

## **MINUTES OF MEETING**

A meeting of Ockley Parish Council was held in the Village Hall on Monday 10 September 2018 at 7 pm.

### **Councillors present**

Mr R Herbert	Chairman
Mrs L Hogarth	
Mr B Thorne	
Mr D Thomas	
Mrs L Fletcher	Clerk

Apologies had been received from Messrs G Lee-Steere, S Figg and Ms J Page

Also present SCCouncillor H Clack, MVDCouncillor V Michael  
Mr A Tear \*(Director of Education), Mrs S Bourke \*(Lead Education Officer for Buildings)  
from The Diocese of Guildford (\*for item 3 only) and approximately 20 parishioners who all gave permission that their names could be included in the minutes of the meeting.

Declarations of interest:

RH Governor, Scott-Broadwood School  
Committee member, Ockley Cricket Club

Agenda for the meeting - the Chairman stated that items on the published agenda may be taken at a different order due to visitors attending the meeting.

The meeting would be opened to the public at times when discussions would be shown in italics.

## **1. Minutes of last parish council meeting**

DT noted that names/initials had been published in the minutes.

The Clerk stated that she had been advised that in future consent must be obtained from people if they were to be named in the minutes (see above).

It was proposed by Mr B Thorne and seconded by Mr D Thomas that the minutes of the meeting held on 2 July 2018 be signed as correct.

## **2. Matters arising**

### **Land at Heathwood**

This issue had been discussed at a recent meeting with MV Officers.

### **Ockley Traffic Survey - 2020 Consultancy (A Bunce)** **Road Safety Improvements in Ockley Village Feasibility Report** **with results and analysis from speed survey**

SCCouncillor H Clack had been invited to the meeting to discuss the report and advise on steps to be taken to take matters forward with SCC Highways.

The Chairman noted that A Bunce had recommended various ways of reducing traffic speed on the approach to the village and in the village itself. AB had provided costings for these different measures. He had advised that these recommendations should be recognised by SCC Highways and steps taken to implement some of the measures.

HC stated that recommendations would have to go to the SCC/MV Local Committee for consideration with costings. She suggested that AB be asked to provide a brief summary of his report with costings to present to the committee. This report should take into account the feasibility of implementation of some of the recommendations (particularly financial implications) and what the parish council felt should be priority recommendations. Surrey Police would also become involved with any recommendations. However funding of any of the recommendations may prove to be difficult. VM stated that CIL funding could be used.

It was noted that average speed cameras were effective but expensive. There were pilot schemes in the MV area that were proving to be successful.

## **11. Speedwatch - potential camera solution**

The Chairman had circulated an example of a camera system operating in Gloucestershire (ANPR - Auto Number Plate Recognition). The system was recognised and used by Gloucestershire Police. He had contacted Surrey Police for comment but as yet had not received a reply. A cost of £8000 had been quoted for such a system - a rental system may be investigated. If implemented it would remove the need for a Speedwatch team and would be much more effective.

HC commented that the SCC Scrutiny Committee would be interested in looking at this system as traffic speeding in Surrey was a huge problem.

BT enquired once again about the camera currently being used in Ockley by the Inn on the Green. He said it was not clear which authority was using the data. HC to follow up.

#### **4. Update on plans for Parish Magazine**

Alan Hardy, member of the team taking the magazine forward, stated that the current magazine was run by the church which had recently undergone boundary changes. After December 2018 the current magazine would no longer be published. The magazine would be taken over by AH and others.

Points of note re. 'new' magazine:

- magazine would be delivered to every household in Ockley FOC - although may ask for donations / subscriptions to offset costs
- all village events to be included as well as articles
- current editor happy to continue
- advertizers haven't yet been informed of proposed changes - may increase rates
- currently looking at getting Royal Mail to deliver - complicated charges; too many to be delivered by volunteers
- so need to agree village would want to continue, agree print and delivery costs

DT queried costings; currently a small profit was made from the magazine. However it would appear that the proposed plans would mean a huge increase in costs.

VM suggested an online magazine which would be acceptable to many parishioners but it was felt that hard copy remained an important feature.

HC suggested to reduce costs the magazine could be issued every two months, not monthly.

