



# 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 1<sup>st</sup> November 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  
County Cllr K Taylor  
2 members of the public

In attendance: The Clerk, Mrs J Cadman

208/10 **Apologies for absence:** were received from Cllr S Robinson and Cllr P von Radowitz

209/10 **Declarations of interest:** none were made

210/10 **Minutes of the meeting held 4<sup>th</sup> October:** were agreed as a correct record of the meeting and signed by the chairman, after the following amendment:  
192/10:181/10: *cairn benches*: 4 x 16ml bars would be needed for each bench, not 2 as recorded.

211/10 **Matters Arising**

192/19:181/10: *Cairn benches*: Cllr Croucher advised that he had arranged for the brackets to be made, and intended to receive delivery and fit them on Monday 22<sup>nd</sup> November. He asked for 3 volunteers to assist him.

195/10a: *tea urn*: Cllr Brockwell has sourced and fitted a new urn, for which he was gratefully thanked. Members were advised that it worked very well.

195/10b: *inspection covers*: Cllr Chapman advised that these had been repaired.

204/10a: *sand on road at Little London*: this has been reported, but no action had yet been taken. Cllr Brockwell advised that there was sand up to the kerb on the bend and the culverts were now filling up as well as the sand trap in the road. The Clerk would advise GBC concerning the road, and to discuss the clearing of the sand trap and culvert with SCC Highways.

204/10b: *Roman Temple car park*: The Clerk had advised Hurtwood Control about the white builders bag.

204/10f: *Yew Tree Cottage*: Enforcement have confirmed that the work undertaken is within permitted development rights, and have asked to be kept advised of any additional work. Cllr Brockwell asked for further clarification regarding permitted development rights in this connection.

212/10 **Clerks Matters arising**

*Electoral Review of Surrey County Council*: letter from Boundary Commission had been circulated. Cllr Taylor advised that the intention was to ensure that representation of the electorate is fairly spread throughout the county. As this does not affect this Parish, it was agreed that no further action would be taken.

213/10 **Police matters**: no report had been received,

**Open Forum:**

a) *Albury Landfill site*: Mrs Caton wished to discuss the application by Sita for restoration of the landfill site. **Item 221/10 was therefore brought forward**

Cllr Taylor advised that the application for the relocation of the flares was due to be heard by SCC committee on the Thursday following this meeting. GBC had turned it down, on the grounds of it being within an AONB, but it was noted that the flares had to be relocated in order to install the leachate treatment plant.

The application for restoration of the site was likely to be heard in December of this year. Mrs Caton expressed her concern at the plan to restore to woodland and heathland, rather than the original woodland, and that the appearance would be poor from Church Lane. Cllr Brockwell and Cllr Gellatly advised that the plans included oak trees and holly as well as heather.

Cllr Wenman advised that the Parish Council are seeking a restoration plan that will work. The original planning condition, that the site be returned to forestry, is now not feasible, partly because of the Gasrec pipes, which would need access for maintenance. The Parish Council expected Sita to do what is shown on the plans and drawings displayed in the Memorial Library, and would consider sending a representative to the SCC planning committee to make the Parish Council's case. Cllr Taylor would advise the Clerk of the date of the committee meeting.

**Committee reports: Facilities**

a) *Meeting held 11<sup>th</sup> October*: the minutes had been circulated.

b) *Recreation ground fencing and gates*: The Clerk advised that the committee had decided as follows: reinstate the disabled access paving, gate and fencing, and fence from the right hand side to the first secure concrete post; replace the inner access gate and gate post with a wooden ranch gate (utilising the sound concrete post); replace the outer access gate and gate post with a metal field gate (utilising the sound concrete post); remove the broken concrete posts and chain link fencing; repair the small pedestrian gate. The agreed budget of £2,000 would be taken from S106 monies rather than Grant Aid, in order to leave Parish Council reserves untouched. A quotation had been obtained for labour, of £880, the Parish Council would purchase the materials in order to reclaim VAT.

No action was yet to be taken regarding fencing on the Albury House side of the footpath, pending a decision about the future of this piece of land, and a report on the trees. Cllr Wenman advised that there was now a plan to divide the house into 3 residential units.

c) *Farley Green ditch*: The Clerk advised that SCC Highways had cleared the upper part of the ditch, as they had an extra allocation of 'digger days', but it had been made clear that this would not be done again, and that the riparian owners would be expected to take the responsibility. Gavin Smith had agreed to assist the Clerk in dealing with this. Cllr von Radowitz was currently seeking quotes to take on the clearing of the Parish Council owned ditch, which would need completing quite soon as the bottom half is almost blocked.

d) *grit bins*: Cllr Brockwell had met with Gavin Smith, SCC Highways, who had advised him that he had listed the location of all the bins in the parish and ensured that they were full. This would be the only time that they would be filled this year.

**Committee reports: Community Development**

Cllr Hogben reported as follows:

The last meeting of the Community Development Committee was held on the 27 September, with minutes issued, to all members, at the October Parish Council Meeting.

