

PIRBRIGHT PARISH COUNCIL



Draft Minutes of the Parish Council Meeting held in the Committee Room at Lord Pirbright's Hall on Tuesday 11th November 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 S Small
Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)
Mr John Baker (SCC)

Members of the Public

Six members of the public

1.	FORMALITIES 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 Witham and Cllr Bilbe who were attending other meetings. 1.2 To Accept and Receive Members' Declarations of Interest on any Agenda Item below None were declared.
2.	MINUTES 2.1 To Approve the Minutes of the previous Meeting (07/10/2025) 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 07/10/2025. RESOLUTION: A motion to approve and sign the Minutes of the previous meeting (07/10/2025) was proposed by Cllr Austin and seconded by Cllr Sands. The Minutes were unanimously approved and signed by Cllr Woollett. 2.2 To Receive the Clerk's Report on Matters Arising <u>2.2.1 Mulberry & Co. Interim Audit</u> Pirbright Parish Council's Interim Audit was performed on 16/10/25 by Mulberry & Co. The result of this Audit was submitted as a report by Mulberry & Co and was circulated to members on 17/10/25. This report will be discussed under Item 6.3 and any recommendations to improve PPC's governance will be discussed. As a result of the audit, the Clerk was advised that each Councillor should consent to sign a Formal Acceptance to receive information by electronic means form. This form has been circulated to members via the Summons and should be returned to the Clerk as soon as possible. This is in accordance with Section 12 of the Local Government Act 1972. This will be covered under Item 6.5 of the Agenda. As a result of the audit, the Clerk was advised to adopt a PPC Terms of Reference for Committees and this forms Item 6.6 on the Agenda. A Planning Committee and a Finance & General Purposes Committee terms of reference document is attached to the Agenda papers to be adopted at this meeting.

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As a result of the new AGAR Assertion 10 (Digital and Data Compliance) the Internal Auditor recommended that a Data Audit be carried out by the Clerk as the Data Controller and recorded under Governance. The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter and the Clerk has performed this task and written up the findings. This Data Audit is being circulated (in excel format) and should be considered and added to the PPC list of Governance documents. This forms Item 6.7 on the Agenda.

Also in this vein, the Auditor questioned the current e-Signature application being used by PPC. This is SignRequest, who are based in Holland and store PPC's records on servers based in Holland. The E-Signature process typically involves the collection, transmission and storage of personal data. The Clerk sought clarification and contacted the ICO directly who responded stating that "*UK GDPR does not require organisations to host personal information exclusively on UK-based servers. What matters is that if [personal information](#), such as e-signatures, is transferred or stored outside the UK, that you must ensure [appropriate safeguards](#) are in place to protect individuals' rights and freedoms. These safeguards include relying on a [UK adequacy decision](#) for the destination country and the Netherlands are covered.*" The Clerk will therefore continue to use SignRequest and continue to monitor regulation changes going forward.

Finally, the Internal Auditor raised a discrepancy with the current NALC Model Financial Regulations being used by all parish councils. There currently exists a gap in Regulation 5.15 in regards to the ordering thresholds between £2,000 and £5,000. The Clerk suggested that Mulberry raise this with SALC, in order for NALC to reissue the Model Financial Regulations with this omission covered.

2.2.2. Local Government Reorganisation (LGR)

On 28/10/25 the Government made the decision to set up TWO new unitary councils in Surrey from April 2027. These will be East Surrey and West Surrey. The ambition is to have a Mayor for Surrey and elections to the new shadow authorities will take place in May 2026. These newly elected councillors will oversee the transition to the new structure. The new councils will officially take responsibility in April 2027. In the meantime, all 12 existing councils will continue to operate and deliver services as usual. Government have confirmed repayment in principle of £500 million of Woking Borough Council's debt in 2026-27 and to explore what further debt support is required at a later date.

