

ALBURY PARISH COUNCIL

Minutes of a meeting of Albury Parish Council held on Monday 7th September 2009 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, G Robinson and
P von Radowitz
Borough Cllr D Wright
PSCO Paul Hyde
5 members of the public

The Clerk, Mrs J Cadman

161/09 APOLOGIES FOR ABSENCE: there were none.

162/09 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.

Cllr Brockwell and Cllr Gellatly declared a personal interest in agenda item 172/09c: Albury Free Festival, as they were both on the organising committee.

163/09 MINUTES OF THE MEETING HELD MONDAY 6th JULY 2009: were agreed as a correct record of the meeting and signed by the Chairman.

164/09 MATTERS ARISING

144/09: Thames Basin Heath Special Protection Area Avoidance Strategy: No comments had been made. No further action

146/09: Playground gates: The Clerk advised that there had been a series of problems with both the concrete gate posts, one having cracked and been replaced twice and the other once. Simon James had now installed two new posts and would erect and lock the gates later in the week. The Clerk confirmed that there would be no additional cost to the Council.

156/09a: Guildford Lane: Cllr Hogben recommended that Highways problems be reported directly to SCC.

156/09b: Parish Council stand at Produce Show: A stand was manned by the Parish Plan Committee, which had received interest. Mr Rowland believed that it was time to firm up the issues to be addressed, rather than continuing to ask questions about what people wanted.

156/09c: Stiles: The Clerk had identified a wooden kissing gate from Centrewire, at a cost of £130.00 plus vat. Delivery would be an extra £65.00 for up to 4 gates. She had contacted the Ramblers Association, who confirmed that they may be able to help with sourcing funds and/or installing the gates, and she is currently waiting to hear from their local representative.

156/09d.e: Hedges: the Clerk had written to all owners concerned. It was noted that hedges in the village and in Church Lane had been cut back, but still to be addressed were: Albury House hedge, Farley Hall hedge, and the hedge the other side of Church Lane Cottage.

156/09f.i.j: Church Lane, car park and corner of New Road: the Clerk had asked Albury

Estate to deal with these.

156/09h: Climate Change team at GBC: had manned a stall at the Produce Show and were enthusiastic about taking this forward with the Parish Council. Cllr Croucher would bring recommendations to the next meeting on the next step regarding the Greening Campaign.

Agenda item: October meeting.

159/09a: Broken fence Panel: Cllr Brockwell and the Clerk investigated, and concluded that this damage was unlikely to have been caused as a direct result of activities in the playground

BOAT: Ride Lane: The Clerk was asked to make contact with the new officer in charge of Byway issues at SCC and to pursue the proposal of a temporary closure.

CPRE Litter Campaign: The Clerk was asked to obtain the litter picking package offered by CPRE.

165/09 CLERK'S MATTERS ARISING

- a) **Vacancy for a Councillor:** Cllr Nicholson's resignation became effective on the 1st September 2009. The vacancy was advertised on that date. Cllr Wenman explained the process of electing/co-opting a new councillor and said that the Council would welcome someone who was prepared to commit time to the council, as there was a lot of work to do.
- b) **Practicalities of Playground Safety:** The Clerk reported that this had been a useful course, offering advice on risk assessment procedures and current legislation. She undertook to carry out a monthly risk assessment from now on.
- c) **BT Payphones: "Adopt a Kiosk scheme":** BT payphones had now written to advise that GBC had objected to the removal of the kiosk at Brook Hill and that, under OfCom regulations, BT cannot remove an existing payphone facility without approval from the local authority. It would therefore not be possible to adopt the payphone. Cllr Croucher advised that the phone had already been disconnected.
Action: The Clerk would raise this with BT and GBC, and also ascertain whether the phone box at Farley Green would be protected by the same regulations if it were not sponsored by the Parish Council.

