

ALBURY PARISH COUNCIL
Minutes of the ANNUAL MEETING of Albury Parish Council on Monday 11th
May, 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, D Nicholson, G Robinson,
P von Radowitz
14 members of the public
PC N Sharpe
The Clerk, Mrs J Cadman

93/09 ELECTION OF CHAIRMAN

The election of Cllr Nick Wenman as Chairman was PROPOSED by Cllr Hogben, SECONDED by Cllr Brockwell, with all in favour. Cllr Wenman signed the Acceptance of Office.

94/09 APOLOGIES FOR ABSENCE

Were received from County Cllr D Davis.

95/09 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.

No interests were declared.

96/09 ELECTION OF VICE CHAIRMAN

The election of Cllr John Brockwell as Vice Chairman was PROPOSED by Cllr Wenman, SECONDED by Cllr Croucher, with all in favour.

97/09 APPOINTMENT OF COMMITTEE MEMBERS AND CHAIRMEN *

The Chairman announced that Cllr Nicholson had advised of her intention to resign from the Council from the 1st September. Cllr Nicholson emphasised that this decision was due to family and work commitments and that as a result she did not feel that she was able to give her best at the moment. She still wanted to be involved with the community and in the parish. Cllr Wenman thanked her for her work and the amount she had put into the parish council over the past two years. He was very sad to see her go but understood her reasons.

Before appointing the committees, the Chairman advised that there was an onus on councillors, once they had agreed to join a committee, to attend as many meetings as possible. He had noted that this had not always been the case over the last year.

- a) **Finance, Administration and Personnel:** Cllr Brockwell was elected as Chairman, PROPOSED by Cllr Robinson, SECONDED by Cllr Hogben, 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 Croucher, SECONDED by Cllr 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 von Radowitz, SECONDED by Cllr Robinson, all in favour. Committee members: J Brockwell, P Gellatly, G Robinson. Mr C Pollard to remain as resident member for the traffic calming project, if that was his wish.
- d) **Recreation, Open Spaces and the Environment:** Cllr von Radowitz was elected as Chairman, PROPOSED by Cllr Nicholson, SECONDED by Cllr

Robinson, all in favour. Committee members: Cllrs J Croucher, P Gellatly, G Robinson.

- e) **Community Development and Communication:** The Chairman considered that this committee was closely linked with the Advisory Committee that was due to have its inaugural meeting on the coming Thursday. He proposed that members of this committee should also be members of the Advisory Committee and that, bearing that in mind, the appointment of Chairman should be deferred to the June parish council meeting, once the decisions made at Thursday's meeting were known. It was noted that it was not necessary for the Chairman to be a parish councillor. Committee members: Cllrs J Brockwell, J Chapman, G Robinson. Cllr Nicholson agreed to Chair Thursday's meeting.

Project Committees

- f) **Landfill Liaison Committee:** Cllr Nicholson would chair the next meeting. Cllr Hogben represented the Borough Council, Cllr Brockwell, Cllr Gellatly as Chair of Planning. It was agreed to review the current structure of the landfill committee and to bring forward recommendations for change. The committee will elect its chairman.
- g) **Star Energy Liaison Group:** Facilitated by the Parish Council and chaired by Jonathan Lord. Representatives: Cllr Wenman as Chairman of the Parish Council, Cllr Brockwell, Cllr Gellatly as Chair of Planning, Cllr Hogben representing the Borough Council.

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

98/09 DATES OF FUTURE MEETINGS

- a) **Annual Assembly:** To be held in April. The parish council meeting will be held on the first Monday of the month, the Annual Assembly on either the second or third Monday.
- b) **Annual Meeting:** To be held in May.
- c) **Monthly meeting:** the first Monday of the months, 7.30p, excepting when the first Monday is a bank holiday, when it will be held on the second Monday. No meeting is held in August.
- d) **Committee Meetings:** as necessary, with the exception of Planning, which will be held on the first and third Mondays of the month, at 7pm, when there are plans to determine.

