



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

PARISH OF ALBURY

NOTICE OF PARISH COUNCIL MEETING

Local Government Act 1972

Minutes of a meeting of Albury Parish Council held on
Monday 12th April 2010 at 7.30pm in the Memorial Library

Present: Cllr N Wenman (in the Chair), Cllrs J Brockwell, J Chapman, J Croucher, P Gellatly, G Hogben, G Robinson
Borough Cllr D Wright

In attendance: The Clerk, Mrs J Cadman

70/10 **Apologies for absence** were received from Cllr Rowland and Cllr von Radowitz.

71/10 **Declarations of interest:** No interests were declared.

72/10 **Minutes of the meeting held 1st March 2010:** these were agreed to be a correct record of the meeting and signed by the Chairman.

73/10 **Matters Arising**

50/10:28/10a: *Guildford SHLAA*: the Clerk reported that she had been advised by the Senior Policy Planner at GBC that it was not currently possible to give an anticipated time frame for publication of the SHLAA, as it is currently tied up with the Borough Council's challenge to the South East Plan and, until the final outcome of that is known, the SHLAA cannot be finalized. Members noted that the parish council had not yet been asked to give its views and that this would happen once the consultation period opened. Cllr Hogben agreed to speak to GBC to ascertain whether the parish council could currently express its views on the areas of land put forward by the Estate, particularly if one was the piece of land that had been identified as a potential village green.

Members discussed whether a letter should be written to GBC in this respect, as they felt strongly that it should be retained as an open space.

Agenda item: May meeting.

50/10/28/10b: *cricket nets*: The Cricket Club agreed as follows: that they will:

- strim around the area of the nets on a regular basis, as and when required.
- keep the mat maintained and mark up the running areas.
- hook up the nets after use.
- put up the nets at the beginning of the season and take them down at the end of the season. The season starts in mid-March and ends at the end of September.
- store the nets for the winter in a dry and safe place.

Members requested that the Cricket Club be required to pay an excess resulting from the current claim for weather damage.

50/10:28/10c: *Textile Bank*: GBC recycling department have agreed to remove one green bottle bank, and the textile bank will be sited in its place. They will also restore the broken fencing. Members discussed the number of bottle banks on this site and asked the Clerk to ascertain whether there was any need for separate banks for each colour glass.

51/10b: ERHA: The Regional Housing Manager at ERHA had advised the Clerk that, as there was no planning agreement on the development at Westonfields which limited occupation to local people, GBC had no obligation to limit occupancy to local applicants, and therefore there was no need to consult the Parish Council over allocations. She advised that none of the three applicants for the shared ownership had come from Albury, although the one chosen does have local knowledge, having worked in the parish on a self employed basis over some years.

Cllr Hogben expressed his disappointment that there were no applications from local people.

The outcome of the property for rent is not yet known.

51/10c: *Surrey Rural Affordable Housing Seminar*: Cllr Rowland was not present to give a report.
Agenda item: May meeting.

51/10e: *Childrens service at Barn Church*: the service planned for 28th March was cancelled, due to a clash of village events, and this service will now take place on 25th April. Permission was again sought to park on the Green, and agreed by all present.

51/10f: *Parish Audit of Highway Clutter*: notes from the meeting held 31st March at Shere had been circulated and this matter was discussed under Agenda item: 78/10: *Committee Reports: Highways and Byways*.

52/10b : *Burglary at Shop in Shamley Green*: PC Sharpe had advised that this burglary took place out of opening hours and concentrated on the shop rather than the post office.

53/10b: *Albury Hall*: hot water: Members noted that, because the boiler is failing, it does not produce hot water. The Clerk was asked to investigate grants for a new boiler and to arrange for the thermostat to be replaced in the meantime, as it was noted that the hall was often far too hot.
Agenda item: May meeting.

53/10c: *Friendship Club*: Cllr Brockwell and the Clerk attended an extremely good lunch which they thoroughly appreciated. Numbers were good and there was an amazing raffle.

65/10d: *Phone kiosk at Farley Green*: The Clerk had again requested action from BT and had again requested input from GBC, with no response from either. She was asked to send a very strong complaint to the chairman of BT.