The Chairman thanked AH for this update and it was agreed a financial plan and options would be provided.

#### **6. Correspondence**

##### Diary dates

25 July 2018	Clerk attended Parish Clerks meeting with MVDC Officers
6 September 2018	MVDC Planning Service - Peer Review GL-S had attended a meeting set up for representatives from parish councils. They told the panel of their experience of the planning department with some criticisms. VM noted that three days of meetings had been held with the Local Government Association and MVDC Planning Service. It was hoped that it had been a constructive process with actions to be taken to improve the way that MV worked. Initial findings to be received by the end of the week.
7 October 2018	UK Cycling Events - event starting at Dunsfold Aerodrome
11 October 2018	Surrey Community Action conference
15 November 2018	SSALC - Surrey AGM and Autumn Conference; DT to attend

##### SCC - Rights of Way and Countryside Access Annual Report 2017-18

It was noted that the report was available on the SCC website. The biggest challenge during the year had been coping with the significantly reduced maintenance budget.

##### SCC - Highways

Issues raised with SCC in February re. damage to grit bin on Stane Street were being addressed.

SCC - invitation to join the National Highways and Transport Public Representative Survey  
Councillors had responded individually to the survey.

WSSC - WS Minerals and Waste Planning Policy

Information regarding the Adoption of the Joint Minerals Local Plan, Single Issue Soft Sand Review and Consultation on the Draft WS Statement of Community Involvement (Third Review) had been received.

Ockley Cricket Club - request for donation towards replacement of cricket nets

The request would be considered when an indication of cost had been received.

Warnham Parish Council - NDP

It was noted that the consultation for the NDP ran from 17 August to 12 October 2018.

MVDC - water refill scheme

It was noted that there were currently 16 refill stations in MV. Parish Councils were being asked to consider further sites for such stations. Councillors had expressed concern about health issues regarding refill of used bottles and also that local businesses may not have the resources to become part of a scheme. However they could be asked for their thoughts on the matter. The Clerk had sent comments to MVDC.

Police figures July to September 2018

These figures had been circulated: 4 crimes and 20 incidents during the period.

**7. Planning matters to include ACV application**

Councillors had been informed of the following planning matters:

Planning applications - list dates

6 July 2018

MO/2018/1054/PLA

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

Conversion of barn to 1 no dwelling

*Decisions list 24 August 2018 - refused*

MO/2018/1127/DEA within 20m of Wotton Parish

Jayes Park, Ockley RH5 5RR

Prior notification for engineering works to infill 3 no redundant slurry lagoons to match surrounding ground levels

*Decisions list 27 July 2018 - prior approval not required*

13 July 2018

MO/2018/1141/PLAH

2 Hitch Hurst Cottages, Stane Street, Ockley RH5 5TH

Erection of single storey rear extension

*Decisions list 31 August 2018 - approved with conditions*

3 August 2018

MO/2018/1269/PLA

Boswells Farm, Ruckmans Lane, Okewood Hill RH5 5NE

Erections of new kennels building incorporating storage and skinning room and 2 no new stable blocks

10 August 2018

MO/2018/1326/PLA

*Abinger parish within 20m of Ockley parish*

Four Oaks, Cathill Lane, Ockley RH5 5QP

Erection of 20m x 40m all weather turn out / sand school

7 September 2018

MO/2018/1447/CC

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

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

Planning decisions - list dates

13 July 2018

MO/2018/0761/PLAH

Cherry Orchard, Vann Lake Road, Ockley RH5 5NS

Erection of single storey oak mansard to rear

*approved with conditions*

27 July 2018

see MO/2018/1127/DEA Jayes Park application above

10 August 2018

MO/2018/1009/CAT

The Tuns, Stane Street, Ockley, Dorking, Surrey, RH5 5TS

Various tree works as described in the submitted Arboricultural Assessment

*No objection*

24 August 2018

see MO/2018/1054/PLA 2 Park Cottages above

31 August 2018

See MO/2018/1141/PLAH 2 Hitch Hurst Cottages above

ACV application

Asset Community Value - Scott-Broadwood School, Ockley site

The Chairman reported that he and DT had met with officials at MVDC to discuss the application. No formal response had yet been received but it was thought that the application would not be approved. Legislation did not appear to cover educational establishments. DT stated that even if approval was given then it would not give much protection in the event of a proposed sale of the site. If that situation did arise then the parish council would have to be given notice of any proposed sale. The parish council would then have six months in order to raise funds in order to buy the site.

