



# ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner  
PARISH OF ALBURY

## NOTICE OF PARISH COUNCIL MEETING

### **Local Government Act 1972**

The minutes of Albury Parish Council meeting held on

**Monday 2<sup>nd</sup> June, 2025 at 19:30 in the memorial library**

for the transaction of the under mentioned business.

*There will be an informal question time of up to fifteen minutes during which members of the public, who live or work in the Parish, may ask questions relevant to the work of the Council. The Council meeting will start immediately following public question time or at 7.45pm, whichever is the earlier.*

### **MINUTES**

**Present:** The Clerk, Cj Bishop-Wright

**In attendance:** Cllrs. G. Baker (left the room from 19:59 to 20:22), S. Bevan, S. Dennis, N. Edwards, P. Gellatly, and A. McCann  
Borough and County Cllr Hughes

**Members of the Public:** Mrs. J and Mr. J Colton and Ms. S. Darling

### **101/25 Open Forum**

Cllr Bevan introduced the members of the public: Ms. Sue Darling from Farley Heath and Mrs. and Mr. Colton from Farley Green.

Ms. Darling raised concerns about a recent application at Woodhill Sandpit involving a large building (approx. 14m tall) for machinery and storage. A similar application was submitted the previous year. She noted the potential for the site to be used for environmental stewardship and questioned the scale of machinery required.

Cllr McCann stated that the Council was not consulted on the application, which falls under Waverley Borough Council jurisdiction (WBC). This was a joint decision by WBC and GBC. Shamley Green PC was also not notified.

Cllr Hughes expressed that PCs should have been consulted and allowed to comment. Cllr Dennis asked whether a complaint could be made and asked whether a petition could be initiated if a complaint wasn't possible. Cllr Gellatly clarified that the site is outside the parish boundary.

Cllr McCann noted that the application site is in a secluded part of the sandpit. Cllr Gellatly advised that an objection would need to have specific grounds.

Cllr Hughes confirmed that the application did not appear as a standard planning application and that statutory consultation did not occur. He agreed to follow up with colleagues in Shamley Green to explore possible influence.

### **102/25 Apologies for absence**

Received from Cllr G. Robinson  
and Borough Cllr D. Newson

103/25 **Declarations of interest:**  
None received.

104/25 **Minutes of the meetings held on Monday 28<sup>th</sup> April and 12<sup>th</sup> May;  
Annexes 1 & 2**

The minutes of the meeting held on 28<sup>th</sup> April were signed and approved as a correct record of the meeting. The Clerk to add amendments from Cllr Dennis to the minutes of 12<sup>th</sup> May for approval at the July meeting. CJ

105/25 **Brief from Borough Councillors**

a) *UA update*

Cllr Hughes explained that there are four options being considered for Surrey's Unitary Authority. He advised that government consultation is expected in the third week of June but will be limited to organisations, and not open to the public.

b) *CIL contributions*

Cllr Dennis asked why the Council do not get Community Infrastructure Levy (CIL) payments anymore, and just Section 106 (s 06). She also queried the lack of s106 funds being allocated since 2013. Cllr Hughes said that even though there has been development in the parish, these may not be substantial enough to qualify for CIL. The Clerk will contact the representative from GBC for s106 monies to clarify the rules and also query whether we can have a say in the area of required expenditure for any future s 106 payments. CJ

*Cllr Baker left the room.*

106/25 **Brief from County Councillors**

a) *Row Lane*

Cllr Hughes reported that he has written to Rik Catling to clarify that consultation must be open to all stakeholders, as previous consultation on byway reclassification was missed by people affected, and some properties were not consulted. Cllr Gellatly asked what impact there will be for the landowners who use this byway. Cllr McCann clarified that the concern is about responsibility for maintenance, particularly Robinswood residents. Cllr Hughes will continue to pursue a meeting to resolve this issue.

b) *Bakery Mews Update*

Cllr Hughes reported that markings are in place, but the cambered end of the parking area may reduce visibility and effectiveness. Three bollards are planned to be installed, but Cllr Hughes has suggested more may be needed. Cllr Hughes advised this is due to happen this financial year, and likely to happen soon as it has recently been marked out.

c) *Netherlands Wood Eco-Lodge Development*

Cllr Hughes noted a letter from a resident referencing application 25/S/00001, raising ecological concerns. Cllr Gellatly stated that representatives from the Council have visited the site, but the Council has not yet commented as no formal application has been received. Cllr McCann asked for the basis of the resident's objection. Cllr Hughes advised it was due to the ecological value of the woodland, including biodiversity and habitat.

107/25 **Action List; Annex 3**

- a) *Network Rail repairs*  
Cllr McCann advised that Network Rail have now developed an inventory of the damage caused during the Brook Hill level crossing closure to repair after their next closure in September. Cllr McCann said they will consult and involve the community going forwards. As a result of these conversations, we have a new National Landscape standard for klaxon noise at the crossing.
- b) *Village Hall sign*  
Cllr Edwards to circulate plans for the content of the sign. NE
- c) *Frame quotes*  
Clerk to include the quotes on the July agenda. CJ