166/09 POLICE MATTERS

PCSO Paul Hyde reported the following:

- 1. The equestrian centre at Brook Farm was broken into and a horse box and quad bike stolen. Farley Hall Farm was broken into and tack, etc, taken. Robins Wood: out house was broken into, nothing was taken. All of these had been in the same time frame, between the 18th and 21st August, in the early morning.
- 2. Some cars in the car park at Silent Pool had their windscreens broken. PCSO Hyde had distributed leaflets on a number of occasions reminding people not to leave their bags in the car, but this was still happening.
- 3. Cllr von Radowitz advised that the community was growing increasingly angry about the theft of tractors. There had been 10 in all now, all Massey Ferguson 135s. PCSO Hyde advised that the police, together with the farming community, were trying to set up a local 'Farmwatch' scheme. PS Steven Juliffe was leading on this. A rural police officer, John Hockley, had been appointed.
- 4. PCSO Hyde pointed out that the rise in crime in the countryside was mirrored by the rise in crime in the country as a whole, which was a direct result of the current recession.
- 5. PCSO Hyde reminded the meeting of the cuts in the police budget in Surrey over the last two years, which had resulted in a reduction in personnel. Police resources are divided into neighbourhood policing and response policing, and a response unit would be sent out if there was one available.

167/09 OPEN FORUM

1. *Surfacing under the basketball net:* Mrs Robinson asked if it would be possible to install a hard surface for the balls. The Clerk would investigate.
2. *New councillor:* Mr Lethbridge asked if the Council had someone in mind for the post. Cllr Wenman believed that it would be a benefit if the candidate came from the village, as they would be replacing Cllr Nicholson from the village, but more importantly the council were seeking someone who was able to commit time.
3. *Albury Cinema:* Mrs Robinson asked if the Council would agree to allow the Cinema to use the hall free of charge for the first showing, as a gesture of goodwill to a new enterprise. 25% of the profits of the evening would go to the Village Association, and it was hoped to show a film each month. Cllr Wenman PROPOSED that the fee be waived for the first session, but that this should not be considered a precedent. This was SECONDED by Cllr Robinson, with all in favour.
4. *BOATs:* Cllr Wright advised that he chaired a committee that was reviewing the status of these byways. He recommended that the Council contact Steve Mitchell, the Rights of Way officer and that they put together a case for the closure of Ride Lane, using photographic evidence.
Action: Cllr von Radowitz.
5. *Fly Tipping:* Mr Rowland reported fly tipping at the top of Water Lane. He was advised to report this to the GBC hot line, as they were very efficient in following up reports.
6. *Speed Ramps:* Mr Rowland asked if it would be possible to consider speed ramps in Church Lane. Cllr Wenman advised that the Parish Council had been investigating traffic calming through the village for some time now, and suggested that this request could be reviewed as part of the Parish Plan. He suggested that Mr Rowland and Cllr Hogben discussed traffic calming proposals to date.

168/09 COMMITTEE REPORTS

Highways and Byways

The Chairman thanked Cllr Hogben very much for his successful application to Star Energy for funding of £10,000 for the village enhancement scheme.

The following RESOLUTION, agreed at the Committee meeting the previous week, was presented to the Council: that £6,000 of the funding be expended on the following: Bus shelter: £2,500; posts £650.00; post and rail fences £1,600.00; planters, £750.00; bench, £500.00. The resolution is appended to these minutes. This expenditure was PROPOSED by Cllr Hogben, SECONDED by Cllr Wenman, with all in favour.

