

ALBURY PARISH COUNCIL

Minutes of a meeting of Albury Parish Council held on Monday 1st September 2008 at 7.30pm, in the Memorial Library

Present: Cllr N Wenman (in the chair), Cllrs J Brockwell, J Croucher, P Gellatly, P von Radowitz
Borough Cllr D Wright
PC Donna Roylance
1 member of the public

In attendance The Clerk, Mrs J Cadman

150/08 APOLOGIES FOR ABSENCE were received from Cllrs J Chapman (work commitments), R Hogben (holiday), D Nicholson (family commitments), G Robinson (work commitments)

151/08 DECLARATIONS OF INTEREST

- 1) Councillors were reminded that they must register an interest in any items on the agenda for this meeting, where appropriate, at the beginning of the meeting.
- 2) Councillors were further reminded that they must ensure that their register of interests is kept up to date and the Clerk advised of changes and additions.

152/08 MINUTES OF THE MEETING HELD MONDAY 7TH JULY 2008 were agreed as a correct record of that meeting and signed by the Chairman.

MINUTES OF THE MEETING HELD (IN CLOSED SESSION) MONDAY 18TH AUGUST 2008 were agreed as a correct record of that meeting and signed by the Chairman.

153/08 MATTERS ARISING

131/08: Police Matters: Mike Patey had advised that he would be moving to cover Stoughton area, and that this area would be covered for 3 months, until a replacement is found, by Donna Roylance, who was in attendance this evening.

132/08: Westonfields: Cllr Wenman reported that a meeting had been held between the residents of Westonfields and a representative from GBC Housing department. He had attended, together with Cllr Hogben and Cllr Robinson. The meeting had gone well and the objective met, which was to obtain agreement that GBC would take action. The borough council intended to apply for a demoted tenancy status. This required the tenant to observe certain conditions, if she failed to do so the borough council could then apply for eviction. It had been explained that it was very difficult to achieve eviction immediately, but that GBC were determined to solve the problem. PC Roylance advised that the tenant was well known to the police, but as there had only been one complaint from Westonfields this year, one in 2006 and one in 2002, it was not possible to issue an ASBO. The tenant had been put on the CIAG (Community Incident Action Group) list, so that the police were able to put pressure on GBC to take action.

133/08d: Bus Shelter at Boundary Cottages: Mr Clark had advised the Clerk to write to the Passenger Transport Group at SCC to ask their advice on removing the bus shelter. No reply had been received to date.

Action: Clerk to write again to advise that the bus shelter would be removed unless a reply was received within a specified period.

134/08a: Website: All societies have been written to regarding their entries on the web site. The Clerk was still following up those who have not replied.

135/08d: Recreation Ground: The Clerk had written to GBC housing department, and also the residents, regarding refuse on the lane to the ground. The Clerk had met with the handyman to discuss a clear up of the ground, who had advised that there had been little litter on the playground, which he had cleared, but that the fencing was impossible to mend,

as it had been trampled flat.

Action: Cllrs Brockwell and von Radowitz to inspect the fencing and report with recommendations and costs at the October meeting.

Cllr von Radowitz reported that the stolen car had been removed.

135/08g: Amber Heights: Roger Taylor had confirmed that the Parish Council had no obligation to agree access. The owner had been advised.

135/08h: Pond: Work was now scheduled to commence after the Church barbecue on the 14th September.

140/08a: Church Lane: the Clerk had written to the Estate concerning the condition of the banks, but had not yet received a reply

140/08b: Parkers Hill: The Clerk had written to Highways concerning the bad condition of the pavement. Cllr Hogben had been attempting to arrange a meeting with Derek Lake, but with no success to date.

Action: to put this pavement, and the pavement to Newlands Corner, on the list of items to discuss with Derek Lake. Clerk to write again to SCC.

140/09d: Village Hall Sign: the Clerk had written to the Estate concerning this.

154/08 CLERK'S MATTERS ARISING

a) Telephone kiosks: Shophouse Lane and Brook Lane: English Heritage had written in response to the Parish Council's request to list these kiosks, as follows:

The Secretary of State, after consulting English Heritage, the Government's statutory adviser, has decided that these buildings are not of special architectural or historic interest and should not be listed. The Clerk gave further details on the reasons given. A decision on the telephone box in the Street is still awaited.

Action: Cllr Croucher to look into the process of adopting these telephone boxes, to report at the next meeting.