99/09 MINUTES OF THE MEETING HELD MONDAY 6th April 2009

These were agreed as a true record of the meeting and signed by the Chairman, after the following amendment:

75/09: Phone box at Farley Green: the last line was amended to read phone box, not post box.

100/09 MINUTES OF THE ANNUAL ASSEMBLY

These would be presented to the June meeting of the Parish Council for approval.

101/09 MATTERS ARISING

75/09:52/09: BOATS: The Clerk reported that she hoped to be able to arrange a meeting with Debbie Spriggs shortly. Members asked that the meeting be arranged on site at Ride Lane to see the problem.

75/09:66/09a: Westonfields: Cllr Hogben had contacted Nick Hughes of the English Rural Housing Trust to see if it was possible to put down two speed humps to stop speeding cars. There was also a problem with the lack of pavement on the south side of the car park, where a post and rail fence had been erected to mark out the edge of the walkway. This was proving to be an obstruction to pedestrians and to the emergency services. Cllr Hogben was

speaking to GBC and ERHA about this and it would be discussed further at the next Highways and Byways meeting.

75/09:67/09a: Greening Campaign: Cllr Wenman explained that this was sponsored by the Borough Council in providing resources to encourage people to be more involved in the environment. He and Cllr Croucher had attended a meeting with a Greening Campaign representative and believed that there were some good ideas. Cllr Croucher had agreed to move this forward and would invite the representative to the June Parish Council meeting to give a presentation. This would be advertised.

86/09 Quality Council: Training: The Clerk's report on training provided by SLCC on Common Lane, Village Greens, Rights of Way and Open Spaces had been circulated.

87/09a: Hedge in Village Hall Car Park: The Clerk had asked Albury Estate to cut this back.

87/09b: Work Party for War Memorial: At present the Clerk had not been able to pin the Probation Service down to a date. It was agreed that this work would be undertaken without their help if they had not been able to agree to a date by the next meeting.

102/09 CLERK'S MATTERS ARISING

- a) *Election of County Councillors:* to take place on Thursday 4th June. Members noted that applications to vote by post must be received by the Electoral Registration Officer by 5pm on 19th May. Applications to vote by proxy must be received by 5pm on 27th May, although this is extended to 5pm on 4th June in the case of medical emergency.
- b) *Keep Guildford and Waverley Clean:* An additional team of cleansing staff had been allocated to deal with areas around the boroughs that have been identified by local residents as in need of extra attention. These could include a litter strewn area or an uncared for verge or alley. Nominations must be received by 29th May and members were asked to send these to the Clerk by the end of the week.
- c) *Standards Committee: appointment of Parish Council representative:* Members noted that 5 nominations had been received for the 3 vacancies on the Council's Standards and Audits Committee and a ballot of Parish Councils had been arranged. As nominations are due by the 8th May, members were advised by e-mail and asked for their nominations.
- d) *Public Sector Duties:* The Equality and Human Rights Commission had written to draw the Parish Council's attention to the forthcoming Equality Bill, which would harmonise the existing 3 public sector duties into one equality duty, to cover all 7 equality strands. This is unlikely to come into force until late in 2011, and the Commission wished to underline the importance of meeting existing obligations under the current race, disability and gender equality duties. A leaflet explaining the current duties was on circulation. This was noted.

103/09 POLICE MATTERS

Speed Enforcement: PC Nick Sharpe had conducted two speed enforcement exercises in the village, with positive feedback from residents. Two drivers had been prosecuted for speeding a further for illegal tyres.

Crime:

- Fish farms were being targeted, and trout stolen.
- Thefts from cars in rural car parks. Handbags had been stolen from the boots of vehicles, indicating that the criminals were observing people as they left their cars.
- Diesel thefts were increasing and the police had undertaken an exercise with Customs and Excise to target vehicles using red diesel.
- There had been an arson attack on a vehicle in Albury. The police were very keen to speak to anyone who knew anything about this.
- The police had received reports of out of control dogs, which had bitten people

Buy with confidence scheme: PC Sharpe requested that the police be advised if people

received cold callers.

