

MINUTES OF MEETING

A meeting of Ockley Parish Council was held in the Cricket Pavilion on Monday 6 January 2020 at 8 pm.

Councillors present

Mr B Thorne	retiring Chairman
Mr D Thomas	newly elected Chairman
Ms J Page	Vice Chairman
Mrs L Hogarth	
Mr J Lee-Steere	
Mr S Figg	
Ms A Barclay	
Mrs L Fletcher	Clerk

BT welcomed Mrs H Clack, MVDC and SCC Councillor to the meeting and ER, Vicar of Capel and Ockley.

Operation Bridge

Item 9 on the published agenda was discussed at this point of the meeting.

The Diocese of Guildford (C of E) had circulated guidance to church bodies regarding actions to be taken in the event of the death of a senior figure.

As noted at the November 2019 meeting SCC had circulated guidance to local authorities.

It appeared that the guidance notes were similar and ER outlined actions that would be taken at St Margaret's church, Ockley: photos of the senior figure would be put on display, candles would be lit, space would be provided for flowers/tributes, a condolence book would be opened (noted that condolences would also be registered online), additional services would be held. The church would be kept open.

It was agreed that the church was the obvious focal point for the village and that there would be no need for the parish council to duplicate actions to be taken at St Margaret's church. However the parish council would provide support to the church at this time if requested and would be informed of actions being taken/services to be held.

A statement would be put on the parish council website expressing sadness at the death of the senior figure and inform parishioners of the plans for actions/events at St Margaret's church.

It was noted that MVDC and SCC would also have plans for such an event.
The Clerk was to ensure that SCC had up to date contact details for OPC.
It may be that OPC would mark the death by placing a memorial in the village (links to Prideaux Gardens).

ER left the meeting.

Main meeting

No apologies had been received.

Declarations of interest:

JL-S Jayes Park Estate (JPE)

1. Resignation of Chairman / Election of Chairman

Mr B Thorne tendered his resignation as Chairman.

It was proposed by Ms A Barclay and seconded by Ms J Page that Mr D Thomas be elected Chairman. All councillors were in agreement with this proposal.

Ms J Page would continue to be Vice Chairman.

Thanks were given to BT for taking on the responsibilities of Chairman since May 2019.
DT was welcomed as the new Chairman.

2. Minutes of last parish council meeting

It was proposed by Mrs L Hogarth and seconded by Ms A Barclay that these minutes be signed as correct. All councillors agreed.

3. Matters arising

Surrey Hills Community Forum - 8 November 2019

DT had attended this event. He had found it useful.

Several documents / links had been circulated:

Environmental Design Guidance, video on traffic calming in rural villages, information regarding points to put to MV regarding infrastructure considerations in Future MV document.

It was noted that the First Draft of Future MV had been published. The MV Cabinet would consider the report on 14 January 2020 and whether the draft Local Plan be published for public consultation. DT stated that he had briefly looked at the document which consisted of 220 pages. Four sites for development in Ockley had been identified (village hall, Figgs field, behind Prideaux Gardens Friday Street, land by sewage works Cricketers Close).

Post Office service in Ockley

The Clerk reported that she had spoken to the postmistress at Capel who had informed her that the service was to open at the Party Shop, Stane Street. An internet connection was to be set up after Christmas. Initially the service would be open for several hours/two days a week. BT stated that the people at the Party Shop would like to be able to have the service open every day of the week (during shop hours). However currently the Post Office has stipulated that two days opening only would be possible, with equipment being taken to and from Capel. Parcels/post to be taken to Capel at specific times. BT to check for any updates and

report back. AB suggested that parking for PO customers be allocated in the layby opposite the shop.

Payphone consultation (MV/BT)

Details regarding a formal consultation process regarding intended removal of payphones within the district of MV had been received since the November meeting. Responses had had to be sent back to MV before the January meeting. The following comments had been sent to MV after councillors comments had been received:

'phone box by the Inn on the Green, Stane Street

There are no objections to this 'phone and box being removed.

'phone box at Ockley and Capel Station

We would like the payphone and box to remain.

The usage remains nearly the same as at the time of the 2016 consultation.

There are now more young people using the train station as they are travelling to Horsham for their education.

It is considered that the BT 'phone service is vital at this isolated location where the mobile 'phone service is not always good and train service not always reliable.

We hope that BT will re-consider the intended removal of this payphone.

