



# ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

## PARISH OF ALBURY

### NOTICE OF PARISH COUNCIL MEETING

#### Local Government Act 1972

The minutes of Albury Parish Council held on  
**Monday 6<sup>th</sup> February, 2023 at 19:30 in the village hall**  
for the transaction of the under mentioned business.

*There will be an informal question time of up to fifteen minutes during which members of the public, who live or work in the Parish, may ask questions relevant to the work of the Council. The Council meeting will start immediately following public question time or at 7.45pm, whichever is the earlier.*

## MINUTES

### Open Forum:

**Present:** Cllrs A. McCann, G. Robinson, J. Brockwell, P. Gellatly, P. Yeoman, S. Bevan, and S. Dennis  
County Cllr Hughes and Borough Cllr Morris

**In attendance:** The Clerk, Ms C. Bishop-Wright

024/23 **Election of Chairman:** Cllr McCann standing as Chair until May.

025/23 **Apologies for absence**  
Borough Cllr Jones

026/23 **Declarations of interest:**  
None received.

027/23 **Minutes of the meeting held on Monday 5<sup>th</sup> December and 9<sup>th</sup> January; Annex 1**  
January minutes signed. December minutes were not brought to the meeting so to be signed at next opportunity.

028/23 **Actions Update; Annex 2**

- a) *New councillor recruitment and transition of retiring councillor's activity* **ALL**  
Cllr McCann circulated the new list of potential new councillors, most of which are from Farley Green, so Cllr McCann suggested to look into finding potential candidates from other areas in Albury. Cllr McCann suggested to run a councillor recruitment event. Cllr Brockwell advised the importance of having the candidates step forward for election in May, otherwise they will not be elected and will have to be co-opted later. The Clerk advised that 4<sup>th</sup> April is the deadline for new candidates nominee forms. Cllr Gellatly still unsure whether he is standing.
- b) *Community communications and database update* **ALL**  
Cllr Dennis advised that she put an advert in Albury Matters for joining the community database but she has received no responses yet. Cllr Dennis suggested to also have an advert put in the parish mag. Cllr Dennis suggested to start a Whatsapp group for important info in the parish. Cllr Bevan to add all councillors other than Cllr Brockwell

who does not want to join, and then all councillors to discuss find other residents who would like to join. Cllr Dennis also suggested that we could post invitations to the Whatsapp group through resident's doors.

- c) *Remarking of allotments*

No update.

**JB**

- d) *Jubilee photo framing*

No update.

**JB**

- e) *Footpath between Water Lane and Albury Estate offices*

Resolved as leaves cleared by GBC.

#### 029/23 **Brief report from Borough Councillors**

Borough Cllr Jones left a report with the Clerk in her absence.

- a) *Holmbury First Responders*

Borough Cllr Jones has contacted the Chief Constable in regards to the legal position of the First Responders, and has advised that PC Lisa Clark is happy to discuss the situation. The Clerk has invited the PCSOs to a meeting, however they were unable to attend the February meeting, so she will send an invite for March.

**CJ**

- b) Honorary Freeman, Jen Powell, passed away on 31<sup>st</sup> January. Details of arrangements for a memorial service will be announced shortly.

- c) *Christmas Trees*

GBC collected a record 7670 Christmas trees for recycling this year, which is a 12.5% on last year.

- d) *Update on the Local Plan*

No update. The first part of the local plan which refers to the sites and allocations has been approved. The second part in regards to policies is still yet to be approved.

- e) *Elections*

It is required to present photo ID when voting from this year.

- f) *Update of GBC priorities*

No update.

- g) *Coronation*

Anybody wishes to organising a street party, where a road closure is involved, should apply by 3<sup>rd</sup> April. The residents who organised the jubilee party are not looking to organise a coronation party. No further information on any coronation events so far.

- h) *GBC Update*

Borough Cllr Morris advised that GBC's main priorities are the North Street development. The current proposal for developments here was rejected due to height and low proportion of affordable housing.

- i) *Enforcement*

Monthly enforcement lists reports are now being received, so this is resolved. The planning department is still experiencing issues due to staffing issues. Borough Cllr Morris advised that planning applications are not being registered as soon as they're received. Due to the delays, they are being given an interim letter to manage expectations. County Cllr Hughes queried whether neighbouring properties to any approved planning applications are being notified ahead of any works. Borough Cllr Morris advised that any properties are have a boundary attached to an approved planning application will be notified, but unsure if other neighbouring properties are notified.