155/08 POLICE MATTERS

a) Westonfields: PC Roylance said that the lack of reports concerning the tenant in Westonfields, hence restricting the police's ability to take action against her, highlighted the need to report incidents to the police.

Action: Cllr Robinson would be asked to feed back the importance of reporting anti-social behaviour to the residents.

b) Crime: PC Roylance advised that there had been 5 crimes since the beginning of August: two had been thefts from vehicles parked at Silent Pool, where handbags had been left on view and one car had not been locked; lead to the value of £300 had been stolen from the roof of the Apostolic church; the plaque had been stolen from the sculpture on the Heath. (This had now been returned, and screwed back into place.) The fifth crime had been criminal damage to a shed on the bowling green and the police would pay attention to that area on Friday and Saturday nights.

c) Callers: genuine charity workers were in the area and were, as part of fund raising, asking for bank details. The police were concerned that people ensured that anyone asking for this type of information was genuine. The police would also like to be advised of any door to door people in the area, as this type of information was very useful.

Action: Clerk to mention these points in her next parish magazine article.

156/08 OPEN FORUM

a) Cupboards in Village Hall: Mrs Goddard asked if the Parish Council intended to mend the broken locks on the cupboards in the village hall. Cllr Brockwell PROPOSED, all in agreement, that the locks be replaced, with a budget of £100.

Action: Clerk

b) *Triangle of grass at beginning of Sandy Lane:* This had been mowed and looked nice, but some of the posts were missing and people were driving across the grass. **Action:** Cllr Brockwell to resolve.

157/08 COMMITTEE REPORTS

Highways and Byways

a) *September Report:* This was circulated with the agenda.

1. *Work to drainage in Little London:* Cllr Croucher reported that this work had been done well, with the foreman very aware of the situation. The onus was now on the residents, to ensure that the area was maintained, particularly the 2 metres deep sand trap. Cllr Croucher had been advised that it was now policy not to empty silt traps. A headwall was needed behind the two man holes, to prevent the water washing away the bank.

Action: Highways and Byways committee to monitor. Raise policy on silt traps with Derek Lake. Pursue the need for a headwall. Check on slabs, which had not been completed. Raise quality of top dressing with Derek Lake, particularly road edges.

b) *Village Gateway Enhancement Programme:* Stage I of the project is the replacement of the metal railings by the Tillingbourne with wooden posts, together with clearance of trees and undergrowth by Albury Estate. Members were asked to consider a proposal for the Parish Council to allocate £2,500 to this project. Cllr Wenman presented costings: £6,800 for replacement of metal railings, £2,400 for clearance of trees and shrubbery, giving a total of £9,200. SITA UK had agreed a grant of £5,000 for the posts, secured by Cllr Wenman, and he was hopeful that the difference would come from funding from Surrey Hills, SCC Highways and Cllr Davis' allowance.

Clearance of the trees and shrubbery would take 2 men 6 days, at a cost of £2,400. After discussions, Cllr von Radowitz PROPOSED that the parish council spend up to £2,500 on this element of the project, but source as much of this funding from elsewhere as possible. This was unanimously **agreed**.

The project and budget details would be circulated for discussion at the October meeting.

158/08 Community Development

134/08b: Community and “knife free” areas: Cllr Nicholson had reported that she had spoken to Paul Napthine from Surrey Community Action, who had put her in touch with the Rural Safety Warden. Discussions were under way about targeting schools and youth clubs. Cllr Nicholson would report further at the next meeting.

a) *Parish Plan update:* Cllr Nicholson had met with Paul Napthine, SCA, who had been very helpful and would be able to advise on the process. Cllr Nicholson would present a time line and action plan at the next meeting. As far as relationship with a Village Design Statement was concerned, a VDS had to be done in conjunction with the Borough Council, who would need to be supportive. Regardless of whether it was followed through, it would seem to make sense to ensure that the survey covered both areas. Cllr Wright suggested seeking the advice of Tim Dawes at GBC, Cllr Wenman undertook to do so.

159/08 Open Spaces, Recreation and the Environment

a) *Village Hall:* Cllr Wenman reminded Members of the recent Surrey Community Action workshop, attended by Cllrs Chapman and von Radowitz, who had reported back that most village halls were run by a management committee. He and the Clerk had met with Doug Williams the previous week, who had advised that a number of village halls were run by a charitable trust. This has the benefit of attracting an 80% rebate on rates, and more accessibility to grants. However, setting up a trust would take a great deal of work to get it right, and so it was

proposed that a Management Committee should be set up, which would act as an advisory committee to the Parish Council, with a view to setting up a trust later, once everything was in place. Cllr Wenman tabled a document outlining the remit of the management committee. It was PROPOSED by Cllr Brockwell and SECONDED by Cllr von Radowitz that a Management Committee be formed to run the village hall, all were in favour.