If this is not possible then adoption of the 'phone box would be considered

The Clerk stated that only the parish council was able to adopt a 'phone box and that consideration would have to be given as to a use for a box / maintenance / possible resiting which would require planning permission. BT to enquire as to whether Ockley Society would be prepared to take on these responsibilities / costs.

Application for school in Ockley

The application to the DfE for a free school in Ockley had not been successful.

Information and accounts had been circulated to councillors. A grant from the Community Fund and other income had been received to go towards funding for the application. The income from the Community Fund / expenses taken out had been submitted to the Community Fund for approval. JP reported that the Community Fund had stated that they were satisfied with the use of the funds provided. Other income received meant that there was a balance of £4971.82 in an account which, it was felt should be used for some form of education in the village. However it was noted that no particular organisation had a specific link to education. Various organisations had been suggested that would benefit from a donation. Councillors discussed the use of these funds and it was agreed that they should be deposited safely where they were auditable - not in the parish council accounts. HC suggested that contact be made with Surrey Community Fund who dealt with such matters. She would make initial contact / a representative could come to a parish meeting to discuss. DT stated that SSALC may also be able to offer advice.

motorhome parking in School Lane

The motorhome had left before Christmas and had not been seen since.

signs for car park by The Green * JPE

JP and AB had informed parishioners in the area about the signs. All were in agreement with them being put up.

JL-S reported that he had the signs and they would be put up in the near future. No invoice yet received.

4. Correspondence

Diary dates

9 January 2020	Surrey Police - Policing your Community event Dorking Halls, 6.45 to 8.30 pm
22 January 2020	MV Rural Crime Engagement meeting Pippbrook, 7.30 pm
6 February 2020	SCA Community Led Housing Conference Denbies, Dorking DT to attend

Gatwick Airport

Information regarding expanded use of single runway (use of emergency runway) / increased number of flights off main runway had been circulated: Gatwick's Big Enough / CAGNE. A discussion was held regarding potential increase in passenger numbers with all the issues arising around this increase.

HC queried whether the new government would take a stance on the matter. It was felt by many organisations that this was a matter that should be dealt with by central rather than local government.

Documents / minutes circulated:

Surrey Hills AONB Management Plan 2020-2025
MV Parish Clerk meeting 4 December 2019
NALC strengthening Police powers to tackle unauthorised encampments
NALC updated information on disciplinary and grievance arrangements

Ockley School site

An e-mail had been received from a local resident regarding the site that had remained empty for so long. She had outlined ideas for the site to be used as a 'destination for Ockley residents': cafe, gift shop, rooms to be used for meetings, cinema, food outlet. She also had ideas for a new school site (needed if housing development went ahead), together with sport developments.

DT stated that there was currently no news regarding the school site. It was noted that the School House was not available for rent. He suggested that a meeting be held with the local resident to discuss her suggestions. He would contact her. This could all tie in with a 'wish list' to be submitted to MV regarding development / investment in the village to be considered during the consultation period for Future MV.

Footpath on The Green

A request had been received for the footpath to be cleared of leaves and conkers. It was agreed that this was no longer an issue - the footpath was no longer covered.

Police statistics

Statistics had been received for November/December 2019.
Two crime reports and ten incident types called into police.

WSCC - Publication of Soft Sand Review

Representations to be made by Monday 2 March 2020.

Surveys available

SCC - current use of Youth Centres in Surrey / proposed plans to change way Universal Youth Work delivered in Surrey

SSALC - survey regarding commissioned Strategy Review

WOOF - parish magazine accounts

The 'new' magazine accounts for 2019 had been sent to the Clerk together with the following comments: the magazine is published 6 times a year and distributed to all free. It made a surplus but is a long way off becoming monthly again.

All agreed that the team had done well and a magazine circulated every two months was fine.

Newsletters from NALC and SSALC

AB and LH agreed to trial filtering the above newsletters for items on which the parish council should take an interest (to March meeting).

5. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

22 November 2019

MO/2019/2025/PLAH

Russetts, Weare Street, Capel RH5 5HY

Erection of single storey extension following demolition of existing conservatory; relocation of front door and installation of porch

29 November 2019

MO/2019/2084/LBC and MO/2019/2085/PLA * JPE

Rallywood, The Green, Ockley RH5 5TR

Change of use of annexe to one four-bed house. Erection of close board and chestnut fencing to rear garden. Internal works comprising new services, sanitary ware, insulation to internal walls, closure of two doorways and replacement windows to annexe.