Cllr Hogben reported as follows:

- a) *Traffic Calming:* the committee is moving towards a final submission to SCC. The committee had looked at speed humps in Westonfields, but had not received much support for this proposal. Cllr Hogben agreed that this should be taken further by the Parish Plan Committee.
- b) *Mill bus stop:* Cllr Hogben had still received no response from Derek Lake and a further e-mail to Anne Charlton, copied to a number of officers, had only received one response. It had been agreed that a question would be put to the next Local Committee, on the 30th September. Cllr Wenman proposed that a letter of complaint should be sent to SCC's chief executive, regarding the lack of response. SCC's legal department now needed to write a letter to the developer, instructing him to reinstate the bus stop.
- c) *Guildford Cleansing scheme:* thanks to nominations from Cllr Hogben, the footpath from Guildford Lane to Boundary Cottages had been cleared. The team had also committed to clearing the footpath at Sherbourne, Cllr Hogben would remind them. He would also ask them to clear around the bus stop at Park Road.
- d) *Quiet Lanes:* Cllr Hogben referred to this scheme, which in Derbyshire gave right of way to pedestrians and animals. Cllr Wright advised that the Surrey Hills had a quiet lanes policy, and wanted to remove signs in order to make areas more rural. Cllr Hogben agreed to investigate further.
- e) *Cycle Track from Albury to Shere:* this is something that the Parish Council should

look at in the future. The Clerk would speak to the Clerk at Shere.

- f) *Public byway 511 Albury – Row Lane*: the south end of this byway, at its junction with Shophouse Lane, was to be closed from 14/9/09 for 2 weeks, so that a contractor could work on the highway to improve the surface drainage capacity. Public bridleway 207 would also be closed during this work.

169/09 Community Development

- a) *Parish Plan*: Cllr Brockwell advised that a meeting of the Parish Plan committee would take place shortly. The committee had manned a stall at the Produce Show. Surrey Community Action had offered one of their officers to work with the committee and to assist in producing the plan.

Agenda item: November.

- b) *Quarterly newsletter*: Committee chairman were asked to provide reports by Friday 11th September. Mr Rowland was asked to provide a report from the Parish Plan committee.

170/09 Open Spaces, Recreation and the Environment

- a) *Farley Green pond*: The Clerk's application for funding through COMMA had been approved, and a grant of £3,700 had been received, to be spent on the restoration of the pond. The Clerk now planned to meet with a third contractor, and would bring proposals to the October meeting

Agenda item: October

- b) *Football nets*: these had been purchased, at a cost of £55.00, to be reclaimed from S106 money.

- c) *Footpaths*: Mr Hiley had continued to clear these.

- d) *Canadian War Memorial*: the Clerk advised that the Probation Service were not satisfied that we could provide a whole days work for 8 people on the heath. Cllr Croucher, Cllr Robinson and the Clerk would meet at the Heath to agree timing and work for a working party and report back on these to the October meeting.

Action: Cllr Croucher

- e) *Bins on Heath*: Cllr Hogben reported that he had spoken to Terry Mann at the Cleansing Department at GBC, and it had been agreed that they would empty the bins on a weekly basis. He was warmly thanked for this result. It was noted that one bin was still broken, despite Mr Small's recent work on it.

- f) *Grass verges*: The Parish Council had taken the decision to cut these, as they were not being done by SCC. However, GBC had now taken on this work. Cllr Hogben would clarify the situation.

171/09 Planning

PLANNING APPLICATIONS RECEIVED

09/P/1267 Pipers Landing, Green Lane, Womersh

Consultation from WBC for erection of extensions

For information only

09/P/1261 Creg Ny Baa, Church Lane

Listed building consent for a two storey side extension

09/P/1260 Creg Ny Baa, Church Lane

Two storey side extension

The planning committee had no objection to this application, but questioned the effect on the property's status as a small dwelling.