Action: Cllr Wenman proposed that an article in the parish magazine would ask interested members of the public to get in touch, and suggested that Members talk to people that they believed would be interested. A possible chairman of the committee could then be agreed at the October meeting. Rules for the management committee would be circulated after this meeting for agreement at the October meeting.

Cracks in female toilet: Cllr Wenman had been advised that, when a bus had hit the front of the building in the early 1980s, where the toilets were originally located, the Parish Council were responsible for the entire structure of the hall, and had undertaken the remedial work, which involved moving the toilets to their current position. Although the Estate had been involved later, and had converted the top and basement into offices, the Parish Council were responsible for resolving the settlement problem in the toilet area.

Options considered were as follows:

1. Seal up the cracks and make good
2. Explore the grant options to renovate the toilet and to include disabled access.

Action: Cllrs Brockwell and Croucher to cost the conversion and repair, and report to the October meeting.

b) *Community ideas database:* The intention appeared to be to compile a list of projects that could be funded by S106 monies. As Albury benefited from S106 money already, it was considered unlikely that projects proposed for this parish would receive priority. The list would be circulated for information and possible further consideration.

c) *Footpath clearance:* following the recent successful footpath clearance by Cllr von Radowitz's contact, Matt Hiley, Members agreed that he should be asked to do more.

Action: Cllr von Radowitz to compile a list of footpaths to be maintained on a regular basis, to be presented at the October meeting, together with annual costings.

d) *Bins on Heath:* The Clerk had established that emptying the bins was not the responsibility of either Cleansing or Parks at Guildford Borough Council, nor was it the responsibility of Rights of Way at Surrey. It appeared that the bins were emptied sometimes, and historically this had been done as a favour, but could not be relied on.

Action: Cllr Croucher to cost replacement bins, installation and emptying. Clerk to pass on catalogues.

e) *Canadian War Memorial:* the area around is in a poor state, the bench is broken and the maples in need of attention.

Action: referred to Open Spaces committee, to progress with a maximum budget of £250.00. The Clerk confirmed that it was in order to use S106 money for a new bench.

160/08 Planning

a) *Invitation to South East Plan Guilford Forum, 8th September, between 7.30pm and 9.20pm at Guildford County School:* No Member was available to attend, but Cllr Gellatly would respond to the questionnaire.

b) *Weston Lodge bus stop:* It was understood that Arriva are looking at re-siting the stop, following its removal from outside the Old Mill, however Cllr Wenman had been

advised that there was no alternative location for the bus stop. Cllr Gellatly clarified that the Parish Council did not raise any objections to the application for the development, as the impact on the bus stop had not been clear. There had been a meeting between the developer's architect, Roy Hogben as Borough Cllr, and Highways, when the architect had asked for the bus stop to be moved, but had been told that it should stay and the wall built further back. However, this had not happened and members noted that there was no written agreement.

The main issue was that the situation was very dangerous at present, with a number of old people who use that stop to access Toppers Alley having to get off in the road. Cllr Wenman had undertaken some research and found, in a 1980s Highways Act, that if there had been uninterrupted right of access for 20 years, the land in question may be a public right of way. Cllr Davis had e-mailed officers in SCC asking for urgent attention to this.

Action: Cllr Wenman agreed to establish whether there is a legal case and put pressure on SCC to enforce and would also speak to developer. Albury Estates had agreed to establish if there is a covenant on the land in respect of the bus stop.

PLANNING APPLICATIONS RECEIVED

08/P/1285 The Hame, Blackheath Lane

Erection of detached garden room

The planning committee had objected to this application.

08/P/1286 The Hame, Blackheath Lane

Listed building consent for the above

The planning committee had objected to this application

08/P/1497 The Old School House, The Street, Albury

Erection of single storey rear extension, store room and addition of 3 dormer windows

The Planning Committee had no objection to this application, but questioned whether the building was subject to Listed Building Consent. It had been established that it was not.

08/P/1520 The Mansion, 35 Albury Park, New Road

Listed building consent for internal alterations to rooms 35 and 41 to form a single apartment.

The planning committee had no objection to this application.