**3. Scott-Broadwood School, Ockley site**

Representatives from The Diocese, AT and SB joined the meeting.

Councillors - county, district and parish introduced themselves to AT and SB.

AT stated that he had started in his current post September 2017. He was very familiar with church schools estate. SB had been in post for eleven years, providing support to schools regarding buildings. They had visited the Ockley site the previous week to look at the inside/outside/condition of the building. He emphasised that no decisions had yet been made regarding the Ockley site. The Diocese was in constant touch with The Trustees of the school's Ockley site. He recognised that in the run up to the closure of the site there had been a lot of interest in the topic in the village.

RH enquired as to the current status of the site, what was going to happen to it?

AT gave a short background to church schools. They were set up in the 1800's when land was given/gifted for the schools to be built. If a school ceased to operate then the Trustees of the school became responsible for the site together with The Diocese (who would give advice to the site trustees). The current Ockley site Trustees had been looking at possible uses for the site but had not had a creditable proposal as yet. A Nursery School would have to meet the requirements of the charitable organisation. Leisure facilities would not fulfil the objects of the Trust. He had looked at the minutes of the parish council meeting held in July and seen the information regarding the MAT.

If no proposals for the site were received/approved then the long term objective would be to look at alternative purposes for the site. Land could be sold and proceeds would go to the Church and The Diocese. The playing field was owned by SCC.

DT stated that it was a great shame it had taken so long to get to this point. There had been disappointment that no information had been forthcoming. A confidential meeting had been held with the Trustees and The Diocese and no information had been made available in the village. In the meantime there had been the church parish re-organisation as well which had meant a change in the trustees.

*The meeting was opened up to the public*

*Jo Summers stated that there had been a great deal of anger and disappointment in the village regarding the closure of the Ockley Base of the school. Currently there was a group of people who were looking actively at setting up a Free School in the village.*

*The group was now working with a Multi Academy Trust, TKAT, who had 40 schools in the the south east. Ockley was on the border with West Sussex where there was currently a shortage of school places. There was not a shortage of places in Surrey. If a school site was already in existence then this would be an advantage with the application. A survey had revealed that villagers would like a Primary school. If the Ockley proposal was accepted by TKAT then they would submit the application.*

*AT thanked JS for all of this information, stating that she was correct regarding the number of school places. The plans that the team were making would be considered by The Diocese and the Trustees. However he did state that church schools served the children in villages so would villagers accept children from outside the village? The planning responsibility regarding numbers was SCC Admissions Department.*

*HC confirmed that South Mole Valley bucked the trend for Surrey in that there were vacancies in the local schools.*

*Ockley is left with a school building; if it is not used for educational purposes then it no longer meets the requirement of the Jane Scott Trust. Two uses to be looked at would be a Free School or a Nursery School. The Secretary of State would have to approve any change of use.*

*T Pryke asked for clarification regarding ownership of the school site:*

*The main building belongs to The Trustees of the Jane Scott Trust.*

*The 'new' extension and grassed area belongs to SCC.*

*Dual ownership was not straightforward - any decisions would have to be joint decisions.*

AT confirmed that this scenario was not unusual. The SCC part of the site at Ockley was landlocked. The new extension had been built with SCC permission funded through the Diocese LCVAP (capital funding available to Voluntary Aided schools) route. It may be useful to invite SCC Estates Team to a meeting as they were also involved.

JS expressed concern that the village was dying off. Since the school had closed three families had moved out of the village. Although there were surplus places in schools in the area there were also schools with issues: one in Special Measures and one Requiring Improvement. AT stated that the performance of schools will go up and down over time. The C of E do provide excellent education in schools in the immediate locality. However small rural schools were often not financially viable.