65/10f: *A25 rubbish on the verge*: the Clerk had raised this with SITA, who promised to monitor the situation and advised that they have regular cleaning parties out to deal with this problem. Cllr Gellatly commented that it was currently much improved. Cllr Hogben was asked to request GBC to remove the dead tree on the footpath by the A25. It was noted that a workman had already attended, but as he did not have a chain saw no action was taken.

65/10g: *Recycling*: The Clerk raised this problem at a recent GBC liaison meeting and was assured that the Council is very well aware of this problem, which is endemic throughout the Borough, and are addressing it. It was agreed that the situation should be monitored by Members and the Clerk.

65/10h: *Bus stop opposite Drummond Arms*: Cllr Gellatly had ordered new wooden struts and would arrange the repair once they had been received.

68/10a: *Star Energy*: Members noted that the Clerk had been advised by the site manager that, although 5 lorries had attended the site on Saturday and 4 on Sunday of the week in question, none of them had arrived in convoy.

74/10 Clerks Matters arising

- a) *Playground Inspection*: Allianz Engineer Surveyors' report has been received and referred to the Open Spaces Committee for action.
- b) *Annual Assembly*: the Clerk updated members on the format for the evening and advised on who would be attending.
- c) *Grant funds available*: Members noted that RASP funding is available for the next financial year for projects costing between £5,000 and £20,000.
- d) *Village of the Year Competition 2010*: Members agreed that there was a full agenda for the coming year, and that entry to this competition should be considered again in 2011.
- e) *Mayors Award for Community Service*: Members noted that the Council had submitted an application for Peter Wear, for his work in the Produce Association and the Albury Free

Festival, and that he was to receive the Award.

- f) *Salt bins*: Members were very concerned about the potential danger of removing these bins. The matter was referred to the Highways and Byways Committee to pursue.

75/10 **Police matters**

No police report had been received, but PC Sharpe was expected to attend the Annual Assembly.

76/10 **Statutory and related documents**

- a) *Standing Orders*: Cllr Robinson PROPOSED that Members approve the revised Standing Orders, which had been circulated before the meeting. This was SECONDED by Cllr Hogben, with all in favour.
- b) *Financial Regulations*: Cllr Croucher PROPOSED that Members approve the revised Financial Regulations, which had been circulated before the meeting. This was SECONDED by Cllr Brockwell, with all in favour.
- c) *Committee structure*: The Chairman pointed out that the new structure would mean that each committee would meet 4 times a year, except for planning which would meet every third week if there were plans to determine. The dates of these meetings would be agreed at the Annual Meeting. The committees would have the power to make decisions, within a budget agreed by this council. Cllr Brockwell PROPOSED that Members approve the revised committee structure, details of which had been circulated before the meeting. This was SECONDED by Cllr Chapman, with all in favour. Members noted that the new structure would come into force at the Annual meeting and that they should consider which committees they wished to serve on.

Chairmanship and membership of committees will be agreed at the Annual Meeting.

- d) *Business Plan*: members received the draft business plan, which had been circulated before the meeting. Cllr Wenman pointed out that the advantage of such a plan would be that all members would have a clear idea of the council's aims and targets. Each Committee should draw up an action plan for the next 12 months as soon as possible after the Annual Meeting. He asked that all members read the plan and contact the Clerk with their comments.
- e) *Business continuity plan*: **Agenda item**: May meeting

77/10 **Open Forum**: No questions were raised under this item.

78/10 **Committee reports**: *Highways and Byways*

Cllr Hogben reported as follows:

Village Enhancement Project:

- A) SCC's Passenger Transport Group had been in touch to finalise their contribution to the Boundary Cottages Bus Shelter, so hopefully, within the next couple of weeks, the £2,620.00 should be in the Parish Council's account.
- B) The inspection covers opposite the Old Rectory had now been covered in wood chip and the overall landscaped result has been well received by local residents.
- c) The green oak posts, for use in various parts of the Parish, had been delivered and are stored at Home Farm ready to use whenever they are needed.
- d) The installation of the green oak post & rail fences has been unavoidably delayed, firstly through bad weather and secondly through a loss of work force. Philip Juniper had assured Cllr Hogben that he will complete by the end of this month. Cllr Hogben had given a warning that if this does not happen then the Council will ask another contractor to take over this commission.
- E) The final Income & Expenditure Account has now been prepared for Star Energy Community Fund. This is showing a total income of £13,548.00 derived largely from Star Energy, SCC's Passenger Transport Group and just under a thousand pounds from our own coffers.

