

ALBURY PARISH COUNCIL

Minutes of the ANNUAL MEETING of Albury Parish Council held on Monday 12th May, 2008, at 7.30pm, in the Memorial Library

Present: Cllr N Wenman (in the chair), Cllrs J Brockwell, J Chapman,
J Croucher, P Gellatly, R Hogben, D Nicholson,
P von Radowitz
1 Member of the public
The Clerk, Mrs J Cadman

77/08 ELECTION OF CHAIRMAN

The Election of Cllr Nick Wenman as Chairman was PROPOSED by Cllr Nicholson, SECONDED by Cllr Hogben, all were in favour. Cllr Wenman signed the Acceptance of Office.

78/08 APOLOGIES FOR ABSENCE

Were received from Cllr Robinson, Borough Cllr D Wright and County Cllr D Davis

79/08 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. 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.

Cllr Brockwell declared an interest in agenda item 95/08, as a committee member of the Produce Association.

Cllr Croucher declared an interest in agenda item 92/08, as he had undertaken freelance work for Lampards.

Cllr Wenman declared an interest in agenda item 95/08, as a member of Save Blackheath Common Managing Team.

80/08 ELECTION OF VICE CHAIRMAN

The Election of Cllr John Brockwell as vice Chairman was PROPOSED by Cllr Wenman, SECONDED by Cllr Von Radowitz, all were in favour.

81/08 APPOINTMENT OF COMMITTEE MEMBERS AND CHAIRMEN *

- a) **Finance, Administration and Personnel:** Cllr J Brockwell was elected as Chairman, PROPOSED by Cllr J Croucher, SECONDED by Cllr J Chapman, all in favour. Committee members: Cllrs J Chapman, P Gellatly, R Hogben and G Robinson.
- b) **Planning:** Cllr P Gellatly was elected as Chairman, PROPOSED by Cllr J Chapman, SECONDED by Cllr P von Radowitz, all in favour. Committee members: Cllrs J Brockwell, J Croucher, G Robinson and P von Radowitz.
- c) **Highways and Byways:** Cllr R Hogben was elected as Chairman, PROPOSED by Cllr J Brockwell, SECONDED by Cllr P von Radowitz, all in favour. Committee members: J Brockwell, J Croucher, P Gellatly, G Robinson. Chris Pollard, resident member for the traffic calming project.
- d) **Recreation, Open Spaces and the Environment:** Cllr P von Radowitz was elected as Chairman, PROPOSED by Cllr P Gellatly, SECONDED by Cllr J Chapman, all in favour. Committee members: Cllrs J Chapman, J Croucher, P Gellatly, G Robinson.

Cllr Croucher would take responsibility for the Environment element of this

committee.

- e) **Community Development and Communication:** Cllr D Nicholson was elected as Chairman, PROPOSED by Cllr R Hogben, SECONDED by Cllr J Brockwell, all in favour. Committee members: Cllrs J Brockwell, J Chapman, R Hogben.

Project Committees

- f) **Landfill Liaison Committee:** Cllr D Nicholson was elected as Chairman, Cllr Hogben represented the Borough Council, Cllr Gellatly as Chairman of Planning.
- g) **Star Energy Liaison Group:** Representatives: Cllr Wenman as Chairman of the Parish Council, Cllr Brockwell. Cllr Gellatly would attend as Chairman of Planning when necessary.

**The chairman of the Parish Council was agreed an ex-officio members of all committees*

82/08 DATES OF FUTURE MEETINGS

- a) **Annual Assembly:** To be held in April. It was **agreed** to hold the Parish Council meeting on the first Monday in April, as usual, and the Annual Assembly on the second Monday.
- b) **Annual Meeting:** to be held in May.
- c) **Monthly meeting:** first Monday of the month, 7.30pm, excepting when the first Monday is a bank holiday, when it will be held on the second Monday. No meeting in August.
- d) **Committee Meetings:** as necessary, with the exception of Planning, which will be held on the first and third Monday of the months, at 7pm.

83/08 MINUTES OF THE MEETING HELD MONDAY 7th April 2008

Were agreed as a true record of the meeting and signed by the Chairman.

84/08 MINUTES OF THE ANNUAL ASSEMBLY

Were agreed as a correct record of this meeting and signed by the Chairman.