VM said that no mention had been made of the fact that the MV housing targets would double with the new Local Plan. Discussions were underway regarding Modest Extensions to Rural Villages. The majority of people want such extensions, thus there would be a demand for school places. Matters should move forward quickly.

HC suggested that the school site could be used for children with Special Educational Needs. Would this be considered by the group working on the Free School application? Would the Diocese support this idea? Would the village be in favour of this option? Currently there are a number of children with SEN who are educated out of county which is difficult for SCC. A number of schools have additional units on site. Talks would have to be set up between SCC, The Diocese, The Trustees.

Summing up RH stated that it was clear that the ideal scenario would be for the buildings to be used for educational and/or nursery purposes. He also agreed that these matters should also be taken up with SCC, communications must be kept open. He thanked AT and SB for coming to the meeting.

AT confirmed that they would always come back to other meetings - he had been saddened that communications had not been as they should have been.

AT and SB left the meeting.

The meeting was closed to the public.

## **5. NDP - to include Future MV, development in Ockley**

### **Background**

RH informed those present that parish councillors and others in the village had been working on a Neighbourhood Development Plan. The group had been looking to landowners for sites for housing development, in particular for Affordable Housing.

MV had recently also begun to look for sites in rural areas as part of their new Local Plan - Future MV. The Ockley NDP group decided to become part of the MV Plan, to work with MV to provide houses in the MV Ockley area over the next five years. People were in favour of modest extensions to rural villages and five sites had been identified by MV for Ockley. However it needed to be recognised that only 40% of properties per site could be affordable housing in order to make the development viable for the developer. However a Rural Exception Site could be 100% affordable housing.

*The meeting was opened to the public*

*VM stated that MV had to build a large number of houses with a significant number being affordable housing. Brownfield sites would be used first but then there would still be potentially 1500 to 2000 houses being built on greenfield sites.*

*M Spruce asked for an explanation of 'affordable housing'. VM said that social housing rents were 80% of market rents; but these were still high in MV and could still be unaffordable for some. People living in shared ownership properties would pay rent on part of the property and then have a mortgage for the remainder of the property. A Rural Exception Site provided houses with cheaper rents as the landowner would give the land or sell it cheaply for development. The developments in the villages would be mixed housing - affordable and market housing.*

*RH stated that all the surveys carried out in Ockley showed the need for Affordable Housing - 30 properties total. Thus 80 new homes would have to be built in Ockley for the 40% Affordable Housing total. A map showing the proposed sites / number of properties was available at the meeting / on the MV website.*

Further background re. possible sites for development

Future MV - RH continued by saying that parish councils in MV were taking representations on the draft possible sites suggested by MV. The sites identified for Ockley included one that had not been identified by the NDP group. Three sites identified by the NDP group had not been included, two of which had been brownfield sites (Station Goods Yard and Market Garden at Ockley Court).

The criteria set for development in the Ockley NDP had included the sites on School Lane (Figgs fields), Cricketers Close, Back of Prideaux Gardens, Ockley Village Hall. The Sanatorium field at the north end of the village off Coles Lane had not been included in the Ockley plan as this site would extend the village boundary. Representations had been received from the Pryke and Senior family regarding the Sanatorium field site. The parish council would take into account any representations regarding other sites.

DT pointed out that MV were still thinking about sites - initial maps showing sites were not cast iron proposals. All villages in MV have a map with suggestions from landowners, parish councils.

LH stated that the map for Ockley provided by MV identified different groupings/boundaries in the village.

*H Senior asked whether MV would listen to the parish council when they submitted their views regarding the sites. VM assured her that the proposals were in the hands of the parish council who would engage with the community and let MV have the views of the community. VM said that she would talk to MV regarding the brownfield sites suggested by the NDP group.*

*R Senior commented that the Sanatorium field was put on the Ockley map on the MV website. This was not a site identified by Ockley so would the parish council have any say as to whether the site would remain included? VM said that these sites identified on the map were initial ideas.*



HC added that this was a consultation process - responses would be made by the parish council. VM commented that MV planners had slightly re-defined village boundaries to reflect National Planning Policy.

C Calvert informed the meeting that the Ockley NDP had not been taken into account when the Sanatorium field (owned by the Calvert family) had been included as a potential site. His planning consultant had advised that other land owned by the Calvert family and identified in the NDP would not be accepted by MV.