Off Roaders: PC Sharpe was working with Mark Beaumont, the Hurtwood Ranger, to target off-rovers on Hurtwood.

Tyting Farm: A group of squatters, called the Rainbow Gathering, were currently living at Tyting Farm, but they might be moving on soon. PC Sharpe requested that residents keep an eye on any empty buildings in the parish, and advise the police if they saw any activity.

Questions:

1. A member of the public asked if the police were able to follow up a report of someone driving through a red light. PC Sharpe advised that they could not do so, but he referred the meeting to Community Speed Watch, where members of the public work with the police and, after basic training, were able to take details of speeding traffic, which would be followed up by a letter from the police and, if they offended again within a certain period of time, it would be possible to prosecute them.
2. Mr Gill asked if it was possible to erect speed camera signs without installing the cameras. Cllr Brockwell advised that SCC had confirmed that they would not put up signs without the cameras being in place.
3. Cllr Hogben asked how much over the speed limit would a vehicle need to be for the police to prosecute. PC Sharpe advised that the rule was 10% plus 2, ie: in a 30mph speed limit, a prosecution would be instigated if a car was travelling at over 35mph. PC Sharpe advised that, as a rule, most speeding cars were driven by local people.
4. Cllr Wenman asked if noise was a prosecution issue, in cases where a vehicle used excessive noise in an anti-social manner. PC Sharpe advised that a successful prosecution would involve having the vehicle examined.

The Chairman thanked PC Sharpe very much for coming.

104/09 OPEN FORUM

1. *Overhanging Hedges:* Mrs Caton requested that overhanging hedges in the village be cut back. Albury Estates had been asked to attend to theirs. Trees and hedges in Tuppens Alley also needed cutting back.
2. *Guildford Lane:* a branch had fallen into the road. Members of the public were reminded of the SCC hotline 03456 009 009.
3. *Minutes of meetings:* Mr Lethbridge asked why it was not possible to see meeting minutes before they went onto the website. The Chairman advised that approval of minutes is a matter for the parish council and in the month before they were approved they were subject to comment and amendment by members. It was not possible for the public to amend the minutes of parish council meetings, but their comments were recorded in the minutes, which were a matter of public record. It was **agreed** that a copy of the previous meeting's minutes should be available for inspection by the public at the beginning of each meeting.
4. *Recreation Ground:* The Council was thanked for mowing the grass in the recreation ground on a more regular basis.

105/09 COMMITTEE REPORTS

Highways and Byways

Cllr Hogben reported as follows:

The last Committee meeting was held 8 April in the Memorial Library. There was an open invitation given at our last Parish Council Meeting to local residents but no one attended.

Traffic Calming : A meeting to discuss traffic calming in the village was organised with Derek Lake and Kazem Banisaied on 23 April. The latest simplified plan was fully discussed and a written report was received, which will be a topic on the Agenda for the next H&B Committee meeting.

Albury Bus-Stop : It was also established at the meeting with Derek Lake that formal notice 'to re-instate the lay-by' had not been sent through to the developers of the Mill.

We were given assurance that this would be done and dependent upon the reply enforcement action would be pursued. A copy of the 'possible compromise' plan of providing a passenger refuge was received without much enthusiasm. Certainly a strongly worded letter from our Clerk, chasing up this action up may be beneficial.

Maintenance Schedule & Capital Works Schedule : The £10,000.00 sponsorship that has been awarded by the Star Energy Community Fund for the Gateway Enhancement Programme will shortly

be sent through to us; as soon as this is to hand a start will be made on the various facets of the programme. It is hoped that the entire project can be completed by early autumn. Cllr Wenman suggested that an article on the web site would show residents how the money had been used.

Bus Shelter, Boundary Cottages: Unfortunately GBC have no funds available to part fund this replacement, therefore the APC through the kind auspices of the Star Energy Community Fund will have to find the total cost of this item. GBC have been asked if they would cover the cost of installation.