2.2.3. Martyn's Law Webinar 21/10/25

This webinar, hosted by members of the Home Office, SLCC and the SIA (Security Industry Authority) gave a brief update on the law which received ascent in April 2025 and so will come into force 24 months from that date. A website with a flowchart aiming to cover whether an event meets the requirements is going to be put together. The terms for a Qualifying Premise and a Qualifying Event remain the same. Therefore, a Village Fair expecting over 800 people at any one time, might begin to qualify, however would not ultimately qualify as the event is not controlled/ticketed. LPH (if remaining below 200 capacity) would not qualify on numbers, even though the entry could be controlled and an event was ticketed (eg a theatre production). Further, a local authority building is outside of the scope. However, the take away was that even though neither event would qualify and therefore would not need to be registered with the SIA, provision and training should be given to staff and recommendations given to event organisers on what to do in the event of an incident and what precautions to take. Lockdown procedures, emergency plans, no access to the Green with a vehicle being possible etc, are still very much advised irrespective of whether the premise or event qualifies. There is a Martyn's Law checklist on the Government website and a Martyn's Law webpage on the Protect UK website for further reading.

2.2.4. VAT Reclaim

The Clerk submitted a quarterly Form 128 to HMRC to reclaim VAT for the months of July, August and September 2025 in the amount of £1,663.22. This same amount has been received.

2.2.5. PPC Hiring of the Green Policy

The Clerk has been working to strengthen this policy and has sent a draft to Cllr Woollett and Cllr Watson for review. This will be brought to a subsequent meeting when the draft has been reviewed.

2.2.6. Christmas Tree for the benefit of the Community

The Clerk has received a quote of £65 + VAT for a 6ft Norway Spruce Tree to go on the roof of LPH. The Clerk will seek alternative quotes to get the best value for money but would request consent from full

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	Council to go ahead and purchase a tree under the Local Government Act 1972, section 144 (Power to provide amenities to attract visitors). ACTION: <i>Councillors agreed that a Christmas Tree would be a reasonable community purchase and delegated to the Clerk to get best value for money and purchase a 6ft tree to be mounted on the roof of LPH. This motion was proposed by Cllr Woollett and seconded by Cllr Austin. The motion was carried unanimously.</i> <u>2.2.7. Fox Corner Community Wildlife Area</u> The Clerk requested any information the FCCWA Committee could give regarding the annual tree survey currently being carried out by GBC to try and estimate the cost of the survey and the number of trees affected by the survey each year. Unfortunately, the FCCWA had no information on this. The possible acquisition as an asset as part of the LGR was considered by the Finance & General Purposes Committee and was taken into consideration as part of the Budget and Precept request recommendations. <u>Clerks Meeting 05/11/25 – LGR Update</u> Iain Lynch's note was circulated prior to the meeting following the 2 Unitary Authority decision. Elections for the new authorities will take place in May 2026 (5 year term initially, with first year being a preliminary year) with them taking on responsibility in April 2027 with shadow unitary elected councillors. Elections for new councillors will take place in 2031. If mayoral elections also take place, then it is likely that election costs will double and Clerks were warned to allow for costly elections in their budgeting as these costs may not be shared going forward. It was also suggested that PCs could potentially cluster to take on services in their areas.
3.	<u>PUBLIC FORUM & COMMUNICATIONS</u> 3.1 To Receive any Representation from Members of the Public Six members of the public were present and wished to hear the Chair's response to the FOI under Item 8.2.1. Therefore Item 8.2.1 was brought forward at this time. 3.2 To Receive the Borough Countryside Access Officer, Mr John Baker Mr Baker introduced himself and was present to explain to members the role of the Countryside Access team and how PPC and residents could report issues. Mr Baker explained that the team were only responsible for rights of way on public land and were only responsible for the surface of the access. Adjacent trees etc were the responsibility of the landowner and the team would only become involved if the landowner would not accept responsibility. This would be in the form of enforcement. Mr Baker stated that the most efficient way to report problems with a right of way was through the SCC website. Mr Baker stated that if an issue was urgent that PPC could contact the team directly. Cllr Woollett thanked Mr Baker for attending the meeting and suggested that an article in the Newsletter giving the link to the SCC reporting page would be useful for all residents. 3.3 To Consider Recent Communications Sent & Received 3.3.1 The Clerk received a request from the FOPS team to site advertising boards around the village to promote the School Christmas Fair. Councillors gave their consent. 3.3.2 The Clerk was contacted by a resident who had received a notice of works from Knights Brown to commence road widening, with an extra lane of traffic to be added to the northern end of Dawney Hill. These works are expected to take 22 weeks and will cause considerable disruption to residents. The Clerk contacted SCC who advised the Council that these were private works on behalf the Mindenhurst Village in Deepcut development to build 1,200 houses, a GP surgery and a pub. The Clerk made a complaint about the very short notice given to the village to the contractor, the Mindenhurst Village project team and SCC who set up the diversion route. 3.3.3 The PPC Christmas drinks have been confirmed and will take place on 10/12/25. 3.3.4 The Clerk was made aware of the second public consultation date for the proposed Taylor Wimpey housing development in Normandy and Flexford adjacent to Wanborough Station. Taylor Wimpey are progressing towards submitting their planning application later this year. This notification was circulated to members.