85/08 MATTERS ARISING

61/08:43/08:1 Village of the Year Competition: Receipt of the application had been acknowledged and a copy of the form used by the judges on the day of their visit had been received, for information on preparation. Cllr Wenman asked for this to be circulated to all councillors, which Cllr Chapman undertook to do. A meeting was arranged for the 28th May, 6pm, to discuss what needed to be done before the judges' visit. All Councillors were asked to be present, Cllr Wenman also proposed to ask Mr Anthony Cassidy and Rev'd Hobbs, and proposed that Members should invite others if they believed they were necessary. Cllr Wenman suggested that, at that meeting, specific responsibilities for action were allocated.

61/08:53/08b: Damage to Verges: The Clerk reported that she had received a letter from the agents for the re-building at Cherrytrees, confirming that they would ensure that the grass verges were re-instated once the work was completed. Cllr Gellatly advised that Ringway had attended the site and marked the potholes.

62/08b: English Rural Housing Association: The new Regional Development Manager for the Surrey/Sussex area was Nick Hughes, currently the Housing Development Manager for GBC. He would be in post towards the end of May.

62/08e: Guildford Poyle Charities: the Clerk had asked the Rector for information regarding the Henry Smith charity in this parish.

86/08 CLERKS MATTERS ARISING

- a) *Village Handyman*: Members were asked to ratify the proposal that Paul Stevens, nominated Village Handyman, undertook the following work each month:
- Clean village bus stops (remove posters and pins, sweep & disinfect)
 - Check playground equipment, rake safer surfacing, strim path to gate.
- The above at a cost of £100 per month. The funding for this had been agreed with Cllr Brockwell (minute no **67/08g**).
- This was **agreed**.
- It was also proposed that Paul Stevens spent 2 hours a month, at £15.00 per hour, on:
- cleaning the pavements through the village
- This was **agreed**.
- b) *Mayors Award for Access*: The Parish Council was invited to submit projects or groups that provided services which were accessible to and for people with disabilities or their carers. Members were not aware of any such projects.
- c) *Keep Guildford and Waverley Tidy*: an opportunity to nominate areas around the village that concerned local residents, such as a litter strewn residential road, an uncared for verge or an overgrown alley. The Borough Council also wished to undertake an environmental improvement project in an area that was important to local residents: ie: a tree planting project. Cllr Croucher would co-ordinate a response with the Clerk.
- d) *Football Club litter pick*: This took place on the 19th April, the Clerk lent litter pickers and fluorescent jackets, and has e-mailed the Club to thank them for their work. The Club now asked for help in dealing with the poor state of the road onto the Heath, with a number of deep potholes, and also requested notices/bins to deal with dog fouling. Cllr Croucher would discuss closed lid bins with the Clerk, and then ask GBC for help, and the Clerk would write to Highways re: the potholes.
- e) *Friends of St Michaels*: requested permission to use Farley Green for parking on the 7th June, the day of the annual fund raising event at the church. This event would take the form of a coffee morning, with invitations extended to parishioners, families and friends. The Friend's AGM would be held on Thursday 3rd July at 7.30pm, and permission was again sought to park cars on the Green. Permission was **agreed**.
- f) *Proposed Conservation area at Chilworth*: GBC had put forward a proposal to designate an area based on and around the Chilworth Gunpowder Mills as a conservation area. GBC had produced a draft boundary map of the proposed area, together with a character appraisal, and these, together with a questionnaire, could be accessed from www.guildford.gov.uk/Chilworthconservationarea. The consultation closed on the 30th May. Members **agreed** to support this proposal.

87/08 POLICE MATTERS

Neither Mike Patey or Paul Hyde were able to attend the meeting. No matters had been reported. Members noted that there had not been a parish magazine article from the police for some months, although there had been one in the Shere magazine.

88/08 OPEN FORUM

- a) *Annual Assembly*: Mrs Goddard commented that local people did not show enough interest in what was done by their Council.
- b) *Friendship Club*: had not yet received a bill for use of the hall.

