



# 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  
**Tuesday 7<sup>th</sup> April 2015 at 7.30pm**

In the **Memorial Library** for the transaction of the under mentioned business.



**Present:** Cllr N Wenman (in the chair), Cllr J Brockwell, P Gellatly, R Hogben,

G Robinson, S Scott, P von Radowitz  
PCO

In attendance: The Clerk, Mrs J Cadman

61/15 **Apologies for absence**

All members were present.

Apologies were noted from County Cllr K Taylor

62/15 **Declarations of interest:** No interests were declared.

63/15 **Minutes of the Meeting held Monday 2<sup>nd</sup> March 2015:** these were agreed as a correct record of the meeting and signed by the Chairman.

64/15 **Matters Arising**

*44/15:24/15: Welcome pack for new residents:* members to receive an update from Cllr Gellatly. Members **approved** the topics to be covered by the welcome pack. Cllr Gellatly will now put this together and the Clerk will produce a booklet.

*44/15: Section 106:* Cllrs Brockwell and Hogben and the Clerk had met with GBC officers to discuss the designation of Section 106 monies. After discussion, it was agreed that the small sum left from the Mill development could be used for the riverside amenity area, but only if a recreational factor was added, such as a trim trail of log stepping stones. The Clerk would investigate the options and it was **agreed** to spend the remaining Section 106 money on the riverside area, with a recreational element.

GBC officers advised that an application to change the designation of the funds from the Mansion, currently to be spent on Open Spaces, would create problems as GBC would have to give an explanation as to why the designation was incorrect in the first place, which may lead to a legal challenge by the developer, who would have to approve the change, and may decide to withdraw the funding completely. It was **agreed** not to pursue this for the time being.

The Council would ensure that discussions are entered into with the Borough Council very early on in any future development in Albury with Section 106 potential.

*57/15a: Marcus Risbridger:* Cllr Scott reported that the bench on Farley Heath is already dedicated to someone, so cannot be replaced. It is, however, in a very bad state of repair and Cllr Scott will investigate the cost of a replacement. It is possible that a bench could be dedicated to Marcus Risbridger in the riverside amenity area, and Cllr Hogben will pursue this with the family.

65/15 **Chairman and Clerks Matters arising**

**a) Website, Dropbox and newsletter report:** there were no issues to report. It was suggested that a newsletter be sent out concerning the Surrey Hills Heritage Lottery funding.

**b) Defibrillators:** these are all in working order and up to date. Cllr Brockwell advised that SALV is meeting on the 23<sup>rd</sup> April, in the village hall, and their theme is: 'defibrillators are coming'.

- c) *Annual Assembly:* the Clerk reminded members that this annual meeting for the parish takes place on Monday 13<sup>th</sup> April. The Mayor will attend, and Ian McCulloch will talk about his Distillery at Silent Pool. She asked all members to bring a plate of food, she will organise the wine.

66/15 **Police matters**

- a) *Parish concerns:* Cllr von Radowitz advised that fuel had been stolen from her tractor and horse box. At Westerlea Farm, a digger belonging to the builders had been stolen. A chainsaw had been stolen from another house.
- b) *Police update:* PCO Tom Bagley advised that there had been a significant number of non dwelling burglaries in the area recently. The police had increased pro-active patrols at night to try to prevent this continuing. He asked that everyone be vigilant, as it is not possible for the police to cover the whole area in a night. It had been obvious previously that when the police patrol at night, the burglaries stop and it was expected that this would happen again this time. The police believe that the burglars are coming from outside the county.
- The Clerk will send out a news bulletin, advising everyone of the need to be vigilant, and reminding them of the 101 number to report incidents or suspicions.
- c) Cllr Gellatly referred to the Edgeley park lodges which are being moved illegally. PCO Bagley advised the Council to talk to Matt Redfern, the officer for vehicle crime in the area.

67/15 **Open Forum:** *members of the public are welcome to attend and to ask questions or make representations*  
No members of the public were present.

68/15 **Committee reports:** *Facilities*

- a) *Lengthsman scheme:* Cllr Brockwell had met with Ian Fowler, who had suggested that the Council simply submit a bid to Local Committee for an amount of money to operate this scheme. He had spoken to the Clerk at Worplesdon, and hoped to be able to obtain a copy of their application for funding and details of their contractor. He understood that a specific SCC contractor needed to be nominated in order for funding to be approved, but that contractor did not necessarily have to be used. Cllr Brockwell will continue to pursue this.
- b) *Ditch at Farley Green:* the work to clear the ditch has been completed. The next step is to install sandbags or sleepers across the ditch. A larger silt trap also needs to be dug.
- c) *Local Committee:* Cllr Brockwell noted that, at their recent meeting, they discussed the proposed surface treatment to Water Lane and Blacksmith Lane, but had not mentioned the road through the village. The Local Committee is also reviewing the effect of HGVs.
- d) *Diversion of footpath 206 at Mardons:* this was refused.
- e) *Kissing gates:* Cllr Brockwell will re-claim the kissing gates from SCC that are about to be removed, as they are the property of the Parish Council, and these will be used elsewhere