D Ansell informed those present that he had purchased buildings on the site at the rear of Prideaux Gardens. Any development there would require access rights but he would be supportive.

RH thanked those who had commented on the plans and said that feedback would be sent to MV. Any further feedback/representations should be sent to the parish council before the end of September.

Villagers and others left the meeting leaving only parish councillors and clerk at the meeting.

## **8. Finance**

### payment of accounts

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

### already paid but not yet authorised:

Hags-Smp Ltd supply/installation of slide and swings	£5551.44
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Horace Fuller Brushcutter (strimmer)	£420.00
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### to be paid

PKF Littlejohn LLP limited assurance review AGAR	£240.00
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St Margaret's Church annual contribution towards upkeep of St John's churchyard	£250.00
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Mrs L Fletcher salary and Admin costs	TBA
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HMRC tax/NI Clerk's salary	TBA
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S Dean-Webster litter pick June/July	£67.50
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#### submission of Scott's Well accounts year end 31 March 2018

The Clerk reported that the Annual Return 2018 had been submitted to the Charity Commission on 5 September 2018 using the Commission's digital services.

#### audit of parish council accounts year end 31 March 2018

The Clerk reported that PKF Littlejohn LLP had completed the Limited Assurance Review for the year end 31 March 2018. Their report stated: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Clerk confirmed that:

- a 'notice of conclusion of audit' had been prepared, detailing the rights of inspection, in line with the statutory requirements.
- the 'notice' along with the certified AGAR (Sections 1, 2 and 3) had been published and put on the notice board in the village and on the parish council website. This had therefore been done before the deadline date of 30 September 2018.
- copies of the AGAR would be made available for any person on request, on payment of a reasonable sum.
- Sections 1, 2 and 3 of the published AGAR would remain available for public access for a period of not less than five years from the date of publication.

#### **9. General Data Protection Regulation**

The Clerk had followed up recommendations from the Data Mapping Exercise May 2018 (M Chaffe, Process Matters) and had the following to report:

- Data Protection Policy - hard copy made available for councillors to sign (those present signed)
- Clerk to source IT company to carry out review of IT security
- Agreed by councillors that the recommendation regarding Microsoft 365 and Sharepoint with councillors having a parish council e-mail address would not be implemented. Councillors felt that risk was negligible. The Clerk did not send anything to councillors that dealt with people data.
- The FOI Scheme had been updated and would be put on the website.
- The Data Sharing Agreement had been sent to ig design. There had been concerns raised regarding a particular clause in the agreement. The Clerk had liaised with MC regarding the concerns and she had stated that she was happy for the clause to be removed.
- MC had stated that if people were to be named in minutes then their consent was required. People can opt out if they wish in which case they would be recorded as Resident A etc.

MC would be updated with this information.

#### **10. Improvements in the village**

##### play area at village hall

*Official 'welcome home' to the Ockley dinosaur*

The Clerk reported that this would now be held on Thursday 18 October 2018 at 10am. SCCouncillor H Clack to attend. Notice put in parish magazine to invite parishioners to attend. Invitation notices to be put up in village. Kindred Spirits to be asked; Ockley Mother

and Toddler Group to be informed / hopefully would attend, as refreshments to be served in village hall.

*Quote to remove/replace wood edging around two play areas*

One quote received £4708.44.

Clerk had asked Hags-Smp to provide quote.

To be discussed at November meeting.

#### car park at station

It was noted that since a charge had been put in place for parking on Station Approach there were usually parking spaces available during the day. The car park project would not, therefore, be taken forward at the present time.

### **12. Policies/statutory documents**

#### Standing Orders

SSALC had agreed that the amendment to point 3 (m) could be made to the Standing Orders by Ockley Parish Council. The Clerk had therefore made the amendment to the OPC SOs.

### **13. Any other business**

RH - informed those present that his house was now For Sale - he was planning to move from Ockley.

BT - noted that data obtained from any Speedwatch sessions done during September could not be processed due to holidays being taken by police staff.

Date of next meeting Monday 5 November 2018 at 8 pm.