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3.3.5 The Clerk was asked to assist with clearing the ditch running parallel with the church. The Clerk sent photos to SCC via the portal and logged the issue: 3366717.

3.3.6 The Clerk reported the fallen trees across Footpath 415 at the end of Heath Mill Lane. These were cleared by SCC under their reference number IC43302.

3.3.7 The Clerk was contacted by a junior football club in Horsell, asking for any availability on the sports pitches. The Clerk informed the club that unfortunately, the pitches are fully used by Pirbright's own teams.

3.3.8 The Clerk was made aware of progress on the Rapley's Field development of the Airy houses with key contact numbers for Portsmouth Demolition who will begin works on 27/10/25. These demolition works are set to take 6 weeks. The Clerk asked for assurance that the sites will be secured once the demolition has been completed prior to the rebuilds beginning and this assurance was given by the Project Manager who informed PPC that the site will be left secured with hoarding and fencing around it. The Manager also stated that the period after demolition and before building is likely be a period of months.

3.3.9 A member of the Parish sought the Clerk's help in finding housing in the village. The Clerk pointed them towards GBC's housing team.

3.3.10 Cllr Rowe attended the NALC webinar Planning for the Future: Navigating the new planning framework on 29/10/25. The webinar was hosted by the Policy Officer at NALC and speakers included the Chief Exec and Head of Policy and Planning of the Campaign to Protect Rural England, the Director of Policy at the Town and Country Planning Assoc and the National Planning Advisor at SLCC.

3.3.11 The respondent of the FOI request regarding the Church Fair has responded to the documentation sent with a letter of complaint. This will be discussed under Item 8.2 on the Agenda.

3.3.12 The Clerk was contacted by a resident of the parish to ask what PPC's view was in regards to the Farnborough Airport expansion. The Clerk directed the resident to the November Parish Newsletter and PPC Facebook page where the predicted flight increases were sited and residents encouraged to engage with the consultation.

3.3.13 The football club has yet to organise the autumn verti-draining of the whole sports field as per the contract and is looking for funding to facilitate this. The Club Chair has assured the Clerk that a date and the name of the contractor will be provided to PPC prior to works and that these works will be going ahead.

3.3.14 A member of the public complained that the Country Market and W.I. were suffering a loss of business due to the roadworks. The Clerk suggested that they contact Cllr Keith Witham regarding signage.

3.3.15 Cllr Keith Witham circulated the SCC list of warm hubs across the County. The Clerk posted this list via the PPC Facebook page, adding that LPH acted as a warm hub every Thursday between 10am and 11.15am.

3.3.16 Further minor additional repairs were carried out in the playground by a local coachworks company. These included covers for nuts on the roundabout and grub screws for the ground apparatus.