However, Cllr Hogben reported a bit of late good news, that SCC Passenger Transport Group is willing to sponsor 50% of the capital cost of the new bus shelter at Boundary Cottages, which will equate to around £2,500 - £3,000.00.

Safety Mirrors : One, waiting to be erected is for the junction of Brook Lane with Brook Hill. (Cost £53.00). Another has been ordered to replace the broken one on the dangerous sharp bend in Church Lane.

- a) *New Road Chilworth:* will be closed overnight on Wednesday 17th June for Network Rail works at the level crossing.
- b) *D216 Sample Oak Lane, Chilworth:* will be closed overnight on Saturday 13th June for Network Rail works

106/09 Community Development

- a) *Village Day:* Cllr Nicholson had been disappointed in the attendance on the day, probably due to not having sent out a flyer this year as had been done the year before. She suggested that perhaps it was an event that should be run every other year, and to take its place she proposed to introduce a welcoming pack from the parish council to go to all new residents, giving details of village societies, the parish council, etc, which she would progress.
Advisory Committee: The meeting on Thursday would discuss the development of the Parish Plan. It would re-visit items from the Albury Enhancement plan to see what of the original plans could be taken forward, and would also discuss other items and subjects. Its remit would include safety, facilities for the young and old, recreation facilities, etc.
- b) *Albury Village Residents Association:* Correspondence received from its Acting Chairman and the reply from the Parish Council Chairman had been copied to all councillors for information.

107/09 Open Spaces, Recreation and the Environment

- a) *Farley Green Pond:* The pond liner had been damaged whilst the pond was being dredged. Cllr von Radowitz advised that it had not been possible to remove the silt by hand, as had originally been planned, as it had become almost solid, making it impossible to see where the liner was. The contractor had proposed that silt trap be dug, which would stop the pond filling up with silt. This would be taken forward by the committee, following which a proposal would be put forward to the Parish Council. Cllr Brockwell suggested that GBC and SCC should have some responsibility for the pond, as it took water off the road.
- b) *Friends of St Michael's Church, Farley Green:* would hold their Great Annual Cake sale on May 30th in the Barn Church and asked to use the Green for car parking between 10am and 1pm that day. This was **agreed**.
- c) *Recreation Ground:* as reported under 81/09 ii) and vi), all three gates to the recreation ground would be painted and re-hung (on new concrete posts where necessary). The climbing frame would be repaired, together with the bench. This work had not been completed and the Clerk would follow this up. The broken goal posts had been welded.
- d) *Recreation Ground:* a list of proposed enhancements and outline costs had been circulated. The following were noted:
 - the type of fence between the recreation ground and Albury House would be agreed once the result of negotiations to rent this piece of land were known.
 - The picnic bench will be secured
 - More frequent mowing was a great improvement.

- e) *Land forming part of Albury Lodge:* Members NOTED the purchase of land for a footpath from the owners of Albury Lodge, at a cost of £1,000 plus half the Vendor's legal costs at £250 + vat, and disbursements at £46.00 for Land Registry Fees. An estimate of the cost of replacing the footpath should be produced by the Clerk for consideration by the Open Spaces committee.

108/09 Planning

Planning Applications Received

09/P/00471 7 Kingsfield, Albury

Lawful Development Certificate to establish whether the land adjoining 7 Kingsfield has been used as garden area and for the parking of vehicles for more than ten years.

The Planning Committee had no objection to this application

09/P/00480 Cheynes, Brook Lane, Albury

New dormer window on north facing roof slope. Change existing hipped roof to gable roof on north elevation. Enlarge existing dormer on east facing roof slope.

The Planning Committee had no objection to this application

09/P/00521 Albury Peace, The Street, Albury

Single and two storey rear/side extension and two entrance porches

The Planning Committee had no objection to this application

09/P/00593 Hurst Lea, Park Road, Albury

Erection of a detached garage and gym/garden room and garden store following demolition of existing double garage and outbuilding.

The Planning Committee had no objection to this application. It was the third application for this proposed extension, and had been scaled down from previous proposals.