69/15 **Committee reports:** *Community Development*

- a) *Old Mill Passenger refuge:* the reinstatement of the bus stop at the Old Mill, made possible by Ben Moore providing an area for passengers to stand, has hit a problem from the SCC Passenger Transport Group, who cannot permit it because of complex public liability issues. An appeal had been made, but at present so satisfactory answer has been received. The money that was allocated to providing the passenger refuge has since been used as part of the traffic calming scheme.
- b) *Traffic Calming:* the first stage of the traffic calming scheme has commenced with the build out of the Green opposite the post office. The design of the village gateways is now in the hands of Surrey Hills AONB and it is hoped that

these will be decided in the next few weeks and installed by mid-May. The traffic calming report by Colin Davis has been approved, in principle, by SCC Highways and the Guildford Local Committee, who have awarded a significant sum of money towards the cost, which must be used within the year.

Cllr Wenman was of the view that the proposals contained in the report should go out to public consultation, as they propose significant changes to Albury village, such as moving the pavement from one side of the road to the other. He suggested that plans be worked up, based on the report, which are then placed in front of the Parish Council and SCC for approval. Cllr Hogben

PROPOSED that the Traffic Calming report by PRIAN (Colin Davis) is adopted and used as the basic document for traffic calming in Albury Village, subject to detailed plans being worked up, with clear financing proposals, and these discussed in more detail. This proposal was SECONDED by Cllr Wenman, with all in favour with the exception of Cllr Brockwell, who was against the proposal.

- c) *Allotments*: Cllr Robinson has been in contact with Grahame Cook and they will meet shortly. He is currently investigating the amenities offered by other Parish Councils who run allotments.
- d) *riverside picnic area*: a meeting had been held with neighbours to the picnic area and their concerns have been recorded and will be acted upon. The site has now been cleared, which has revealed a spring about two thirds of the way up. A land drain will have to be installed to deal with this. With thanks to Cllr Gellatly, the first herbicide treatment has been completed. The Estate has felled a number of dead or dying trees and we are now waiting for consent from one beneficiary, the others having already approved the work on the basis that there will be no material development on the site. Once this is received, the land drain will be installed and earth works commenced. It is hoped that seeding will be done before the end of April and the project completed by the end of July.. The Clerk has carried out a risk assessment.
- e) *Memorial Library disabled toilet*: new drawings have been completed by William Cassels and will now be resubmitted to GBC via the Conservation department.

70/15 **Committee reports: Village Hall:**

- a) Minutes from the meeting held Monday 30<sup>th</sup> March had been circulated prior to the meeting. It was noted that the committee are seeking a new/refurbished piano to replace the old one in the hall. The village hall income for the year had totaled £10657, against a budget of £10,000. The village will be updated at the Annual Assembly. Generally, the committee felt positive about the hall, as there are a number of new users. The outlook for next year looks the same or better than this year and, although the hall is still making a loss, this loss is much less than it used to be. The committee had agreed to purchase some display boards, which will be used initially for the Parish Plan display.
- b) *gas and electricity contracts*: these have been negotiated with British Gas and a three year contract has now started.
- c) *Business rate relief*: GBC has advised that the Library will continue to receive business rate relief and the total charge for rates for the coming year will be £876, an increase of £2 per month.

71/15 **Committee reports: Planning and Environment  
Planning:**

- a) Cllr Gellatly reported as follows:
  - i. *Cricket pavilion*: the club committee have submitted an application for extensions. Cllr Wenman advised that he had spoken to Carl Nunn, who had apologized that there had been no action for the last year or so and was still happy to discuss the possible use of the pavilion for a community room. Cllr Wenman has put Clive Mingo in touch with the person that Carl Nunn has advised is dealing with this.
  - ii. *Cheynes*: an application had been submitted to replace the current cottage with a house. The planning committee will discuss this at their meeting on the 20<sup>th</sup> April.
  - iii. *Keepers cottage*: it seemed likely that this would be approved. Cllr

Scott wished this application to be called into Committee and pointed out that the footpath is now being used by cyclists. He will speak to Cllr Billington.

- iv. *Dilton Farm*: this has been refused.
  - v. *Millstream Cottage*: this application was deferred.
  - vi. *Yew Tree Cottage*: the planning committee had objected to the conversion of the garage, as it could be used for residential purposes, and the applicants had responded that it would only be used by members of the family. Cllr Brockwell had met the person who had moved in, who had no connection with the family. This will be raised with GBC Enforcement.
- b) *Applications determined by Guildford Borough Council*: List to date had been circulated prior to the meeting.
  - c) *Update on changes to viewing of plans*: Cllr Gellatly advised that most parishes were against the proposal to change from hard copy plans to viewing online. GBC would continue to review this, would pilot the new scheme with those parishes who were prepared to work with it, and would work with the other parishes to find a compromise.