PLANNING APPLICATIONS DETERMINED BY GUILDFORD BOROUGH COUNCIL

08/C/00007 Consultation for public telephone kiosk removal

Phonebox: The Drummond Arms, Albury

Objected

08/C/00009 Consultation for public telephone kiosk removal

Phonebox: Farley Green, Albury

Objected

08/C/00010 Consultation for public telephone kiosk removal

Phonebox: Brook Hill, Albury

Objected

08/P/0654 Builders Yard, Little London

Relaxation of condition 3 on planning approval 05/P/1853 to include office use.

Approved: officers had recommended that the number of staff should be limited to 8, so that the office portion of the site was not increased. Continued use of the old office was limited to Lampards, so could not be passed to a new owner.

08/P/0754 North Wing, the Old Rectory

Detached single storey building to provide plant room, changing facilities and ancillary accommodation to serve swimming pool

Approved with conditions

The planning committee had no objection to this application, as the size of the development had been scaled down.

08/P/0831 Hurst Lea, Park Road, Albury

Detached garage with gymnasium

Refused

The planning committee had objected to this application.

08/P/1066 Cheynes, Brook Lane

Insertion of 2 dormer windows to front elevation

Approved with conditions

APPEALS WITH DECISIONS

07/P/2242 High Bowl, Brook Hill, Farley Green

Two storey side extension following relocation of existing conservatory

Appeal allowed subject to conditions

The Parish Council had supported the appeal, taking the view that the houses around High Bowl had been knocked down and replaced with larger houses, which had been allowed by GBC, and this was simply an extension.

161/08 Star Energy

- a) *The meeting arranged* for Wednesday 3rd September at 6pm had been cancelled, as the installation of the drilling rig had been indefinitely postponed. A new date would be set once an installation date was arranged. The advisory meeting of local parish councils which was due to take place in Ripley had also been cancelled.
- b) Cllr Wenman advised Members that a barrister had been consulted by Save Blackheath Common, and had given his opinion that there is no substantive challenge to SCC's agreement to allow appraisal drilling of Albury 2.

162/08 Albury Landfill Site

Minutes of the meeting held Tuesday 19th August were circulated with the agenda. Cllr Nicholson had proposed that the restoration experts be called together, with one representative from the Parish Council, to achieve agreement on one proposal for restoration. She had spoken to Rick Bright, and had been advised that SITA were to meet with the Forestry Commission and Surrey County Council.

163/08 Finance

- a) *Statement of Accounts*: Members to agree a revision in the accounts for the financial year 2007/08: the S106 debtor (monies owed by GBC for the restoration of the village green) had been shown as a negative reserve, where it should have been shown as a debtor. It was RESOLVED that the revision be accepted.
- b) *Grant aid to Parish Councils (concurrent Functions) 2009/10*: Applications To Guildford Borough Council for Grant Aid were requested by 22nd September
Action: Cllr Brockwell agreed to consider grant possibilities together with Members and to advise the Clerk of any proposals. The Clerk to circulate the list of Grant Aid granted in the Borough for 2008.
- c) *Internal Audit*: Cllr Brockwell reported that this had been carried out.
- d) *Spend against Budget as at 31/7/08*: attached and noted.
Action: Cllr Brockwell and the Clerk would discuss presentation for the October meeting, which should be up to date to the end of August and include details of reserves. The Clerk would investigate the possibility of accessing the Parish Council bank account on line.
- e) *Quality Status*: The Clerk advised that she had commenced work on the CiLCA portfolio. There were 24 sections in all, each one would take roughly 2 hours to complete. She was still committed to the target of completing the portfolio by the end of October, but would advise at the October meeting whether this would be feasible.

		Chq no	Amount	Exp power
a)	The following were paid out of meeting:			
37)	Albury Produce Association 5 x gazebos	207	£265.95	LGA ' 72
38)	Spectrum Homes re lighting	208	£133.19	
39)	Allianz Insurance	209	£940.02	
40)	M Hiley: footpaths	210	£75.00	
41)	Wright & Co: V.hall decoration	211	£2791.80	
42)	EDF	212	£82.79	
43)	Playground Facilities	213	£934.13	
44)	John Carter: marquee hire for APShow	214	£1137.99	
45)	AB Cleaning	215	£42.77	
46)	Paul Stevens: June and July handyman	216	£200.00	
47)	J Cadman: salary, July	217	£763.68	
48)	E Balshaw: wages, July	d/d	£480.01	
49)	GBC rates: August	d/d	£131.00	
50)	NJM re newsletter	218	144.00	
51)	Bentley Brown re A Produce Show	219	£1320.11	
52)	Spilkin Knight re internal audit	220	£411.25	
53)	E Balshaw: Wages, August	d/d	£506.55	
54)	EDF	221	£90.71	
55)	Stand by Fire Protection: fire safety audit	222	£88.50	
56)	E Balshaw: underpayment of wages ytd	223	£78.22	
57)	B Gas	224	£73.02	
58)	P Goddard	225	£150.00	
59)	J Cadman: salary, August	226	£760.73	
b)	The following are presented for payment			
60)	GBC rates: September	d/d	£131.00	