89/08 COMMITTEE REPORTS Highways and Byways

- a) *Minutes of the meeting held Wednesday 2nd April*: had been distributed.

b) Members received a report from Cllr Hogben which is attached, as follows:-

[suggest you just attach this as an Appendix and just summarise any decisions/actions here]

Railings opposite the Estate Yard: In conjunction with 'Surrey Hills Partnership' an application for environmental enhancement was submitted to SITA Trust to pay for the replacement oak posts, together with thinning out the trees and undergrowth along the mill stream. This would give a much improved view over the meadow and fishing lake and will greatly improve the entry into the village. Unfortunately, our application was rejected, but has now been passed onto SITA U.K. for a direct approach.

Traffic Calming, Albury: Once the final bill has been paid to ADSL (the consultant) they will release the digital plan so that it can be marked up with the agreed proposals for onward transmission to Derek Lake SCC.

Village Tasks: *The Maintenance Programme* for this next year is now under way with the first of four cuts being completed last week (the budget for 2008-9 of £520.00 for this work is per the attached table). *The Capital Works Programme* for the last financial year has been completed. The replacement of the bus shelter at Boundary Cottages, Railings opposite the Estate Yard, replacement of the handrail opposite Boundary Cottages, restoration of the fence at Sherbourne bus stop and to restore the grip at the top of Anstey's footpath to prevent run-off from Albury Heath have all been added to this listing (the full estimates and budget for these projects will be presented at the next APC Meeting).

Flooding @ Little London: On a site visit during the last heavy rains it was noticed that the grips along Park Road and Little London were all working well. However, the run-off from the un-made top section of Little London that is supposed to drain onto the Hurtwood land has been channeled across and directly flows onto Little London. The effect of this is not only to add more water but also a lot of silt which, of course, aggravates the blocking of the culvert and flooding at Brook.

Flooding @ Water Lane: The completely blocked drain at the bottom of Water Lane has resulted in angry and frustrating situation of the lane being impassable to pedestrians and cyclists. Despite my suspicion that it has not been inspected of a number of years, Gavin Smith from SCC Highways has assured me that the drain was inspected in March and April of this year and was found to be in working order! A solution is being worked on!

General: No replacement has been nominated for John Cheesman, although it looks as though Gavin Smith is taking over some of his tasks. John is due back sometime as an independent advisor. An e-mail has been sent asking for some clarity as to whom we should be talking to, hopefully we will be able to organise a familiarisation meeting in due course.

- c) *Grass cutting:* 5 cuts had been budgeted for, but it was questioned whether this was enough. It was **agreed** to reconsider this.
- d) *Brook:* Cllr Croucher was concerned that there would soon be an accident at that bend, as the overgrown foliage was causing cars to drive in the middle of the road on a blind bend.

90/08 Community Development

a) *Village Day:* Cllr Nicholson reported that this had been a good event and a great success, and it had been a good idea to combine it with the Produce Association Plant Sale. It would be repeated next year, as requested, but she hoped to get more societies involved. The Produce Association had raised £340, from the sale of plants and the raffle. [if not already done would you write to Gasrec thanking them for their sponsorship]

Have done

~~b) *Web site:* Updates had been received from various village organisations. Cllr Nicholson and the Clerk would talk about how to take this forward. Cllr Hogben wished to address the issue of councillors' photographs, and asked that this should be an agenda item at the next meeting, I think that Roy concluded that it wasn't worth pursuing this and it was agree that the silhouettes would be removed]] together with a list of details on the web site that needed addressing~~

c) okay

- d) *Newsletter*: More thought would also need to be given to how the newsletter would be handled, as DNX staff could not be asked to undertake this more than once a year unless the process of receiving information was more efficient. In order to achieve the June target for the first quarterly newsletter, Cllr Nicholson asked that all copy should be with the Clerk by the end of May. The Clerk asked for thought to be given to presentation, as colour copies would be very expensive. Cllr Hogben undertook to investigate costs. **Deadline for copy**: Friday 30th May to Clerk. DNX to receive Monday 2nd June.
- e) *Parish Plan*: Cllr Nicholson and Cllr Hogben were still to meet.