## 72/15 **Parish Plan Advisory Committee**

Minutes from the meeting held 23<sup>rd</sup> March had been circulated prior to the meeting. At the last meeting, the Community Led Plan document was finalised and it had been delivered to all homes in the parish this day. Thanks were recorded to Cllr Hogben for his part in finalising the document.

An open day will be held on Saturday 18<sup>th</sup> April. Prior to this, there will be a meeting on the 8<sup>th</sup> April to finalise the form that the open day will take. All councillors who intend to attend the open day should attend this meeting to be briefed.

Key issues:

1. This is an early consultation document, not a plan. The ideas in it come from the original parish needs survey, and the document looks at ways in which they can be addressed. A questionnaire will follow, which will seek a formal response.
2. The Parish Council needs to be very clear that access to the sites proposed for development is a fundamental consideration. For example, the proposed development of the recreation ground, where access is only likely through Albury House. Cllr Wenman made the point that the only way that the Council could fund the village green and the proposed new shop and post office would be from revenue from the sale of houses on the recreation ground.

The planning consultant will give his opinion on what is being written up, in addition to his opinion on things that are being excluded at present. He has ruled out access from Church Lane, and has also ruled out development at the side of the Tillingbourne. He had written report, which Cllr Wenman commended to members as being very good, and a good platform for discussion.

Malcolms field: there is the possibility of a village hall on this field, car parking, and a new village green. Cllr Wenman had questioned this, as the field is outside the settlement area, and was advised that the field could possibly be taken within the settlement area through a Neighbourhood Plan, as it would produce a green space as well as a village hall.

## 73/15 **Finance**

- a) *Management report to 28/02/2015* had been circulated prior to the meeting.
- b) *Cheque list for March* had been circulated prior to the meeting. The expenditure of £5613.13 for March was noted and approved.
- c) *Dates for audit*: the internal auditor will audit the Council's accounts and documents on the 29<sup>th</sup> May. Records will be available to the public from the 29<sup>th</sup> June to the 24<sup>th</sup> July. The Parish Council will approve the Annual Report and Accounts at its meeting on Monday 1<sup>st</sup> June.

## 74/15 **Igas wellsite**

No new developments to report

75/15 **Albury Landfill site**

Minutes from the meeting held Monday 23<sup>rd</sup> March had been circulated prior to the meeting.

- Cllr Wenman advised that there had been a problem connected with moving waste from one area to another, but final capping will be completed shortly. Sita had now sent out a timetable, which they assure the Parish Council will be adhered to although they are currently behind target.
- Sita had been fined for a breach of their license, and this was discussed. Cllr Wenman told them that it was unacceptable that the Parish Council had learnt about this from the press. Both Sita and the Environment Agency (EA) had been apologetic. The breach was caused by an excess of leachate, but the Council had been assured that this was not a health and safety issue.
- It had been very useful to have the EA at the meeting, and Neil Martin had committed to attending in the future.
- Sita have assured the Parish Council that they will notify the Clerk immediately when there are any major changes to their schedule of works.
- The EA will revert to producing a newsletter, which will be circulated to the parish.

76/15 **Outstanding matters**

The list had been circulated prior to the meeting.

- Flooding at Brook Hill: the grips have been cleared by Cllr Gellatly.
- Pavements through the village: Cllr Brockwell will discuss these with Ian Fowler
- Edgeley Park: to be discussed with Matt Redfern.
- Diversion signs on New Road: will be collected shortly.

Cllr Wenman requested that the replacement posts adjacent to the Tillingbourne be added.

77/15 **Councillors business:** *for noting or including on a future agenda*

No further matters were raised.

78/15 **New Correspondence.**

Newsletters have been received from: Guildford Environmental Forum and CPRE. The Local Council Review for Spring 2015 has also been received. These will be tabled for circulation at the meeting.

79/15 **Open Forum**

No further matters were raised.

80/15 **Dates of meetings**

Full Council: extraordinary meeting 27<sup>th</sup> April. The Clerk to check with Clive Mingo whether this meeting will go ahead.

Annual Meeting: 18<sup>th</sup> May (elections on the 7<sup>th</sup> May).

Annual Assembly: 13<sup>th</sup> April

Community Dev: 27<sup>th</sup> April

PPAC: dates to be arranged at the Annual meeting

Planning: 20<sup>th</sup> April

Village Hall: dates to be arranged at the Annual meeting

Cllr Wenman thanked members for the last eight years, which he had found very enjoyable. Thanks were recorded to him for eight years as Chairman and for all his hard and very effective work.

there being no further business, the meeting closed at 10.05pm