Cricket Club would like to put down 50kg of grass seed and 3 tons of topsoil to cover the patches on the cricket outfield. The Club would seek permission from the Council to do so. ACTION: Cllr Woollett moved to give permission for this work to go ahead. This was proposed by Cllr Rowe and seconded by Cllr Austin. The motion was unanimously carried.</p> <p>3.2.16 The Clerk met with the grass contractor on 03/09/25 and discussed the next steps for the Greens' grass maintenance. The contractor has proposed another round of drill seeding with Fescue grass seed. This will be seeded in two directions over the silt spoil area. The surface will then be cultivated with spring tines to mix the seed in. The cost of this work will be £580 + VAT but gives the seed the opportunity to germinate while the soil temperature is still high. ACTION: Cllr Woollett proposed to agree this work. The motion was proposed by Cllr Sands and seconded by Cllr Rowe. The motion was unanimously carried.</p> <p>3.2.17 Cllr Lindsay Graham would like to propose that the area close to the pavilion disabled ramp be turned into a disabled parking bay. This forms Item 8.2.1. on the Agenda.</p>
4.	<p><u>HEALTH & SAFETY</u></p> <p>4:1 To consider any Health & Safety Issues arising since the last Meeting (08/07/2025)</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. Cllr Witham stated in this newsletter that he will not be standing for re-election in May 2026.</p> <p>b) Community Sports Pavilion Cllr Graham stated that the pavilion clock has been inspected and quotes will be sought. Cllr Graham will report back to PPC at the next meeting</p>

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	<p>c) Lord Pirbright's Hall Cllr Graham stated that both LPH and the Pavilion had made a loss at year end. The Hall has been surveyed by a local surveyor who has submitted a report suggesting required renovations in the region of £200,000 to keep the hall running and attract business. A contributor to the hall deficit was the requirement for new boilers and the damaged gas pipe and subsequent required works. Cllr Graham said that the rates for the Pavilion would need to be looked at going forward. The Trustees will be reporting a combined year end figure to the Charities Commission as required. Cllr Graham stated that the Trustees will apply to English Heritage for a potential grant. Cllr Woollett stated that any significant expenditure would be brought to PPC due to the interconnection between parties.</p> <p>d) St Michael & All Angels Summer Fair (2025) Cllr Woollett stated that the event, overall was a success. The ice cream van was unhappy with sales and blamed Waffle tram, but the Waffle tram has a yearly lease and pitch. The ice cream complaint could also be blamed on the church's business model for the fair. Cllr Woollett wished to thank Cllr Small and Cllr Sands for their contribution to the smooth running of the day.</p>
	<p><u>FINANCE & GOVERNANCE</u></p> <p>6.1 To Discuss & Approve the PPC Receipts & Payments for July 2025 & August 2025 A list of receipts and payments for the months of July 2025 and August 2025 were circulated prior to the meeting. These were discussed and approved by members. RESOLUTION: Cllr Woollett moved to approve the July 2025 and August 2025 Receipts & Payments schedules. This motion was proposed by Cllr Sands and seconded by Cllr Watson. The motion was unanimously carried and the lists of Receipts & Payments for July and August 2025 were duly signed and dated by Cllr Woollett.</p> <p>6.2 To Agree the Quotation for the 2026 Tree Survey of £2,477.00 excluding VAT The quotation was circulated to members prior to the meeting. This was discussed and approved. ACTION: Cllr Woollett motioned to agree that PPC would carry out its scheduled Tree Survey in the Spring of 2026 and the quotation was approved. This motion was proposed by Cllr Woollett and seconded by Cllr Rowe. The motion was carried unanimously and the Clerk will confirm this with Saplings Arboriculture Ltd.</p> <p>6.3 To Agree the Quotation for moving to Interim Audits and Appointing Mulberry & Co as Internal Auditors for both PPC and LPH The quotation and terms were circulated to members prior to the meeting. Cllr Woollett proposed that PPC move to annual internal and interim audits through Mulberry & Co and Cllr Graham agreed to use Mulberry & Co for LPH's annual audit on their three-year term agreement. ACTION: Cllr Woollett moved to approve the quotation supplied by Mulberry & Co. This motion was proposed by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried and the Clerk will contact Mulberry & Co to begin planning the interim audit in the weeks to come.</p> <p>6.4 To Accept the Local Government Services Pay Agreement 01/04/2025 – 31/03/2026 The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. NALC encourages employers to implement this pay award as soon as possible. ACTION: Cllr Woollett moved to accept updated pay schedule for the Clerk and to inform the payroll provided of the change. This motion was proposed by Cllr Woollett and seconded by Cllr Watson. The Clerk will inform the payroll provider to make this change which will be backdated to April 2025 as specified by NALC.</p> <p>6.5 To Discuss the Grant Application received by the Air Ambulance Charity A copy of the grant request was circulated to members prior the meeting. This was discussed and a grant of £200 was proposed. With large events taking place in the village, it was felt that the charity should be supported and could be needed in the future. ACTION: Cllr Woollett moved to grant £200 to the charity. This motion was proposed by Cllr Watson and seconded by Cllr Sands. The motion was passed on a 6:1 vote.</p> <p>6.6 To Approve the renewal of the PPC Freedom of Information Policy, PPC Health & Safety Policies, PPC Publication Scheme, PPC Statement of Internal Control</p>