91/08 Open Spaces, Recreation and the Environment

- a) *Albury House: purchase of piece of land next to recreation ground*: The Clerk was in communication with the Borough Council concerning the purchase of the end piece of land, and the legal costs, but this had not yet been resolved.
- b) *Safer Surfacing*: this had been ordered
- c) *Farley Green Pond*: John Britton was not prepared to give a written guarantee regarding the pond lining. Cllr von Radowitz reported that no other contractor would do so, and that none had been sought the last time the pond was cleared, by Land and Water. John Britton had a good track record and it was **agreed** to go ahead on that basis.
- d) *Lighting outside Library*: The comments received from Members during the month had not been conclusive and it was agreed to review the lighting at the end of the meeting.
- e) *Hall Decoration*: 2 quotations had been received. The Clerk was in discussion with the Estate concerning the settlement cracks in the entrance area of the hall, which had to be resolved before decorating went ahead. Cllr Croucher considered that a third quotation should be sought, in view of the great difference in cost between the two quotes received, and would contact the Clerk with details of a third contractor.

[I think it was approval was given to go ahead with an expenditure of up to £2500 with a decision being made on the contractor by you/JB once we have received an additional quote. The work will need to take place in two phases because of the need to resolve the cracks in the wall first]
See G below. I agree that the first para of G should be moved to here, but that is my understanding of the decision. Wi

- ~~f)~~ *Probation Service*: The Clerk had met with Malcolm Howard from the Probation Service, and had walked the footpath beside the A25 with him. He was prepared to undertake the clearing of the footpath where there was a substantial distance between it and the road, but not where it was close to the road, for health and safety reasons. He was also concerned about the state of the footpath, and whether clearing it would uncover more deterioration. The Clerk would continue to liaise with him. [Please confirm when this is scheduled for]

- ~~g)~~
~~[h)]~~ *g) Promotional Plans for the Village Hall*: It was **agreed** to proceed with replacing the work surface and tiles in the kitchen, up to a total cost of £750.00. Cllr Brockwell would purchase the work surface. Cllr Brockwell and Michael Baxter had met concerning the cracks in the toilet walls, which appeared to have been built on the floor. Mr Baxter would write to the Clerk after he had received the engineer's report. It was **agreed** that the re-decorating of the hall should go ahead, the cost to be taken from unallocated funds, once a third quotation had been received. Members **agreed** to a total expenditure of £2975 (the lowest quote to date) plus 10%. Cllr Brockwell and the Clerk would make the decision on the contractor, and the work would be

done in two phases, because of the need to resolve the cracks first.-

h)(i)]

Surrey Community Action were to hold a conference on marketing village halls on Friday 23rd May. Cllrs Chapman and von Radowitz would attend.

i)(j)] *Nominations for Clean up Spots to GBC:* This project had been taken on by Cllr Croucher.

j)(k)] *Parking on the Green:* Cllr von Radowitz had received two requests to park on the Green, one for a wedding and the other for a party. It was **agreed** that this should be allowed, but that it should be made clear that any damage to the Green must be made good.

92/08 Planning

Letters to GBC Planning Department regarding applications received and considered over the past month were available for inspection at the meeting.

Planning Applications Received

08/P/00654 Builders Yard, Little London

Relaxation of condition 3 on planning approval 05/P/01853 to include office use
[\[Our response?\]](#)

08/P/00672 Land at Albury Landfill Site

Consultation from SCC for details of landscaping scheme/plan pursuant to Conditions 13 & 14 of planning permission reference GU06/1081 dated 25/7/06
[\[Our response?\]](#)

Planning Applications Determined by Guildford Borough Council

GU08/0198 Land at Albury Quarry and Landfill, Shere Road, Albury

Details of temporary off-site stockpile pursuant to Conditions 2, 5 and 6 of planning permission ref GU02/0640 dated 24/7/02.
Granted, subject to conditions

08/P/00396 Overbrook, Brook Hill

Detached two storey dwelling with rooms in the roof and basement following demolition of existing building (variation to 07/P/0649 approved 15/5/07 to add rooflights to rear elevation)

Planning Applications Subject to Appeal

07/P/2182 Land adjacent to Cheynes, Brook Lane

Retrospective application for continued use of former stable building to house a domestic generator in addition to use of building for storage for domestic purposes.
An appeal has been lodged and will be dealt with by way of public enquiry. Any comments should be received by the Planning Inspectorate by the 19th May

07/P/02414 Cheynes, Brook Lane

Detached summer house following demolition of two timber sheds and wendy house

93/08 Star Energy

Minutes of the meeting held 9th April 2008 were attached to the agenda.