3.3.17 The Pirbright Institute have generously agreed to sponsor the LPH 12ft Christmas Tree again this year. The tree will be placed outside the front entrance to LPH in early December and be visible to motorists driving through the village as well as patrons of the hall, the Green, the playground and the recreation area. Thanks have been sent to the Institute.

3.3.18 The Pirbright Sports Committees have written to PPC in regards to KHS's use of the pitches. This seems to be occurring very regularly, irrespective of the sports field's condition. KHS students playing hockey on the sports pitches has also been observed. These pitches are currently being maintained by the Clubs themselves to a much higher standard than the main Green and recreation area, involving cutting, seeding, scarifying, verti-draining, fertilising and weed control, all at high costs to the Clubs, in addition to the cutting maintenance provided by PPC. As the pitches are wet, the Clubs are now hiring multi-surface pitches elsewhere to preserve the pitches in Pirbright, however KHS continue to use them.

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	ACTION: Councillors agreed that a letter should be sent to KHS asking them to use the recreation area or main Green for all their sports activities. This motion was proposed by Cllr Woollett and seconded by Cllr Sands. The motion was unanimously carried and the Clerk will draft a letter to be approved by the Chair prior to sending. 3.3.19 A resident of Grange Road, living just before the junction with Stanley Hill has made a request to SCC Highways for road calming measures at that location. They feel this is a crossing point for pedestrians and residents travelling between Stanley Hill to Church Lane and the ability to cross has been further hampered by the diversion route. 3.3.20 An agent for the redevelopment of Alexander Barrack has written to PCC with a brief update on the project. Currently the spacial design is being completed and the project is almost ready to go forward for the necessary approvals. The officer is working with SCC, GBC and other stakeholders through their pre-application advice services. Utility upgrades and demolition of vacant buildings will begin in 2026. The officer also submitted a brief update to be published in the December Newsletter to keep parishioners informed. 3.3.21 The first Sovereign bi-annual playground inspection will take place during the w/c 10/11/2025. The Clerk will circulate the subsequent report. 3.3.21 A Parliamentary Researcher working for Al Pinkerton MP, contacted the Clerk to state that Al would be happy to consider making a representation on behalf of PPC following any concerns raised in regards to the Dawney Hill roadworks. The Clerk listed a number of complaints/issues that had been received from residents. Councillors discussed this issue and Cllr Graham brought an SCC Road Traffic Order to members' attention which authorised the closure of Cemetery Pales. Councillors requested that the Clerk approach SCC to ensure that the Cemetery Pales works do not go ahead whilst the Dawney Hill works are ongoing. If no assurance is given, the Clerk was instructed to contact Al Pinkerton's office for assistance.
4.	HEALTH & SAFETY 4:1 To consider any Health & Safety Issues arising since the last Meeting (07/10/2025) No issues were raised.
5.	<u>REPORTS (for information, unless urgent action is required)</u> To Receive Updates on: a) Report from Borough & County Councillors Cllr Witham circulated his monthly newsletter to members prior to the meeting. b) Community Sports Pavilion Cllr Graham stated that a Trustees meeting will be held in the coming days and an update will be given at the next Parish meeting. c) Lord Pirbright's Hall Cllr Graham stated that a Trustees meeting will be held in the coming days and an update will be given at the next Parish meeting.
	<u>FINANCE & GOVERNANCE</u> 6.1 To Discuss & Approve the PPC Receipts & Payments for October 2025 A list of receipts and payments for the month of October 2025 were circulated prior to the meeting. These were discussed and approved by all members. RESOLUTION: Cllr Woollett moved to approve the October 2025 Receipts & Payments schedule. This motion was proposed by Cllr Watson and seconded by Cllr Austin. The motion was unanimously carried and the list of Receipts & Payments for October 2025 were duly signed and dated by Cllr Woollett. 6.2 To Receive the Finance Committee Minutes in order to Agree the 2026/27 Precept and Budget The Finance & General Purposes Committee met on 03/11/25 to discuss the 2026/27 budget and have recommended a precept request of £95,820. Members of that Committee explained that it could be that PPC look to take over the ownership of the Fox Corner Community Wildlife Area as part of the LGR following a full public consultation and further discussions with the FCCWA Committee and PPC members to understand fully the risks and costs involved. With this in mind, it seemed prudent to put an amount