Mill Bus Stop:

At the last Local Committee Meeting, in March, a public apology from Derek Lake was received, but to-date no further information has been made available.

Action: The Clerk to write a letter, to be signed by the Chairman, to be Chairman of Surrey

County Council, making a formal complaint that no further action had been taken since the apology at the March meeting and asking for an explanation. The letter to be copied to Derek Lake, the Lead Council members for Highways, and the Chairman of the Local Committee.

De-cluttering Exercise:

In partnership with Surrey Hills a de-cluttering exercise for the Tillingbourne Ward is under way and to this end we have produced a pictorial map for Albury showing all of the locations of possible enhancement by doing away with a multitude of plastic & metal posts, replacing them with green oak posts if thought to be absolutely necessary, also a number of obsolete road signs and anything else considered to be ineffectual.

This map had been created with input from Cllrs J Brockwell, P Gellatly, G Robinson and P von Radowitz and had been sent to Rob Fairbanks. A meeting was due to take place with the contractors who would carry out the work the following Monday, and Rob Fairbanks is to ask Derek Lake to allocate a SCC officer to advise whether any highway items would have to be retained from a legal point of view.

Boundary Cottages Bus Shelter: The anticipated 50% contribution from SCC Passenger Transport Group was expected to be received shortly.

79/10 **Committee reports: Community Development**

- a) *Village Day 24th April:* The Clerk had written to all Societies and had so far received support from: APA, Cricket Club, Albury Trust, the Church and the History Society. Cllr Hogben agreed to take this on. The Produce Association would take charge of refreshments.

80/10 **Committee reports: Open spaces**

- a) *Farley Green Pond:* The Clerk reported as follows:

Land and Water mobilized onto site on Monday 29th March, to commence work on Tuesday 30th March at 7.30am. They were met by residents, who were concerned about the wildlife in the pond. I spoke to Mr Glover, project manager, and agreed to provide containers for any wildlife found when dredging commenced. Cllrs Gellatly and von Radowitz provided buckets, which were stored in the bus shelter over night.

On the Tuesday morning, as Land and Water started work, it became apparent that local people, who had expressed their displeasure at the timing of this work to Cllrs Gellatly and von Radowitz, had reported the work to the police, the Environment Agency, the RSPCA and Surrey Amphibian and Reptile Group. A small group of residents had gathered on the Green, together with Danial Winchester from the Surrey Amphibian group.

Mr Glover and I met with Danial, and explained how the work was to be carried out: the pond would be dredged slowly and any wildlife rescued and put into bins (I purchased 4 large water buts for this purpose) and the rushes and reeds would be dug out complete with all roots and surrounding earth and left on the banks so that any wildlife could crawl back into the pond and surrounding area. We also explained the reasons that the work had to be done now, at the most environmentally sensitive time of the year, because of funding.

Danial was satisfied with the proposed work, and the reason for doing it at this stage, but decided to stay and supervise the dredging and advised that if any Great Crested Newts or other endangered species were found, work would have to stop straight away, and no further work would be permitted until the breeding season had ended.

The residents were reasonably satisfied that work would be carried out in a controlled manner, and left. I spoke to the police, the RSPCA and the Environment Agency, who were also content to leave supervision to the Surrey Amphibian Group. Danial stayed at the pond all day and supervised the removal of frogs, toads and frogspawn, all of which was initially placed in the bins but subsequently moved to neighbours' ponds. No great crested newts were found.

Dredging was completed on the Tuesday, and the pond dug into shape on Wednesday. It was not possible to extend the shape as far into the Green as originally planned (by about 1ft) as a water pipe was discovered. The pond was lined on Tuesday 5th April, the lining covered with sand and then earth, and the plants replaced on a plant shelf.