09/P/1238 Albury Wellsite

Consultation from SCC for details of storage of oils, fuels and chemicals

No objection

09/T/00126 Bournside, The Street

Work to trees (Albury Conservation Area)

No objection

PLANNING APPLICATIONS DETERMINED BY GUILDFORD BOROUGH COUNCIL

09/P/0068 Albury Peace

Tree work

Approved with conditions

09/P/0976 Glendale, Farley Green road

Side/rear conservatory

Approved with conditions

09/T/0105 Weston Dene

Fell willow in rear garden growing in middle of river (Shere Conservation Area)

Approved with conditions

09/P/1034 Albury Peace, the Street

Change of use of a former abbatoir currently used as as a garden store into ancillary residential accommodation

Approved with conditions

09/P/1016 Bournside, the Street

Part first floor/part two storeyside/rear extension incorporating dormer windows

Approved with conditions

09/P/0993 Kiln Hanger, Farley Heath

Two storey side extension and single storey front extension with porch following demolition of existing single storey side extension

Refused

09/P/0960 Albury Wellsite

Consultation from SCC for restoration scheme

No objection

09/P/0809 Land at Albury Park, New Road

Consultation from SCC for scheme for translocation of newts

No objection

09/P/0809 Land at Albury Park, New Road

Consultation from SCC for details of storage of oils, fuels and chemicals

No objection

09/P/0728 Albury House, The Street

Erection of four houses together with 38 parking spaces

Withdrawn

09/P/0754 Copse End, Row Lane, Shere

Single storey rear extension and conversion of garage

Approved with conditions

09/P/0682 Farthingwood, Shophouse Lane

Erection of detached double garage with room over

Refused

09/P/00664 Meridian, Shophouse Lane

Raise existing roofline to provide enlarged accomodation at first floor

Refused

09/P/0613 Wood Lodge

Conservation area consent for partial demolition of lodge

Withdrawn

09/P/0612 Wood Lodge, Sherbourne

Change of use and single storey extension to existing building to provide enhanced facility for Albury Estate

172/09 Finance

- α) *Accounts package:* Members agreed the purchase of an accounts package from RBS, at a cost of £295.00, to include set up. Training at an additional cost of £375.00. Annual maintenance support £79.00. The Chairman, Vice Chairman and Clerk had seen this package in operation at the Council offices in Ripley. This purchase was PROPOSED by Cllr Brockwell, SECONDED by Cllr Robinson, with all in favour
- β) *Internal Auditor:* It had been considered that, in order to ensure that management procedures were robust, the Council should seek an internal auditor who had local council expertise. To start this process, the Council would engage Paul Hartley to review the Council's internal systems, at a cost of £400.00. A paper outlining his proposed support to the Council had been circulated. This was PROPOSED by Cllr Brockwell, SECONDED by Cllr Robinson, with all in favour.
- χ) *Music Festival:* Members ratified the grant of £250.00, discussed at the July meeting. This grant was PROPOSED by Cllr Robinson, SECONDED by Cllr Hogben, with all in favour. Members received a report on this event from Cllr Brockwell, who advised that it had been a very good day, with attendance of 1100 people. It would be repeated next year. Members requested that their thanks be passed to the team who had driven this forward, recognising that a great deal of

effort had gone into making it happen.

- δ) *Grant Aid*: Members proposed that applications be submitted for the following: re-painting the library, landscaping of the area of the river near the hall, reinstatement of the footpath between Westonfields and the recreation ground, kissing gates, fencing in the recreation ground, an information map on the heath, and signage for the village hall. Cllr Brockwell would assist the Clerk in putting some prices to these proposals. Members were asked to write a short rationale for their proposals, and reminded that the deadline for submissions was the 14th September.
- ε) *Quarterly Audit*: Cllr Brockwell reported that he had reviewed the first quarter's accounts and all was in order. He advised that outgoings had been particularly high the previous financial year, partly because almost £20,000 had been spent on costs associated with the hall. Expenditure continued to be high, with items not budgeted for such as the handyman, the newsletters and the increased cutting of the recreation ground. He requested that committees did not use their allocation of £250 for the time being without first referring to the Clerk or himself.