#### 030/23 **Brief report from County Councillors**

- a) *Woodhill Sandpit/Sawmills update*

No update. No application completed yet and the Environmental Impact Assessment is still needed. Cllr Brockwell advised that an item on the enforcement list has been added for "Alleged unauthorised development consisting of hard surfacing laid on the site". The works currently taking place at the Sandpit are for an already approved planning application.

- b) *Brook Hill road closure – joint letter to SCC*

Cllr McCann reiterated that the PC would like better interaction with SCC in regards to road closures, whether they're an emergency or not. County Cllr Hughes is already in discussions in regards to this.

**BH**

- c) *Westonfields flooding update*  
No update. Cllr Hughes is still to meet with Mr Baxter.
- d) *Farley Green flooding update – approach to resolve and funding*  
County Cllr Hughes has advised that he has organised a meeting for an engineer to drive around his wards to look at all flooding issues. At Shophouse Lane, the pipe under the drive to the House is blocked and will need to be jetted to be cleared. Cllr Brockwell will send County Cllr Hughes photos of the specific ditch near this pipe. Cllr McCann has updated residents that discussion may be necessary.
- e) *Yew Trees at Newlands' Corner*  
County Cllr Hughes advised that the AONB and the Albury Estate have agreed to put some hedges and wooden boardwalks near the dying Yew Trees to prevent any further damage.
- f) *Disabled parking at Newlands' Corner*  
Cllr Hughes continuing to follow up but position not yet resolved.
- g) *Sherbourne Bridge*  
Sherbourne Bridge has been damaged in a car incident recently. Albury Estate have informed County Cllr Hughes that Sherbourne Bridge is SCC's responsibility not the Estate's.
- h) *A25 closure*  
No confirmation of date of works is yet available. They have informed the PC that they will be completing the work over 4 days within an 18 month period from 17/02/2023. They have not confirmed the dates, but aim to get this done as soon as possible. The work includes a substantial diversion.

031/23 **Matters arising**

- a) *Draft letter to be approved regarding Holmbury First Responders*  
Cllr Dennis and the Clerk to refine the letter and then circulate. **SD**  
**CJ**

032/23 **Clerks matters arising**

033/23 **Police matters**

- a) *Link to crime statistics - <https://www.police.uk/pu/your-area/surrey-police/albury-shalford-compton-holy-trinity-shere-gomshall-peaslake-and-farley-green/>*
- b) *Police involvement in Parish activities*  
As above, the Clerk had invited the PCSOs to the meeting but they were unable to attend. Borough Cllr Morris advised that the Borough Inspector is happy to attend a meeting, but only to discuss a specific query that the PC have, instead of generally discussing police matters. The Clerk is going to continue to look into find a police and crime report that gives more detail about police matters in the parish. Cllr Dennis raised that there seems to be police cars in Westonfields more often – sometimes more than once a week – so the PC would be interested in learning more about why. **RM**  
**CJ**

Committee reports:

034/23 **Highways, Byways, and Traffic: Cllr Brockwell**

- a) *VAS update*  
The battery has gone flat on the VAS. Cllr Brockwell and Cllr Bevan are to look at downloading the information from the VAS this week. The PC are still considering getting another VAS for the other side of the village. **SB**  
**JB**
- b) *Approach to new SCC road closures*  
As above.
- c) *Surrey speed reduction scheme*  
Cllr Dennis is going to invite 20s Plenty to a meeting. County Cllr Hughes advised that he had been in contact with SCC about their speed reduction scheme, and that the next stage of this should be happening early in the next financial year. **SD**  
**BH**
- d) *Railway works between Gomshall and Shalford*  
Network Rail have advised of the level crossing closures. The Brook level crossing will be closed from 18-20<sup>th</sup> February, and there will be further closures until March 2024 to be announced. There are two storage compounds being temporarily built to store equipment,

which have been facilitated by the Albury Estate. Network Rail are holding two public meetings in regards to this – 9<sup>th</sup> February at Chilworth, and 16<sup>th</sup> February at Gomshall.