It should be noted that a windscreen on one of Land and Water's vehicles was broken whilst on site. There is no evidence of how this happened.

Cllr Robinson PROPOSED that the Parish Council make a small grant of £50.00 to Surrey Amphibian and Reptile Group, as Danial's presence was an enormous help in managing this project in such a way that concerns were alleviated. This was SECONDED by Cllr Gellatly, with all in favour.

- b) *Greening Campaign:* Cllr Croucher reported that the meeting of village societies on Thursday 8th April had been very successful and had come up with some good ideas. These would now be collated and put onto cards, produced by the campaign, and handed out to residents at an open morning launch on the 3rd July. All societies who had attended the meeting had agreed to take an active part in the launch.
Cllr Wenman was pleased to note that a number of people and organizations were happy to be involved in taking this forward.
- c) *Litter Pick:* Albury Eagles are to undertake a litter pick on Albury Heath on the morning of Saturday 17th April. The Clerk will provide them with litter pickers and fluorescent jackets and Cllr Croucher would take part on the day. He asked other councillors to come and help if possible.
- d) *Community Orchard:* Cllr Croucher hoped to visit the Dorking community orchard at some stage and would pursue this as a part of the Greening Campaign.
- e) *Handyman:* Paul Stevens has been contracted for a 6 month term and his work reviewed during that time.

81/10 **Planning:** *Planning applications received and planning applications determined by Guildford Borough Council*

Applications received: **The Following applications had been received since the March meeting of the Parish Council:**

SCC Ref 2010/0017 Land At Albury Wellsite, Albury Park

a) *The retention of an acoustic enclosure around the drilling rig for the duration of drilling operations at the site*

b) *the continuation of well drilling operations for a further period of 12 weeks ceasing 2/4/2010 without compliance with Condition 4 of planning permission ref GU08/0483 dated 15/7/2008*

10/T/0020 Weston Farm Cottages, The Street

Timber (T1 and T2) left of access track - reduce trunks in height by 25% and remove crown back to trunk (Albury Conservation Area)

10/T/00021 Bourneside, The Street, Albury

Hazel by River (T2) remove, Hazels (T5 and T6) remove, Apple (T3 and T4) remove, Yew Hedge (T1) reduce by 3ft. Albury Conservation Area

10/P/00273 Cranbrook, Farley Green

Erection of two storey replacement dwelling and detached garage with storage above, following demolition of existing buildings

10/P/00336 Harrow Hill, Newlands Corner

Detached single storey tractor and machinery store

10/P/00366 Harrow Hill, Newlands Corner

Detached double garage

Consultation under the overhead lines (exemption) (England and Wales) Regulations 2009 Electricity Act to re-conduct the existing low voltage overhead lines with Aerial Bundled Conductor (ABC)

10/P/00453 Keepers Cottage, Row Lane

10/P/00454 Forest Cottage, Row Lane

10/P/00458 White Lane Farm, Albury

Applications determined by GBC:

09/P/02006 32 Westonfields, Albury

Replacement of kitchen window with door, block up existing rear door and replace with window

Approved with conditions

09/P/02046 Albury Sandpit

Consultation from SCC for the continuation of the temporary storage of soils on some 1.6ha without compliance with condition 10 of the planning permission U88/0119 dated 7/2/1989

No objection

10/P/00013 Drummond Arms, The Street, Albury

Installation of double ramped access, removal of single storey structure and infill of opening with fascia brickwork to match existing, new external escape spiral staircase and removal of extractor fan and

installation of new extractor.

Approved with conditions

10/P/00034 Crossley House, Heath Lane, Albury

Loft conversion incorporating two dormer windows to rear elevation. Amended plans received 18/2/2010

Refused

10/P/00035 Sunnybank, Dorking Road, Chilworth

Single storey rear extension

Approved with conditions

82/10 Finance

- a) *Annual Report and Audit:* Dates for external audit are as follows: records available to the public: 7th June to 2nd July, annual return to be with BDO LLP by 9th July. Accounts to be approved by Parish Council by 30th June, audited accounts to be published by 30th September.
- b) *Cheques:* list of cheques raised and invoices approved had been circulated with the agenda.
- c) *Section 137 grants and grants to village societies:* grants have been made as approved at the March meeting.
- d) *Albury Park: S106 Grant: Agenda item:* May meeting. Cllr Wenman asked Members to consider the possibility of a community orchard.