	Chq no	Amount
φ) The following were paid out of meeting:		
37) M Hiley: footpaths	333	£75.00
38) P Goddard: pavements	334	£250.00
39) P Goddard: mowing and strimming	335	£100.00
40) LexNexus: Arnold Baker: reference book	336	£72.45
41) AB Cleaning	337	£91.59
42) Paul Stevens: bus stop and rec (3 months)	338	£300
43) GBC: Farley Green ditch	339	£480.00
44) W Morwood: parish plan map	340	£102.42
45) J Cadman: salary: July	341	£812.05
46) GBC: rates, July	d/d	£263.00
47) E Balshaw: wages: July	d/d	£506.55
<i>August</i>		
48) EDF	342	£101.59
49) SLCC: half Clerk's training fee	343	£23.00
50) Bentley Brown per APA	344	£1294.33
51 EDF	345	£125.86
52) John Carter per APA	346	£1540.35
53) A Estate: hall decoration	347	£1666.86
54) E Tilley re: removal pond silt	348	£750.00
55) J Cadman: salary, August	349	£874.50
56) GBC: rates, August	d/d	£263.00
57) E Balshaw, wages, August	d/d	£506.55
<i>September</i>		
58) Allianz: insurance	350	£1349.30
γ) The following were presented for payment		
59) B Gas	351	£50.19
60) M Hiley: Tuppens Alley	352	£75.00
61) M Hiley: footpaths 206 & 219	352	£75.00
62) M Hiley: Brook Hill	352	£50.00
63) Stand By Fire Protection: extinguisher test and service	353	£148.45

173/09 Quality Council

- a) *Promoting Local Democracy and Citizenship*: members received a paper from the Clerk on this mandatory criteria for Quality Council status. She and the Chairman would meet to take this further.

174/09 Star Energy

- a) *Site meeting and liaison meeting Tuesday 1st September:* Cllr Wenman reported that it had been an interesting site meeting. It had been clear that all the procedures were in place, although there had been some issues regarding excessive noise. Operationally, this temporary appraisal drilling is going well. Sophie Tucker is very pro-active and responds very quickly to issues. Significant changes had been made to the drill subsequent to the noise complaints, and equipment had been sound proofed. A noise consultant had been called in to see if more could be done and his report was awaited. Cllr Wenman proposed that the Council await Star Energy's formal report, and if nothing could be done and the noise was still a problem, then the matter should be referred to SCC, to ascertain whether the planning conditions had been breached.
- Star Energy had advised that, once this appraisal had been completed, there would be a time where there would be no activity, while the necessary legal steps were taken to move to the next stage.

175/09 Albury Landfill site

Public exhibition and site visit: Cllr Brockwell advised that it had been agreed at a recent meeting with SITA to hold an exhibition for the whole village in the Memorial Library and a site meeting two weeks later for those who had registered an interest. There had been a hold up on the first stage of restoration, as there was a shortage of soil, and SCC had told them not to proceed until they had submitted an EIA. Cllr Brockwell believed this would be submitted soon. The proposed date for the exhibition was the 29th September, with the site visit to follow on the 10th October.

176/09 Village Hall

Income and Expenditure: Cllr Brockwell advised that the fundamental problem with the hall is that last year the expenditure was £19,094 and income was £5,692. This equated to £10 net cost per head of the electorate. £4,700 of the outlay was on exceptional items, including the decoration, the work to the kitchen and to the toilets, but this still left a deficit of over £8,000.

A village hall management committee had been set up, but this had not met for some time. Cllr Wenman had asked the chairman of that committee to produce a report, which had now been received. Cllr Brockwell was now undertaking an analysis of the hall for the first six months of this financial year, and a meeting of the committee would be arranged once this was completed. He stated that it might be necessary to go to the village and ask whether they were prepared to continue with the outlay of £10 per head of the electorate. Cllr Wenman believed that it would be very sad to lose the village hall, but many more people needed to use it.