*Cllr Baker came back into the room.*

108/25 **Clerks matters arising**

- a) *Review of Asset Register; Annex 4*  
Approved.
- b) *Review of the Data Protection Policy; Annex 5*  
Approved. Cllr Bevan to be the Data Protection Officer.
- c) *Review of the Risk Assessments; Annex 6*  
Approved.
- d) *Surrey Hills Society subscription renewal*  
All in favour of renewing.
- e) *Review of Shere Parish Council boundary; Annex 7*  
Cllr Dennis proposed to say that this should be decided by the communities it involves, and as it does not involve us not to comment. The Clerk will send this. CJ
- f) *Update on micro-business recycling requirements*  
The Clerk updated that from March 2027 we will be required to separate recyclable, non-recyclable, and food waste. It was decided to remove the bins altogether in March 2027, and ask all users to take their rubbish home, as the purchasing of three bins for each building and the removal of the rubbish will come at a cost. The Clerk will investigate whether this also applies to the recreation ground and the amenity area.
- g) *Training offered from Mulberry; Annex 8*  
Clerk circulated training agenda from Mulberry and asked council if we want to introduce mandatory training and refreshers. Cllr Bevan suggested that we have a separate meeting to discuss this in further detail.

Committee reports:

109/25 ***Highways, Byways, Traffic, Open Spaces and Maintenance***

- a) Farley Green Flooding Issues
  - i) *Update*  
Cllr Edwards advised of a new option for the pipe replacement at Farley Green. He proposed to replace the pipe under the shared drive of Merryns and Fairlee and make an inner sleeve to go into the connecting pipe to Thatch Cottage. He has specifically checked that this option will maintain a smooth connection and flow of the water. Cllr Edwards confirmed that independent advice for the cause of the blockage of the pipe has been sought and confirmed it is the pipe under the shared drive of Merryns and Fairlee. Council agreed to go with this approach.
  - ii) *Confirm communications to residents; Annex 9*  
Deferred until after the meeting with the Coltons.
- b) *Bark and nest up at rec*  
Cllr Edwards advised that the cost for the replacement of the bark was missing the cost of the bark net which is £180. Cllr Edwards to ask the contractor to split the invoice to charge the already approved £860 now and then put the £180 additional on the agenda for the July meeting.
- c) *Damage outside the village hall*  
Cllr Bevan to inform the Albury Estate about the traffic incident outside the hall that caused damage to the planter.
- d) *Verge strimming by the bus stops on The Street*  
Cllr Dennis asked when the bus stops on The Street were due to be strimmed. Cllr Baker advised the maintenance schedule says 13<sup>th</sup> June.
- e) *Allotments*  
Cllr Dennis proposed to purchase ground cover for the vacant allotments to prevent re-growth after maintenance. Cllr Edwards to get quotes for this.
- f) *Buses into the village*  
Cllr Dennis advised that there was no bus service to the village on the week beginning 26th May and noted that no advance notice had been provided. Cllr Hughes to report this.

110/25 ***Planning and environment; Cllr Gellatly***

Nothing to report.

111/25 ***Environmental project; Cllr McCann***

- a) *SCC Climate Team meeting*  
Cllr McCann proposed to have a review of the meeting on the July meeting agenda. CJ

112/25 ***Neighbourhood Plan; Cllr Dennis***

- a) *Update*  
Cllr Dennis advised of contact from new residents regarding the plan. SD  
Cllr Dennis to attend the meeting on Thursday 5<sup>th</sup> June, and will check in and out with another cllr.

113/25 **Finance and Village Hall; Cllr Bevan**

- a) *Bank reconciliation end of April; Annex 10*  
Signed and approved against the April bank statement.
- b) *Bank reconciliation end of May; Annex 11*  
Signed and approved against the May bank statement.
- c) *Invoice list end of April; Annex 12*  
Signed and approved against the April bank statement.
- d) *Invoice list end of May; Annex 13*  
Signed and approved against the May bank statement.
- e) *Bank statement end of April; Annex 14*
- f) *Bank statement end of May; Annex 15*
- g) *Annual Governance Accountability and Return Page 4; Annex 16*  
Signed and approved by the Chair and the Clerk.
- h) *Annual Governance Accountability and Return Page 5; Annex 17*  
Signed and approved by the Chair and the Clerk.
- i) *Village Hall lease approval; Annex 18*  
Cllr Bevan advised that we need to decide whether or not to renew the hall and library leases. Cllr Dennis raised concerns about introducing parking monitoring to the hall car park may limit access to visitors of the amenity area, and reiterated other concerns of the lease previously raised. She suggested we research other places to hold meetings in the parish in case we do not renew. Cllr Bevan will contact the Estate. SB
- j) *Memorial Library lease approval; Annex 19*  
As above.
- k) *Proposal to spend £168.35 + VAT to allow the linking of the Village Hall and Memorial Library heating and external lights to the booking system*  
SB proposed to go ahead. Cllr Baker proposed. Cllr Edwards seconded.
- l) *Village Hall cleaners*  
Cllr Bevan raised that the cleaners of the village hall are unable to attend due to serious illness. Cllr Bevan proposed to ask another cleaner to come to the hall to ensure it's in a hireable condition for around 2 hours per week. All in favour. SB

114/25 **Councillor's business: for noting or including on a future agenda**

Nothing to report.

115/25 **New Correspondence**

Nothing received.

116/25 **Dates of next meetings:**

Full Council: 7<sup>th</sup> July, 1<sup>st</sup> September

Planning: 9<sup>th</sup> June, 30<sup>th</sup> June

Meeting closed: 21:19

*Dated this: 2<sup>nd</sup> June, 2025*

*Signed: CJ Bishop-Wright*

*Parish Clerk and RFO*