09/P/00597 Albury Park, New Road, Albury

Change of use of whole building from 'Use Class C2' retirement home to mixed use comprising 'Use Class C1' bed and breakfast (5 units) 'Use Class C2 retirement home and ancillary staff (9 units), 'Use Class C3 short term letting (6 units) and residential apartments (12 units) (part retrospective) and function rooms.

The Planning committee had not yet determined this application.

Planning Applications determined by Guildford Borough Council

09/P/00179 The Old Rectory, the Street, Albury

Internal and external alterations and conversion of existing barn to residential annexe and erection of 3 bay garage and garden store and new entrance gates off the Street

09/P/00180 The Old Rectory, The Street

Listed building consent for the above

Withdrawn

09/P/000226 Dicks Hill Farmhouse, Hound House Road, Shere

Replacement of existing front open porch with new enclosed porch and replacement of rear conservatory

Approved with conditions

09/P/00316 Albury Wellsite

Consultation from SCC for details of survey and protection measures of bats submitted pursuant to condition 20 of planning permission ref GU08/0483.

No objection

109/09 Village Hall

Cllr Brockwell advised that he was waiting for a final piece of information on invoices and would then provide a break down of costs against income for the previous year.

Action:

1. Report on income and expenditure for June meeting.
2. Report on Village Hall Management committee for June meeting.

110/09 Star Energy

- a) Minutes of the Parish Council Committee meeting held Monday 27th April had been circulated. Cllr Wenman pointed out that all the details of Star's current operations were in the pamphlet that they had distributed to all households in the parish.
- b) *Public meeting Monday 27th April:* Cllr Wenman advised that the Parish Council had agreed to work with Star Energy on this phase of the project, and had been pleased to note that they were actively working on issues of concern, such as the management of HGVs accessing the site. There were two outstanding issues to be resolved at present, one was an answer on why the initial estimate of traffic to the site had been so high, the other was the length of time that drilling would take place: the original estimate had been 18 weeks for 2 wells, at 9 weeks each, now each well will take 18 weeks. Star had advised that they only planned to drill one well, and that if they needed to go beyond the time allowed in their permission, they would need to re-apply to SCC.

111/09 Landfill Liaison Group

Cllr Nicholson advised that the committee was due to meet on site on the 27th May to view the restoration plans. If the committee agreed that they were acceptable they would be made public and would be on display in the village hall on a date during June, which SITA would attend.

112/09 Finance

- a) *Annual Return and Audit:* the books were currently with the internal auditor, the annual return would be submitted for approval at the June meeting.

| | Chq No | Amount | Exp Power |
|---|-----------|---------|--------------|
| b) The following were paid out of meeting | | | |
| 154) Spectrum Homes: materials for kitchen | 300 | £332.45 | LGA '72 |
| 155) NJM: leaflets | 301 | £27.83 | |
| 156) D Daniels: mowing and strimming recreation grd | 302 | £140.00 | |
| 157) M Hiley: footpaths | 303 | £75.00 | |
| 158) E Balshaw: underpayment for year | 304 | £17.6 | |
| 159) Inland Revenue: February | 305 | £296.13 | |
| 160) Inland Revenue: March | 305 | £296.13 | |
| 1) D Bowers: electrical work to library lights | 306 | £20.00 | |
| 2) Spectrum Homes: new time switch | 307 | £33.57 | |
| 3) P Stevens: handyman for April | 308 | £100.00 | |
| 4) SCAP&TC membership and LCR | 309 | £414.29 | |
| 5) GBC: rates; April | d/d | | |
| 6) E Balshaw: wages: April | d/d | | |
| 7) J Cadman: Salary April | 310 | £812.05 | |

c) The following are presented for payment

As the accounts and accompanying documentation were with the internal auditor, no further vouchers were presented this month.

- d) *SCAP&TC:* Cllr Brockwell proposed that the number of copies of Local Council Review received and paid for by the Council should be reduced to 2, one for the Clerk and one for circulation, rather than individual copies for each councillor, as now. This was **agreed**.
- e) *P Stevens:* Cllr Croucher advised that Park Road bus stop had been full of rubbish the previous week. It was established that it was now clean, the Clerk reminded councillors that Mr Stevens was engaged to clean the bus stops once a month.