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	aside for the legal fees, although this amount would most likely not cover all costs and PPC would need to use free reserves should the matter progress. ACTION: <i>Cllr Woollett motioned to approve the budget proposed by the Finance & General Purposes Committee. Members of the Finance Committee were happy to stand by their recommendation of a Precept request of £95,820 and all other councillors were in agreement. The Clerk was given delegated authority to complete the Precept forms from GBC when received and submit a request for a Precept figure of £95,820. This motion was proposed by Cllr Austin and seconded by Cllr Rowe. This motion was unanimously carried and the Budget put forward by the Committee will be adopted and the Clerk will request a Precept amount of £95,820.</i> 6.3 To Receive and Discuss the Interim Audit prepared by Mulberry & Co The internal auditors interim report was circulated to members prior to the meeting. This was discussed and all the recommendations were accepted. 6.4 To Discuss the Annual Parish Assembly in 2026 Councillors suggested that to publicise the event more fully, a banner should be commissioned, along with a flyer for the newsletter and a "save the date article" in the January edition. It is hoped more members of the public will attend the 2026 Parish Assembly on 20/03/26 and a speaker regarding the LGR would also be useful. ACTION: <i>Cllr Woollett moved to commission a banner and take further steps to publicise the event. This motion was proposed by Cllr Graham and seconded by Cllr Sands. The motion was unanimously carried and the Clerk will enact those measures.</i> 6.5 To Sign a formal acceptance to receive information by electronic means Members were provided with a form to sign in advance of the meeting. Each Councillor agreed to receive communications via electronic means and every member provided the Clerk with their signed form at the meeting which the Clerk. 6.6 To Discuss and Adopt the PPC Terms of Reference for Planning & Finance Committees A model Policy for both the Planning Committee and the Finance & General Purposes Committee was drawn up by the Clerk and circulated to members prior to the meeting. These were considered and accepted into Governance. ACTION: <i>Cllr Woollett motioned to accept the Policies into Governance. This motion was seconded by Cllr Austin and carried unanimously. The Clerk will upload the documents to the PPC website.</i> 6.7 To Discuss and Agree the latest Data Audit The Internal Auditor suggested that a Data Audit be carried out by the Clerk. This was performed and the Audit circulated to members prior to the meeting. ACTION: <i>This audit was discussed and Cllr Woollett motioned to accept this Audit into Governance. This motion was seconded by Cllr Watson. The motion was carried unanimously, and the Clerk will upload the Audit onto the PPC website.</i>
7.	PLANNING 7.1 To Review applications received 25/P/01257 The Mill House, Mill Lane. GU24 0BN Listed building consent for the replacement of one window on the front elevation. PPC Response: <i>PPC raise no objection.</i> 25/W/00076 Building 20 JRM Dining Hall, Elizabeth Barracks, Pirbright Camp, Brunswick Road Prior approval under Class TA of Part 19 of the Town and Country (General Permitted Development) Order 2015 (as amended) for proposed ablutions extension. PPC Response: <i>PPC raise no objection.</i> 25/P/01387/ 24/P/00448 Mazamboni Equestrian Centre, Stanley Hill, Pirbright, GU24 0DN Application Under Section 73 of the Town and Country Planning Act 1990 (as amended) to remove condition 9 (SuDs) (Sustainable Drainage Systems) of planning application 24/P/00448 approved 13/11/2025 for Change of use of equestrian land and buildings to education (special education needs school) use class F1(A) and provision of associated car parking, access and landscaping. PPC Response: <i>PPC would defer to the technical planning officers and their opinion of this Condition 9 removal.</i>