MO/2019/2049/CC

The Chalet, Vann Farm Road, Ockley RH5 5TF

Removal of condition nos 4 and 5 of approved planning permission MO/2019/1608/PLA for demolition of existing dwelling and erection of one 2-bed dwellinghouse.

nb - condition nos 4 and 5 relate to restrictions on extensions of dwellings and restriction of garden buildings

6 December 2019

MO/2019/2106/CC

Henhurst Lodge, Beare Green Road, Ockley RH5 4PX

Variation of Condition no 4 of approved planning permission MO/2016/2052/PLA for erection of a replacement dwelling and carport, in order to allow timber rather than metal cladding at first floor level

Capel, Ockley, within 20 m of Capel parish, within 20 m of Ockley parish

Planning decisions - list dates

8 November 2019

MO/2019/1652/CC

1 and 2 Park Cottages, Beare Green Road, Ockley RH5 4PX

Vary Condition No 2 of approved planning permission MO/2019/0990/PLA to erect two storey extension at rear of both properties and single storey side extension to both dwellings following removal of existing side extensions, in order to allow submission of revised drawings showing the single storey extension to both dwellings now being omitted

approved with conditions

15 November 2019
MO/2019/1608/PLA
The Chalet, Vann Farm Road, Ockley RH5 5TF
Demolition of existing dwelling and erection of one 2 bed dwelling house
approved with conditions

22 November 2019
MO/2019/1685/PLA * JPE
alternative development to MO/2019/0624/PLA approved July 2019
The Inn on the Green, Stane Street, Ockley RH5 5TD
Conversion of barn to residential dwelling
refused

6 December 2019
MO/2019/1522/PLAH
Deerleap, Weare Street, Ockley RH5 5JA
Installation of Tricel 6 person sewage treatment system
approved with conditions

MO/2019/1742/CAT * JPE
The Cottage, The Green, Ockley RH5 5TR
Reduce the height of one Horse Chestnut tree by 3 metres and laterals by 2 metres, thin crown by 10% and lift to give up to 5 metres clearance from ground level; remove one Field Maple, one Lime and one Ash trees; reduce the crown of one Yew tree by up to 2 metres to give at least 1 metres clearance from outbuilding. (Includes removal of ivy and dead wood exempt works).
no objection

13 December 2019
MO/2019/1291/PLA
Six Oaks Field
Stane Street, Ockley RH5 5LX
Erection of wooden framed open fronted field barn, together with retrospective permission for two tree cages and permanent fencing along one boundary
approved with conditions

*Abinger parish within 20 m of Ockley parish
this field is on the right hand side of the A29
when travelling south out of the village, past
Cathill Lane*

Concerns were raised regarding the approval of this application. HC to take up with planning officers at MVDC:

Public objections to the planning application had not been highlighted in the committee paper and in fact under para 7.17 conclusion we were as committee members told - 'Noting that the barn could in fact have been erected by way of Permitted Developments it would be difficult to sustain an objection to the proposal especially since the proposal is considered to be acceptable in terms of scale, form and appearance and would comply with policies ENV3 and ENV22 of the Mole Valley Local Plan and is recommended for approval'

Ockley parish council also recalled that there was a article 4 notice on this land and that this had not been raised at committee either?

If it is the case that the committee report on this application did not properly cover all the various objections and council interventions. What recourse is there for the community to challenge the council's decision?

Appeal decisions

3 January 2020

MO/2019/0969/CC

4 Paynes Green Cottages, Weare Street, Ockley RH5 5NH

Removal of Condition 2 of approved Planning Permission MO/2018/1447 for variation of Condition 1 of approved planning application MO/2016/1240 to allow alterations to the fenestration to include the removal of a door on the rear elevation, the addition of a door on the east elevation and relocation of the entrance lobby, to permit use of building as an independent dwelling.

refused 2 August 2019

appeal dismissed

6. Future MV: development in Ockley / Community Led Housing / NDP

The MV draft Local Plan and supporting evidence was now available to view online.

If Cabinet agreed with the recommendation it would be considered by all members at a Council meeting on 28 January 2020. If approved for public consultation that would take place 3 February to 16 March 2020.