94/08 Landfill Liaison Group

Minutes of the meeting held Wednesday 7th May would be distributed during the month.

95/08 Finance

- a) *Statement of expenditure against budget for April 2008:* As the books were currently with the Chairman of Finance for audit, it was not possible to produce a statement this month, but it would be circulated when available.

b) Grants

- 1) *Albury Bowling Club:* had written requesting a grant to help towards the repayment of a loan taken out to add to the grants received to rebuild the pavilion, and also to help with ongoing maintenance. They had also asked for help with publicity. The Clerk would write to advise that a grant would be considered at the end of the financial year, when the Parish Council considered all grants for the year.
 - 2) *Save Blackheath Common Group:* Members received a proposal to donate the sum of £250 to this group. Cllr Brockwell stated that they had done a lot of work which would otherwise have fallen to the Parish Council. A grant of £250.00 was PROPOSED by Cllr Brockwell SECONDED by Cllr Nicholson, agreed unanimously.
 - 3) *Albury Produce Association:* Members received a proposal to buy 5 gazebos, at a cost of approximately £485, for use of Produce Association and other village societies/groups. This purchase was PROPOSED by Cllr Nicholson, SECONDED by Cllr Chapman, agreed unanimously.
- c) *Quality Status:* Members would receive a monthly progress report from the Clerk. At present there was little to report, Cllr Brockwell and the Clerk would review the 'check list'.

	Chq No	Amount	Exp Power
d) The following were paid out of meeting			
4) GBC: rates; May	d/d	£130.00	
5) E Balshaw: wages: April	d/d	£480.01	LGA '72

Books currently with Chair of Finance for Audit: this section to be reported in full at June meeting.

e) The following are presented for payment

D R Smith: electrical work	£180.00
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96/08 COUNCILLORS BUSINESS for noting or including on a future agenda

- a) *Pavements:* Cllr Chapman reported that a lady had fallen over on the pavement from Weston Farm up to Parkers Hill
- b) *Rubbish:* Cllr Gellatly requested an article in the parish magazine asking residents not to leave rubbish out at nights, as the bags were torn up by the foxes. He also asked that residents be asked to tidy their recycling boxes away, as they were an eyesore left on the verges.
- c) *Cricket Pitch:* Cllr Croucher reported that horses had been cantering on the cricket pitch.
- d) *Activities in Guildford:* Cllr Hogben reported on these.
- e) *Corporate Identity:* Cllr Hogben requested that the logo currently in use be discussed at the next meeting.

97/08 OUTSTANDING ITEMS

The list was attached to the agenda.

[We should note here your agreement to review the delay in the application to list the telephone boxes me](#)

[I think I understand what you are saying?](#)

98/08 NEW CORRESPONDENCE

- a) *South East Regional Housing Strategy 2008-11*. This was circulated on the 7th April. Further information can be obtained from secretariat@southeast-ra.gov.uk.
- b) *Trumps Farm Energy-From-Waste facility*. Information regarding the invitation to visit this facility from the 1st to 3rd May had been circulated.
- c) *Surrey Community Action*: conference on Marketing Village Halls on Friday 23rd May. Further details available at the meeting.

[\[Domi tells me that Drew has written to the PC thanking us for our contribution to the cricket nets?\]](#)

[Yes, I received it the morning of the meeting, hence the reason why it was not on the agenda. I did explain this to him, and it will be on the agenda, and copied to all councillors, for the next meeting.](#)

Routine correspondence was circulated at the meeting

99/08 OPEN FORUM

Cllr Hogben noted that the Saxon Church Report had been omitted from the Church Report section of the minutes of the Annual Assembly. [\[Shouldn't this be in Agreement of the Minutes of the Annual Assembly?\]](#)

[Well, it was raised under open forum. I was of a mind to include the report in the agenda for the next meeting, in order that it is published in some form. The reason why it was not included in the minutes was because Ken gave me his notes after the meeting, and there was nothing about the Saxon church in the notes, so I forgot it.](#)

100/08 DATES OF MEETINGS:

Full Council: Monday 2nd June, 7.30pm
Monday 7th July, 7.30pm
No meeting in August
Monday 1st September, 7.30pm

Planning: First and Third Monday of the month, if there are plans to Determine

Committees: None arranged at present

There being no other business, the meeting closed at 10.30pm