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	25/P/01365 Boehringer Ingelheim Animal Health, Ash Road, GU24 0NQ Erection of a new modular office building and associated road access and ancillary works. PPC Response: <i>PPC raise no objection in principle but would request to be kept fully informed of any impending traffic flow changes during the construction that might affect the wider village.</i> 25/P/01468 Woodlands, Chapel Lane, GU24 0LU Erection of a new double garage with a pitch roof following demolition of existing garage. PPC Response: <i>PPC recognise the applicant has reduced the size of the garage and provided that the uplift is in line with regulations, PPC raise no objection.</i> 25/P/01484 ATC Pirbright, Brunswick Road, GU24 0QQ Replacement of fixed gates to roller shutter doors. PPC Response: <i>PPC had no opportunity to discuss this application as it came in after the Agenda had been set, but on reviewing the application would have raised no objection.</i>
8.	<u>HIGHWAYS & ENVIRONMENT</u> 8.1 To Receive any Updates on Tree Management No updates were received. 8.2 To Receive any Updates on the Management of the Green and Local Environment 8.2.1 To respond to a follow up on a FOI request received in regard to the Church Fair Cllr Woollett thanked the residents for attending. In response to the letter received by one of the residents, Cllr Woollett, Chair of the Parish Council, read a statement to emphatically refute the unsubstantiated and untrue accusations contained within it. In summary, the Chair stated that whilst the Parish Council may no longer be directly involved in the organisation of the Church Fair, it remains committed to the church's efforts to run a community event. The Chair acknowledged that it may seem contradictory to allow the Fun Fair to have vehicles on the Green and this is further complicated by the Fun Fair having grandfather rights/acquired rights which pre-date the Byelaws as part of the Showman's Guild. The Chair stated that the council will make a decision on whether or not to permit the Fun Fair to attend in future, noting the related issues, if future requests are received. The Chair wished to make it clear that it was the 7 councillors who made all the decisions regarding the Church Fair and that the Clerk is only responsible for relaying those decisions to the various parties involved and that those parties should differentiate between the decision makers and the individual communicating those decisions. The Chair committed to providing a formal response to the residents in writing. Several of the residents continued to question the Council's reasoning for not allowing the Ice Cream van onto the Green for the Church Fair. The Chair reiterated that the Council were enforcing the Byelaws as custodians of the Village Green. 8.3 To Receive any reports of Parking and/or Traffic Issues Cllr Watson announced that the proposal to reduce the speed in Cemetery Pales from 60mph to 40mph had been successful. Cllr Graham stated that a RTO had been approved by SCC for works in Cemetery Pales, resulting in its closure. Members requested that the Clerk contact SCC to ensure these works do not overlap the current Dawney Hill works as traffic is currently being diverted along Cemetery Pales. ACTION: <i>A motion for the Clerk to contact SCC and potentially Al Pinkerton to request that Cemetery Pales in not closed whilst the Dawney Hill works were taking place was motioned by Cllr Woollett and seconded by Cllr Graham. The motion was unanimously carried.</i>
	<u>NEWSLETTER</u> To Confirm Items for the December 2025 and January 2026 Issues of the Pirbright Village Newsletter It was agreed that the December issue would include festive wishes and thanks to the Pirbright Institute for once again sponsoring the Christmas tree outside LPH. The article will also let residents know that LPH will again act as a Christmas tree collection point from 22/12/25 to end of January 2026. The January issue should remind residents that LPH will act as a Christmas tree collection point, give a save the date of 20/03/25 for the Parish Assembly and give residents the SCC Countryside Access Team information on how to report a problem with a right of way.

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10.	<u>CHAIR'S CONCLUSION</u> To Receive Chair's Notices & Members' Questions Cllr Rowe wished to state that the litter pick on 25/10/25 had been a success and Cllr Graham echoed this sentiment with the community clean of the Hall which took place on the same day. A thank you to residents was published in the November newsletter.
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The next parish meeting is due to take place on 13th January 2026 at 19.30hrs in the Committee Room of LPH.

The meeting closed at 21.25 hrs.

Signed.....

Date.....