**Albury Mill Bus-Stop:**

Land & Water had now produced a drawing which has been submitted to the Environment Agency for their approval, this application will cost the APC £50.00. Assuming the EA is happy with this idea then the Parish Council will seek the land owner's permission (Latchmere Properties) to proceed, simultaneously, GBC's Engineers will be asked for quotes to carry out the work.

Once all of this information is collated it will be finally presented to the Parish Council as a firm proposal to look to SCC's Passenger Transport Group for co-sponsorship and finally to SCC Highways for their final approval. During this entire process we will keep the owners of the Mill House informed of progress.

**Memorial Library- Outside Decoration:**

JMD Contractors, Gomshall are re-painting the outside of the Library. Dependent upon weather conditions, the work will be completed by the end of the week.

**Village Hall Car Park – Refurbishment:**

No further progress has been made since the September meeting.

**Village Hall Car Park- Landscaping alongside river bank:**

The arborist Ewan Randall has completed the work of cutting away and clearing all of the undergrowth along both banks of the Tillingbourne. Now that it is possible to see exactly what is there decisions can be made on how best to complete this landscaping project.

**Village Waterside Picnic Area and Village Allotment Scheme:**

No further progress has been made since the September meeting, except that at the recent SITA Liaison meeting, Steve Horton has offered the Parish Council all the help that it would need as regards any thing to do with earth-moving. This would include access, ditching, terracing etc. It must be noted that if these areas were to be developed, virtually the entire work involved would be in-line with this offer.

**Albury Matters:**

Due to unforeseen circumstances this next edition will only be going out by the end of this month. It must be noted that there are still quite a lot of copy still required to complete this publication.

**Web Site:**

The up-dating of the Web Site will be done shortly, to include the approved minutes of the October Meeting. There after a regular monthly up-date is envisaged.

*Web site:* The Clerk advised that she intended to send all updates to DNX the following day, including the October minutes.

*De-cluttering campaign:* Cllr Wenman applauded much of the work that had been done, but commented that there were still a number of redundant signs around the village. Cllr Hogben advised that SCC had insisted that repeater signs had to remain.

**Agreed:** Cllr Brockwell and Cllr Hogben to list all unnecessary signs, and then put together a proposal.

**217/10 Committee reports: *Planning and Environment***

Cllr Gellatly had no matters to report

*Greening Campaign:* Members would receive a date for the launch and all other relevant information at the December meeting.

**218/10 Planning: *Planning applications received and planning applications determined by Guildford Borough Council***

**Applications received:** Members to note that minutes from planning meetings and responses to GBC are filed in the planning file, tabled at the meeting.

**Applications determined by Guildford Borough Council**

**219/10 Finance**

**a) budget statement to 30/9/2010:** This was circulated at the meeting. Cllr Brockwell advised that expenditure for the first six months was as expected. The new report format still needed some fine tuning, but gave all the information needed and worked well.

**b) Cheques presented for payment since September meeting:** the list, shown at the end of these minutes, was circulated prior to the meeting.

**c) Budget for 2011 and precept request:** members were reminded that the draft budget for 2011/12 will be tabled at the December meeting for discussion, to be ratified at the January meeting. At present, the only item of additional expenditure for 2011 is the additional clearing of Farley Green ditch; members were asked to ensure that they had prepared all committee and individual requests for additional expenditure, and to advise the Clerk. The Clerk would present the draft budget at the December meeting, as Cllr Brockwell is away.

**220/10 Emergency Plan**

**a) Draft emergency plan:** the plan to date was circulated prior to the meeting. It was noted

that there had been no meeting this year to discuss an emergency plan. Cllr Taylor advised that, as a result of the unexpectedly bad weather last year, for the second year running, a fighting fund of £1m had been allocated, on top of the existing budget, for the coming winter. This included the filling of all grit bins in the county. **Action:** Cllr Brockwell, Cllr Croucher, Cllr Robinson and Cllr Gellatly to check and list the grit bins in their part of the parish.

The plan would be progressed in the New Year by the Community Development committee but, in the meantime, a register of vulnerable people and those who could offer help will be drawn up by the Clerk, with the assistance of Cllr Chapman.

*b) Plans for the coming winter:* Cllr Taylor had discussed the snow plough with SCC officials and had established that one had been allocated to Home Farm. It was understood that it could only be used for the A25 and main roads and Cllr Wenman expressed his concern at this, as two thirds of the parish live outside the village. There appeared to be no blanket prohibitions to using a private snow plough, but SCC were concerned that some might be used which did not have protective rubber on the bottom of the plough edge.

**Action:** Clerk to establish whether the Parish Council can fund a snow plough for the village, either by paying for use of the one at Home Farm or by purchasing its own.

221/10 **Albury Landfill site:**

- a) Draft minutes of the landfill liaison meeting held Thursday 21<sup>st</sup> October:* These would be circulated when available.
- b) See minute no 214/10 for further discussion.*
- c) Noise:* Cllr Croucher raised the issue of purging noise, which happened regularly and continued for 7 minutes at a time. **Action:** Clerk to establish who is responsible for this noise, and then report to the Environment Agency.
- d) Planning application:* Mr Lethbridge expressed his concern over the word 'unforseen' in the application, which he believed indicated that certain circumstances would not be acted upon.
- e) AVRA:* it was noted that the village society had made representations to SCC.