164/08 COUNCILLORS BUSINESS for noting or including on a future agenda,

- a)** *Broken Stile:* Cllr Croucher reported a broken stile in the Warren, at the top of Blackheath Lane, turning left to the field.
- b)** *Polyclinics:* Members debated whether the Parish Council should ascertain whether Shere surgery would be impacted by these proposals. It was agreed that it seemed that these clinics were geared towards urban situations.
Action: Cllr Brockwell would ask Shere surgery for their views
- c)** *Local Council Review:* Cllr Brockwell recommended that the number of copies be reduced next year, and circulated to members, rather than each member receiving a copy. Cllr Wenman advised that he did not receive one.
Action: Clerk to check circulation list with SCAP&TC and note for next order.
- d)** *Ramblers Association:* A circular in the LCR advised that members of the association would receive updates on rights of way and changes in the law.
Action: Clerk to check with SCAP&TC whether membership was advisable.

165/08 OUTSTANDING ITEMS

The current list was circulated at the meeting. Cllr Wenman asked members to contact the Clerk with any queries.

- a) *Surrey Hills Society*: Following application for membership, the Chairman of the Surrey Hills Society had written to welcome the Parish Council, and to seek volunteers for events, fund raising, admin support etc. He had also asked if the society could be publicised via the Parish Council web site, which was agreed, and offered to use the Society to publicise local events.
- b) *Invitation to the Surrey Hills Launch Party 17th September 2008*: Tickets were £10 each or £16 for two and included a wine and canapés reception, tour of the Guildhall, a wine tasting provided by Denbies and musical entertainment. Members were asked to contact the Clerk if they wished to attend.
- c) *Surrey Hills AONB 5th Anniversary*: Surrey Farm and Village Week would be celebrated from 20th to 28th September, finishing with the Surrey Country Fair and Ploughing Match on 28th September at Loseley Park. Surrey Hills Country Fair would take place on 2nd November at Dorking Halls
- d) *English Rural Housing Association*: AGM and presentations on building homes on 23rd September, 12.15 to 3.30pm, to include lunch. Representatives from the Parish Council were welcomed.
- e) *Surrey Countryside Access Forum*: The role of the Forum was to advise relevant bodies, including the County Council, on the improvement of public access to land in Surrey for the purpose of open air recreation and the enjoyment of the area. The forum was made up of 22 members who meet 4 times a year, these members represented users of local rights of way and owners and occupiers of land and it had been decided that input from parish councils would be beneficial. Council were asked to decide whether they wish to nominate a candidate to apply to join the forum; but agreed not to do so.
- f) *Surrey Minerals Plan preferred option*: SCC had written to thank all those who responded to the consultation, with 450 representations having been received which were now being analysed. A revised plan would be published in 2009, and there would be a further period of consultation. The Council would be notified when this would take place.
- g) *Rural Community Safety Officer*: John Stimpson, new Neighbourhood and Community Safety Officer for GBC, had reviewed the quantity and quality of the local intelligence collected and passed to the Council by the urban based Community Safety Officers, and had decided to appoint a Rural Community Safety Officer, who would be in post by the end of October. The role of the warden would include establishing relationships with key members of the community, liaising with other agencies, conducting environmental visual audits, attending parish council meetings and reporting to the chair of the Joint Action Group, which was part of the Safer Guildford Partnership. The Clerk would copy the questions from the questionnaire which had been sent with the letter to all councillors.

Routine correspondence was distributed at the meeting

167/08 OPEN FORUM

No further matters were raised.

168/08 DATES OF MEETINGS:

Full Council: Monday 6th October, 7.30pm
Monday 3rd November, 7.30pm
Monday 1st December *Precept meeting*

Planning: First and third Mondays of the month if there are plans to consider
There being no further business, the meeting closed at 10.44pm