DT stated that he had had a brief look at the draft Plan. He would study it in detail before making any comments. He noted that a meeting with GD had not taken place due to the government election. GD had stated that he would be willing to come to talk to the parish council once the plan went to public consultation. However it was noted that MV had arranged Exhibition Events over the district for residents to attend. The event for Ockley was to be held at the village hall on Friday 21 February 2020, 3 pm to 7 pm. Parish councillors agreed to be at the event to listen to parishioners comments. It was agreed that this event must be promoted in the village so that parishioners could see what was planned for not only Ockley but MV as a whole. Additional housing would have a huge impact on the infrastructure of the MV area. Parishioners could then attend the parish council meeting on 2 March 2020 to give their feedback to the parish council.

nb. Further discussions to be held regarding Future MV / promoting event to be held on 21 February / parish council attendance / parish council feedback to be held at meeting on Tuesday 21 January 2020.

7. Finance

payment of accounts

It was proposed by Mrs L Hogarth and seconded by Mr S Figg that the following accounts be paid:

already paid but not yet authorised

S Dean-Webster

litter pick August/September £67.50

Surrey Hills Society

annual membership renewal £25.00

yet to be paid:

G E Lee-Steere 1992 Trust mowing 2019	£1200.00	* JPE
Mrs L Fletcher salary and Admin costs	TBA	
HMRC tax / NI Clerk's salary	TBA	

budget/precept 2020/21

The Clerk had prepared and circulated two spreadsheets:

- budget calculations April 2019 to March 2020
- parish precept requirements 2020/21

Information had been received from NALC stating that the government was not proposing to extend council tax referendum principles to local councils in 2020/21.

DT opened the discussions by stating that he had studied the circulated spreadsheets and raised queries with the Clerk. The play area and footpath would not need much general maintenance in the coming year (although swings may be replaced - see play area discussions). Money allocated for election expenses, £3000, May 2019 had not been required. DT suggested that the precept be reduced back to £18,000 for the year 2020/21.

comments:

LH - would expenditure be required if work was started on the NDP once again?

BT - would expenditure be required on traffic calming issues in the village; noting that development in the village may pay for some costs and also talks taking place with SCC but no firm plans in place.

Councillors agreed that these were queries that could not currently be answered.

However the highlighted surplus at the financial year end 2020/21 could cope with additional expenditure.

DT asked that councillors gave some thought to other projects that may be initiated during the year, particularly in relation to promoting health and well-being in the village.

Taking all the above into account:

It was proposed by Ms J Page and seconded by Mr B Thorne that the precept for 2020/21 should be £18,000. All councillors were in favour.

The form received from MVDC, together with the precept letter, was signed by JP and BT and would be submitted to MVDC.

verify bank statements to budget spreadsheet

DT checked / signed that figures on the bank statements and spreadsheet as evidence of verification.

8. Play area at village hall

The annual playground inspection, organised for OPC by MVDC, was carried out on 20 November 2019. A report was received and circulated to councillors. There were some minor issues that had been highlighted. The Clerk stated that she would arrange a meeting with MO to discuss work to be done.

It was noted that OPC did not have a Tree Management policy as it did not have responsibility for any of the trees in the parish. JL-S confirmed that JPE did have a TMP.

The Clerk stated that she checked the play area on a weekly basis; including emptying the bin at the entrance. It was agreed that no other inspections were thought to be necessary.

Confirmation had been sent from Hags to state that the tests had been carried out on the conifer peelings before Christmas. All checks had passed. A report was to be sent out. It was agreed that once the report had been received then the cheque for payment of the invoice could be posted off to Hags.

The Clerk would research replacement of toddler swings and send information to councillors.

9. Operation Bridge

This item was discussed at the beginning of the meeting.

10. Policies / Statutory Documents

Model Financial Regulations 2019

The amended regulations had been circulated. It was noted that as a standard document clauses would not be deleted but may have n/a added.

Risk Assessment review

The updated review had been circulated.

Councillors agreed to adopt the two documents.

Updated Disciplinary and Grievance arrangements would be reviewed by JP and circulated prior to approval at the March meeting.

11. Any other business

DT brought the following matters to councillors' attention:

- training for councillors and Chairman (courses to be booked for DT and AB)
- as already noted - ideas to be developed re. health, well-being in the village
- DT to contact Newdigate PC councillor re. meeting with MVDC to present collective ideas from local parishes

LH suggested meetings started at an earlier time. All councillors agreed and stated they would be able to attend at 7.30 pm.

Date of next meeting

Tuesday 21 January 2020 - to meet with representatives from Village Foundations then discuss MV Local Plan (see nb agenda item 6).

The meeting closed at 10.30 pm