222/10 **Village Hall:**

a) Cllr Wenman reported as follows: the caretaker had been given notice of redundancy, to take effect on the 21<sup>st</sup> December, the effect of which would be to save the parish nearly £3,000 pa. It is anticipated that she will take on the cleaning contract from January 2011. A reduction in GBC rates would save a further £1,400 pa. A new hall booking system had been implemented and Cllr Wenman tabled an analysis of usage of the hall for the current year, which showed 26% utilisation. It had been possible to identify some gaps in usage, and the target was to increase use of the hall by 10% to 30%, bringing in an extra £800 pa.

b) Members agreed the new village hall and library pricing, effective from 1<sup>st</sup> January 2011, circulated before the meetings. This increase was PROPOSED by Cllr Wenman, SECONDED by Cllr Croucher, with all in favour. This increase, of broadly 10% would further increase income by approximately £850 pa. The Clerk would write to all users advising them of the new pricing structure.

c) There would also be a change in the way users paid: the goal would be to charge for use of the hall in advance, but for the time being invoices would be issued monthly in arrears. A deposit would be taken for children's parties.

d) The Council is seeking a grant for a new boiler. Cllr Hogben is looking at signage, which would be in Estate livery and would be sited against the wall nearest the Library, so that it can be seen when approaching from Chilworth.

e) Marketing: Nicola Johnson (Albury resident and hall user) is currently doing a great deal of work in developing a web site and had agreed to take on the booking system.

e) Members agreed that the £500 budgeted for committee expenses can be spent on enhancements to the village hall, or promotional activities, to be determined by the village hall committee. This was PROPOSED by Cllr Wenman, SECONDED by Cllr Robinson, with all in

favour.

f) Cllr Brockwell advised that the electrician had moved the fridge socket to under the sink and had installed a spur for the new entry system to the hall. He was due to install a spur for the library shortly.

223/10 **Parish Plan:**

There was no progress to report, although it was hoped that William Moorwood would take on the committee.

224/10 **Councillors business: for noting, or to include on a future agenda**

- a) *Tree on railway embankment:* Cllr Gellatly advised that a tree on the Little London side of the railway embankment was leaning against the fence and the overhead cables. Cllr Wenman had received a copy of a letter from British Rail to the CPRE, confirming that they would investigate the chain link fence
- b) *Fishing Lake:* Cllr Gellatly wished to congratulate Cllr Hogben on the very attractive view across the fishing lake, achieved as part of the village enhancement project.
- b) *Litter Pick:* Cllr Croucher advised that the cricket club intended to carry out a litter pick on the 27<sup>th</sup> November, on the Heath. He asked the Clerk to advertise this and advised that he would get involved.
- d) *Albury House:* Cllr Robinson advised that the hedge bordering the pavement was encroaching on the pavement, making it very difficult for pedestrians to use it.
- e) *Flooding in Westonfields* Cllr Robinson reported that this had occurred in heavy rain recently, directly as a result of blocked drains and ditch, and he tabled a report and pictures. This was a problem with a long history, as the drains had not now been cleared for some years, despite a number of requests. The Clerk would take this up with SCC Highways. Cllr Taylor committed to helping to follow this up, and asked the Clerk to give him the latest report number when available.
- f) *Fly tipping:* Cllr Brockwell reported asbestos waste at the top of the Little London triangle.
- g) *Tree work:* Cllr Brockwell reported a snapped bough, hanging off a tree on land belonging to Albury Estate.

225/10 **New Correspondence**

There was no new correspondence, routine correspondence was distributed at the meeting.

226/10 **Open Forum**

- a) *Recreation Ground:* Mr Lethbridge requested that the grass be cut one last time before the winter. The Clerk confirmed that Mr Daniel had not yet finished cutting for the winter, and would do this shortly.
- b)

227/10 **Dates of meetings**

Full Council: 6<sup>th</sup> December

Facilities: 13<sup>th</sup> December

Planning and Environment: 8<sup>th</sup> November, 29<sup>th</sup> November

Community Liaison:

### Cheque List:

The following were paid out of meeting:

No	Payee	Description	Chq no	Amount	Exp power
66	Home Farm Contractors	Posts: various (enhancement)	477	370.12	LGA '72
67	BT	Phone line and internet, library	478	£49.80	
68	M Hiley	Strimming footpaths	479	£225.00	
69	Catering Plus	Water boiler, v hall	480	£349.50	
70	E Randall	Tree work (enhancement)	481	£120.00	
71	Inland Revenue	Tax and NIC sept	482	£368.07	
72	Inland Revenue	Tax and NIC Oct	483	£368.07	
73	J Cadman	Salary, Oct	484	£896..18	
74	GBC	Rates, Oct	d/d	£149.00	
75	Mrs E Balshaw	Wages: Oct	d/d	£529.20	
76	Vistaprint	Village hall website	485	£97.43	