- 035/23 **Outdoor maintenance and open spaces: Cllr Yeoman**
- a) *Trees*  
The trees on Farley Green were planted on Saturday 4<sup>th</sup> February. PC are going to have a plaque made for the PC's tree, and are going to discuss with the resident responsible for the second tree if they would like to contribute to a second plaque. The Clerk to clarify the situation regarding the trees to all residents involved. **CJ**
- b) *Dog fouling*  
As above.
- 036/23 **Planning and environment: Cllr Gellatly**
- a) *Communications*  
Cllr Gellatly asked Borough Cllr Morris if he would be able to look into getting really old enforcement items removed from the monthly lists. Cllr Brockwell has raised a few new enforcement items that he will send to Cllr Gellatly to be raised at the next planning meeting on 20<sup>th</sup> February. **JB**  
**PG**
- 037/23 **Village Hall: Cllr Brockwell**
- a) *Outstanding debts*  
April 2017 – March 2022: £1,163 is still outstanding.  
April 2022 – January 2023: £1,038 is still outstanding.
- b) *Appoint a councillor to take over responsibility for village hall from Cllr Brockwell*  
Cllr Bevan has offered to take responsibility of the village. Cllr Gellatly has also offered to stand in for any emergency situations regarding the VH.
- c) *Replacing gutters*  
Cllr Brockwell has created an analysis of the repairs needed to the memorial library gutters. He has received some quotes for the various jobs and this looks to be around £6,500. Cllr Brockwell to get 2 more quotes for each of the jobs. **JB**
- 038/23 **Allotments: Cllr Robinson**  
Nothing to report.
- 039/23 **Communications: Cllr Dennis**  
Nothing to report.
- 040/23 **Environmental projects: Cllr McCann**
- a) *Impacts of climate change for APC* **AM**  
Cllr McCann circulated a document of the impacts of climate change for parish councils. Cllr McCann has proposed the following options for mitigating the effects:  
- Develop an initial impact assessment with support from SCC  
- Embed climate and sustainability in NP activity with help from AECOM  
- Build climate and sustainability into ongoing monthly agenda and activity  
- Review out suppliers and confirm their position  
- More actively support and promote local green action.  
Cllr Gellatly advised that building regulations cover most of the climate and sustainability issues. He advised that environmental impact assessments are an assessment of what impact the application could have on the environment if it were approved. Cllr Brockwell confirmed that he did not disagree with the general content of the document and requested that Cllr McCann bring some specific suggestions to the next meeting.
- b) *Update on tillingbourne.earth activity and newsletter*  
Cllr McCann advised that there is an update of tillingbourne.earth for the end of the year in the February parish mag. He also advised that a rewilding project is happening between Shere and Gomshall, which has approval from Thames Water and that he had added all members of the PC to the ongoing newsletter so they can keep directly abreast of activity.
- 041/23 **Neighbourhood Plan: Cllr Dennis**

- a) *Update on neighbourhood plan and parish assessment*  
Cllr Dennis advised that she received the draft of the NP yesterday, and will circulate this once she has reviewed. She also advised that she and Cllr McCann have had the AECOM site visit, and they aim to come up with a report defining the parish's settlements within about 2 months. This will require any planning applications within the settlement to fit in with the character of that area. **SD**

042/23 **Finance**

- a) Bank reconciliation; *Annex 3*  
Net receipts over payments approved as £6,930.  
b) Payments and receipts; *Annex 4*  
Approved as total receipts £55,521.73 and payments £51,656.60

043/23 **Councillor's business: for noting or including on a future agenda**

- a) *Maintenance of land owned by the Eshelby family*  
Cllr Dennis requested the Clerk to get an update for repairs around the parish previously raised with the landowner. **CJ**
- b) *Albury Sign*  
Cllr Dennis queried if the PC have a handyman who can clean the Welcome to Albury signs at both ends of the parish. Cllr Gellatly has offered to do this. Cllr Dennis asked the Clerk to look for a handyman for future needs. **CJ**
- c) *S106 monies*  
Cllr Brockwell advised that there are still s106 monies to be spent on stiles and kissing gates. Cllr Brockwell and the Clerk to come up with a document to send to GBC. **JB**  
**CJ**
- d) *Mulberry*  
Cllr Dennis re-raised to the Clerk to look into getting audit and accounts training from Mulberry which was previously approved. **CJ**
- e) *Damage to Green*
- f) Cllr Brockwell advised that there is damage on Farley Green from cars parking there. **AM**  
Both the church and a dog training group currently park on the Green. Cllr Brockwell suggested that if the damage worsens that the PC could stop allowing cars to park on the Green. Cllr McCann to ascertain the nature of the damage and discuss with local residents.

044/23 **New Correspondence**  
None has been received

045/23 **Dates of meetings**  
Full council: 6<sup>th</sup> March, 3<sup>rd</sup> April  
Planning: 20<sup>th</sup> February, 13<sup>th</sup> March

046/23 **Open Forum**

Meeting closed: 21:39

*Dated this:*

*Signed: CJ Bishop-Wright*  
*Parish Clerk*