177/09 COUNCILLORS BUSINESS for noting or including on a future agenda,

- 1) *Heritage weekend 11/12/13 September:* Cllr Hogben advised that the Mayor of Guildford is to visit the Saxon Church at 10.30am on Saturday.
- 2) *Westonfields:* Cllr Robinson advised that the cap was loose and hanging off on the light outside no 10.
- 3) *Guildford Lane:* Cllr Chapman advised that there had been two recent incidents of large lorries being stuck in Guildford Lane for a considerable time. The Clerk would speak to Derek Lake about a sign at each end to warn HGV drivers that the road was not suitable.

178/09 OUTSTANDING ITEMS

The list had been circulated.

179/09 NEW CORRESPONDENCE

a) *Surrey Hills Society*: had suggested that affiliate Parish Councils might organise a pub lunch in their parish, followed by a walk around the parish, showing off places of interest, views, etc. If Albury were the first parish to do this, the Society would promote the event. There was no-one available from the Parish Council to organise this. The Clerk would contact Albury Trust to see if they were interested in organising the event.

Routine correspondence was distributed at the meeting

180/09 OPEN FORUM

- a) *Web-site*: Mr Lethbridge advised that the web site was not working properly and it was not possible to access council minutes. The Clerk would investigate.
- b) *Cinema*: Mrs Robinson advised that the new Albury Cinema would advertise local events and asked people to contact her by e-mail with details.

181/09 DATES OF MEETINGS:

Full Council:

5th October, 7.30pm
2nd November, 7.30pm
7th December, 7.30pm

Planning:

First and third Monday of the month, at 7pm, if
There are plans to determine.

There being no further business, the meeting closed at 10.35pm.

HIGHWAYS AND BYWAYS COMMITTEE MEETING

Held Thursday 3rd September, 7pm

Present: Cllr R Hogben (in the chair), Cllrs J Brockwell and P Gellatly

Apologies: Cllr Croucher and Cllr Robinson

In attendance: The Clerk, Mrs J Cadman

Gateway Enhancement Scheme

Members RESOLVED that the following proposal be presented to the Parish council for the initial disbursement of the £10,000 grant from Star Energy.

- | | | |
|-------------------------|--|----------------|
| 1. Bus Shelter | It had been originally intended to purchase a Littlethorpe Shelter, which had proved to be very urbanised. It was agreed that the bus shelter specified by Oakley Framing, at a cost of £4529, to include toughened glass, was suitable for the purpose. It was also agreed that the shelter should be reversed, to have its back against the rear of the pavement, and to replace the glass with panelling. Cllr Hogben would ascertain the difference in price with this modification. SCC Passenger Transport Group had agreed to fund 50% of the cost of the shelter.
<i>Total Outlay</i> | £2,500 |
| 2. Posts | Cllr Hogben had identified posts with dimensions of 1800 x 100 x 100 at a cost of £7.95 each. Posts at 2400 x 100 x 100 would be £9.45 each. Creating a pyramid top would cost up to a further £4.00 each. | £650.00 |
| 3. Post and Rail | It was agreed that these were needed in the following 3 places:
Over the bridge: £800.00 | |

Bus stop opposite New Road: £400.00
 On footpath opposite Boundary Cottages: £400.00
 Supplier to be identified, Cllr Hogben to investigate.

£1600

4. Planters

Colin Squance had agreed to make up 8 planters, at a cost of £500.00 for materials. He would not charge for his time. The 8 planters make a total length of 3200mm..

Daphne Foulsham would provide a planting list and Cllr Hogben would consult her about lining. Maintenance had not yet been established.

Planting would cost an estimated £250.00

£750.00

5. Benches

At present the need for one bench had been identified, at the bus stop on the opposite side from New Road. Members discussed having a piece of redwood carved into shape, but agreed that this was the wrong location.

£500.00

Total cost:

- | | |
|------------------------|-----------|
| • Bus shelter | £2,500.00 |
| • Posts | £650.00 |
| • Post and rail fences | £1,600.00 |
| • Planters | £750.00 |
| • Bench | £500.00 |

Total

£6,000.00