83/10 Quality Council

The application is to be submitted at the end of the week, and the panel will meet later in the month.

84/10 Star Energy

Sophie Tucker, Senior Project Engineer, had advised that the drilling operations had been completed by the 2nd April, in accordance with the requested time limit extension granted by SCC on the 26th March. The acoustic enclosure is being dismantled and the drilling rig and associated equipment will be demobilised from the wellsite as soon as this has been done. Sophie has called Steve Hill and Cathy Goddard as well as the original complainants to inform them of this.

85/10 Albury Landfill site

- a) *Meeting with Gasrec:* Richard Lilleystone has agreed to a meeting and it has been arranged for him to attend the May meeting. It was agreed that the meeting would commence at 7pm, in order that his presentation could take place before the main business.

86/10 Village Hall

- a) No report had been received

87/10 Parish Plan

- a) No report had been received

88/10 Emergency Plan

- a) *Minutes of the meeting held in January:* had been circulated. The Chairman asked Cllr Croucher and Cllr Robinson if they would take this forward, which was agreed.

89/10 Councillors business: for noting or including on a future agenda

- a) *Recreation Ground:* members noted that this would be mowed fortnightly this year.
- b) *Fly tipping in 'no mans land' at recreation ground:* The Clerk would report this to GBC.
- c) *Triangle of grass at Little London:* It appeared that this belonged to Shere Parish. The Clerk would speak to their Clerk.
- d) *Westonfields:* Cllr Robinson requested posts on the grass to prevent the recycling lorries driving across it. He would meet with Cllr Hogben to discuss this.
- e) *Drains on Church Lane:* Cllr Robinson reported that he had been advised by contractors that their work load consisted of 22,000 drains, with 4 lorries to do the work. It would therefore be some time before these drains were cleared. Cllr Robinson noted that they would re-fill very quickly once cleared, because of the sand coming off the Heath. Cllr Wright undertook to talk to Derek Lake.
- f) *Fencing on vehicular access to recreation ground:* this had been reported as being in a bad state of repair. Cllr Wenman undertook to take a look.

- g) *Tuppers Alley*: this needs clearing, Mark Hiley would be asked to do it. Cllr Wenman advised that his trees would be cut back in September.
- h) *Annual Childrens Party*: Cllr Chapman advised that this had taken place the previous weekend, and that 28 children had attended and had very much enjoyed themselves.
- i) *Hedges in Shophouse Lane*: Cllr Gellatly acknowledged that it might be a little while before these could be cut back, but requested that owners of overhanging hedges should be asked to deal with them when possible.
- j) *New Road*: Cllr Brockwell reported a number of very large potholes on this road, which is generally very badly damaged. It was noted that this also applies to Guildford Lane.

90/10 **Outstanding items**

The list had been circulated.

91/10 **New Correspondence**

- a) *Hurtwood Control*: The Clerk had received a letter of thanks for the Council's grant.
- b) *Albury Friendship Club*: The Clerk had received a letter of thanks for the Council's grant.
- c) *Guildford in Bloom*: entries are invited by Monday 21st June. Members agreed not to take part this year.
- d) *Victim Support*: had written requesting financial support. This request would be considered with all other grant requests at the end of the financial year.
- e) *Consultation on the Draft River Wey Flood Risk Management Strategy*: the consultation period started 22/3/2010 and ends 14/5/2010. Documents can be found at www.environment-agency.gov.uk/research/library/consultations/consultations.aspx. Cllr Croucher and Cllr Gellatly agreed to take this forward.

92/10 **Open Forum**

No further matters were raised.

93/10 **Dates of meetings**

Full Council: Annual Meeting Monday 10th May

Annual Assembly: Monday 19th April, 7pm.

There being no further business, the meeting closed at 10.20pm.