113/09 Quality Council

- a) *Power of Wellbeing*: SCAP&TC intended to hold a series of briefing sessions on this. All Councillors agreed that in principle that they would attend a briefing session.
- b) *Quality Status*: **Agenda item**: June meeting.

114/09 COUNCILLORS BUSINESS for noting or including on a future agenda,

- a) *Drain in Church Lane*: Cllr Robinson advised that this was still blocked.
- b) *Bins on Heath*: Cllr Croucher thanked Cllr Brockwell for his help in putting these in.
- c) *Albury Heath*: Cllr Croucher advised that there were broken light bulbs around the cricket pavilion and that the score board was broken
- d) *Telephone Box at Brook*: Cllr Croucher undertook to clean this shortly.
- e) *Hedges in the Street*: Cllr Chapman advised that these were overhanging from the bus stop to the village hall.
- f) *Gasrec*: Cllr Brockwell proposed that Richard Lilleystone be invited to do a presentation on Gasrec to the Parish Council, particularly in view of the objection from GBC to their recent application. A discussion should also take place concerning their lighting, which was on 24 hours a day, although it was not as bright as it had been. Cllr Hogben advised that he had raised this with Richard Lilleystone.
Action: Cllr Hogben and Cllr Brockwell to look into this and report to June meeting.
- g) *Hedges in Shophouse Lane*: Cllr Gellatly reported that these were very overgrown, particularly those belonging to Farley Hall.
- h) *Tree Warden*: Cllr Gellatly clarified that the appointed tree warden is Cllr Croucher.

115/09 OUTSTANDING ITEMS

The list had been circulated and was noted.

116/09 NEW CORRESPONDENCE

- a) *Surrey County Council Trading Standards Buy with Confidence scheme*: launched in 2004, the scheme includes 300 local businesses in Surrey. Surrey Trading Standards are keen to promote the scheme to the residents of Surrey to make them aware that there are reputable traders out there, and to explain what the BWC logo means, as well as promoting the scheme to local businesses.
- b) *Guildford in Bloom*: entries must be received by 19th June, and are invited from residents or local businesses.
- c) *TAG Farnborough Airport*: TAG Aviation, the owner and operator of Farnborough Airport, has produced a Master Plan, following public consultation, in order to better inform the local community about the airport and its operation. It is available to view on www.tagaviation.com.
- d) *Citizens Advice Bureau*: have written to thank the Parish Council for its donation. The letter will be available at the meeting.
- e) *Guildford Design Awards*: aimed to companies, groups or associations who have been involved in a recent environmental or architectural project: the variety of categories include new building design, environmental enhancements, refurbishments and environmental sustainability. Entries must be received by 5th June.

Routine correspondence was circulated at the meeting

117/09 OPEN FORUM

- a) *Appointment of Advisory Committee*: Mr Lethbridge queried the purpose of the green forms, giving a deadline for return, when the meeting was now open to everyone. Cllr Nicholson pointed out that circumstances had changed since the green forms were originally sent out. Mrs Caton believed that the forms had been a bit ambiguous: she did not want to be on the committee, but she did want to be involved. Cllr Wenman advised that the committee meetings would be open to the public, so any resident was welcome to attend.
- b) *Advisory Committee remit*: Cllr Nicholson pointed out that the Parish Plan would not look just at the village, but at the whole parish.
- c) *Minutes of the April meeting of the Parish Council*: Mr Lethbridge wished it to be

recorded that Mrs Rowcliffe had raised the effect that the plans would have on house prices, as they would have to be mentioned in the HIP report.

d) *Farley Green pond*: Mrs Caton suggested that the Trust might be approached for financial help with this.

118/09 DATES OF MEETINGS:

Full Council: Monday 1st June, 7.30pm
Monday 6th July 7.30pm
No meeting in August

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

Committees: None arranged at present

There being no further business, the meeting closed at 9.50pm.