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	<p>The policies in their existing format were circulated to members prior to the meeting. The Clerk is proposing no changes to these policies and no issues or controls requiring a change have been requested.</p> <p>ACTION: Cllr Woollett moved to reissue these policies in their current format. This motion was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously passed.</p>
7.	<p>PLANNING</p> <p>7.1 To Review applications received and other Planning related issues</p> <p>25/08/2025 2 Longhouses, Mill Lane, Pirbright, GU24 0BN Erection of a two storey side extension and new pitched roof over kitchen. PPC Response: PPC raise no objection subject to the application being in line with the permitted uplift and other rules and regulations in relation to materials used, and hours of work.</p> <p>25/W/00062 Land adjacent to The Willows, Goal Farm, Gole Road, Pirbright, Woking, GU24 0PZ (Plot 1) Application to determine if prior approval is required under Schedule 2, Part 6, Class A (Agricultural and Forestry) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a new agricultural building. PPC Response: PPC did not comment as this application was refused by GBC on 09/09/25.</p> <p>25/W/00064 West Hall Farm, Church Lane, Pirbright, GU24 0JJ Prior notification under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for change of use from agricultural building to 6 dwelling houses (use class C3) and associated building operations. PPC Response: PPC would raise a strong concern with this application and struggle to support it if any restrictions were placed on the existing public rights of way through the farm as this is a key and regularly used access point to the ranges via the footpath and bridleway and used by so many.</p> <p>25/P/01172 - Bullswater Cottage, Bullswater Lane, GU24 0LY Certificate of Lawfulness to establish whether the Erection of a barn following the removal of the existing smaller barn is lawful. PPC Response: PPC would object to this application on the basis that the conditions placed on this property should prevent this application from being approved.</p> <p>Land adjacent to Stoney Castle Without planning permission operational development comprising Without planning permission, operational development consisting of the laying of material to create a hard surface. The Planning Inspectorate has advised of a change to the appeal procedure for this enforcement appeal. The appeal will no longer be proceeding as an inquiry but will now be following the written representations procedure. Inspectorate Ref: APP/Y3615/C/25/3367239, 3367240 & 3367241 PPC Response: PPC raise an objection to this application as it consists on unnecessary unauthorised development in the Green Belt.</p> <p>7.2 To Discuss the Major Planning Development in Normandy PPC will consider this application when received.</p>
8.	<p>HIGHWAYS & ENVIRONMENT</p> <p>8.1 To Receive and Update on Tree Management As per Item 6.2 above, members agreed to go ahead with the Tree Survey in the Spring of 2026 as per its obligation to carry out surveys of the trees it is responsible for, every 3 years. The survey will be undertaken at a cost of £2,477.00 excluding VAT.</p> <p>8.2 To Receive an Update on the Management of the Green and Local Environment</p> <p>8.2.1. Potential changes to the track to the Pavilion to add a disabled parking bay Cllr Lindsay Graham would like to propose that the area close to the pavilion disabled ramp be turned into a disabled parking bay. Cllr Graham agreed that the Trustees would obtain a quote for the works and report back to PPC at the next meeting.</p> <p>8.2.2. To Receive & Discuss the Waffle Tram's proposal for an electricity supply This information has not been received as yet and so will be rolled over to the October meeting. It should be noted that PPC have now received the signed Maintenance Agreement from the Cricket and Football Clubs.</p>

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	<p>8.3 To Receive a Report on any Parking and Traffic Issues</p> <p><u>8.3.1. To Discuss safety concerns surrounding cricket being played on the sports field</u></p> <p>Two members of the Cricket Club attended to discuss the recent complaint from a member of the public. PPC stated that they were in favour of cricket on the green but would like to be clear on roles and responsibilities and mitigation going forward. The Cricket Club stated that they appreciate PPC's support and that they have written a formal response to the member of the public in relation to the incident. Going forward the Cricket Club will look to increase the match signage to make it clearer to the public when matches are scheduled and the risks of parking close to cricket outfield. The Cricket Club have looked at temporary nets but have deemed these to be more of a risk. Changes will be made for the 2026 season. PPC will call a meeting with the Waffle Tram to discuss the exact location and orientation of the wagon and potentially making a change to how the public queue for the Tram to mitigate the risk of cricket balls.</p>
	<p><u>NEWSLETTER</u></p> <p>To Confirm Items for the October 2025 Issue of the Pirbright Village Newsletter</p> <p>It was agreed that the October issue would include a paragraph letting the public know about the next round of seeding and harrowing of the main Green. PPC will also announce the next litter pick which will be run by Cllr Rowe. LPH will report on their plans for the hall and announce an Autumn Volunteer Cleaning Day at the hall.</p>
10.	<p><u>CHAIR'S CONCLUSION</u></p> <p>To Receive Chair's Notices & Members' Questions</p> <p>Cllr Graham suggested it might be useful to have a list of flag flying days on the website and any ad hoc flag flying days for senior royal and/or politician occasions.</p>

The next parish meeting is due to take place on 7th October 2025 at 19.30hrs in the Committee Room of LPH.

The meeting closed at 21.00hrs

Signed.....

Date.....