

# OCKLEY PARISH COUNCIL

**Clerk: Mrs S Bell**  
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## **MINUTES OF MEETING**

A meeting of Ockley Parish Council was held on Monday 15 January 2024 at 7.30 pm at Ockley Village Hall.

### **Councillors present**

Ms A Barclay                      Chairman  
Mrs L-J Clarke  
Mr J Lee-Steere  
Mr B Thorne  
Mr J Wright  
Mrs L Fletcher                      Clerk for the meeting

Also present MVDistrict Councillor L Mursaleen-Plank.  
One member of the public present for a short period of the meeting.

### **1. Apologies for absence**

OPC – Mrs Z Biasuzzi  
SCC – Mrs H Clack

### **2. Declaration of interests**

JL-S    Jayes Park Estate  
          Treasurer and Trustee Ockley Housing Association  
          Churchwarden of St Margaret's and Trustee Ockley School Buildings  
BT     Chairman Ockley Village Hall

### **3. Public session**

There were no members of the public present wishing to raise issues at this point of the meeting.

### **4. Minutes of meetings**

A further minor amendment regarding general reserves was made to the July 2023 minutes. Minutes of the meeting held on 4 December 2023 had been circulated to councillors. It was proposed by JL-S and seconded by L-JC that the minutes be signed as correct.

### **5. Updates on minutes**

There were no updates to report.

### **6. Casual vacancy**

It was noted that there was a vacancy for one parish councillor. Outstanding Declaration of Register of Interests forms were received and would be submitted to MVDC as required. They would be posted on the MV and OPC websites.

Courses had been booked for AB, L-JC and training information to be sent to JW.

## **7. Correspondence**

### diary dates

17 January 2024      SALC Councillors Forum  
11 May 2024         Surrey Hills Classic Road Cyclo Sportive

MV Local Plan – an update had been received from MV following publication of new Government Policy Framework:

*Mole Valley has paused the examination of its Local Plan pending clarity on government policy following changes proposed to the National Planning Policy Framework (NPPF) in December 2022.*

LM-P stated that an Extraordinary meeting was to be held at MV the following week to discuss the way forward for the Plan.

### Gatwick Airport

E-mails had been circulated regarding updates on bringing the emergency runway into general use and other changes proposed for the site. Full updates could be found on the GACC website.

### SCC – Surrey Highways

It was noted that a new Your Highways Update Newsletter had been launched. The Clerk had signed up to receive the newsletters and would circulate to councillors.

Councillors were invited to complete a Road Safety Survey (proposals to work towards zero deaths and serious injuries on roads in Surrey).

### Community Speedwatch reports

November and December reports had been circulated.

## **8. Planning matters**

### Updates on major planning applications

Elderslie MO/2022/1227 application refused – subject to appeal

It was noted that appeal information was showing on the MV website but no documentation regarding the appeal had been sent to OPC. Thus no details as to where to send comments, date of appeal hearing etc was yet known. Enquiries would be made as to when details would be received. OPC would send comments once details had been published. Parishioners were to be informed that an appeal was to be lodged and information would be made available to them.

### Enforcement Action – land south of Ockley (Randhawa Farm)

AB reported that the MV Planning Officer dealing with this matter had now left MVDC. The Planning Officer had met the owner of the site and advised him that a retrospective planning application for an agricultural track should be submitted. Also the blocking of the drainage ditch at the entrance to the site had to be sorted. Neither of these had been actioned. Further e-mails had been sent to MVDC asking for action to be taken. The Clerk advised councillors that at a recent MV Parish Clerks meeting it had been noted that concerns had been raised regarding planning enforcement. It had been acknowledged that there were issues that may take some time to resolve (aiming to make all of the changes before the end of March 2024). The Clerk was to forward the e-mail sent to MV to LM-P and also to Abinger PC (land in Abinger parish).

Planning lists received from MVDC

Councillors had been informed of the planning matters as shown below.

Any information/comments are shown by the relevant application/decision.

8 December 2023

MO/2023/1851/DEA

Land at Broomhall Farm, Stane Street, Coldharbour RH5 4PY

Prior notification for the erection of an agricultural barn of 48.8 m x 18.2 m for the storage of corn

*See decisions week ending 22 December 2023*

15 December 2023

MO/2023/1893

Old Kiln Farm, Coles Lane, Capel, RH5 5HS

Erection of a 4 no park home accommodation site following demolition of existing workshop, and proposed landscape and biodiversity enhancements

*Within 20 m of Mickleham, Westcott and Okewood (Ockley)*

12 January 2024

MO/2023/1976/PLA MAJOR

Land to the west side of Stane Street, Ockley RH5 5 TH

Erection of 14 no dwellings with associated access and landscaping

*Representatives from the Surrey based housebuilder and the landowner had met with councillors before the meeting to introduce the application. The proposed development was on the edge of the settlement of Ockley with access directly on to the A29. The 14 dwellings consisted of 2 x 1 bed, 2 x 2 bed, 7 x 3 bed and 3 x 4 bed properties. Discussions had been held with neighbours and MV Planning Officer regarding the application. A sustainable approach had been made regarding the plans. Councillors raised concerns regarding the percentage of affordable housing. It was also felt that there was no need for the 3 x 4 bed houses. Ockley has a good number of this size properties. Regarding properties for rent the housebuilders stated that they would be interested in working with OHA as long as they were on the MV approved list. They commented that the larger properties may be of interest to those in the village wanting to downsize to a modern house with small garden.*

*A response would be sent to MV once councillors had further studied the plans. Parishioners would be informed of the application (FB). Other comments at this stage as follows: limited number of visitor car parking spaces / other parking issues, varied mix of type of properties (was this the right type of development for the village), further development could be proposed at later date, site not identified in Emerging MV Plan, environmental impact of the plan.*

Planning decisions – list dates

8 December 2023

MO/2022/0018/PLA MAJOR

Land east of Stane Street, Ockley RH5 5TD

Erection of 23 no dwellings and formation of new access from Stane Street with associated works

*Approved with conditions*

*JL-S noted that permission had now been granted so the S106 must have been agreed*

22 December 2023

MO/2023/1851/DEA

Land at Broomhall Farm, Stane Street, Coldharbour RH5 4PY

Prior notification for the erection of an agricultural barn of 48.8 m x 18.2 m for the storage of corn

*Prior approval not required*

12 January 2024

MO/2023/1732/PNQ

Land west of Brickyard Copse, Ockley RH5 5PE

Prior notification for the change of use of an agricultural building to 4 no dwellings (Use Class C3)

*Prior approval granted*

*Concerns had been raised by parishioners regarding this decision.*

*LM-P had contacted the Planning Department at MV for information but as yet had not received any update.*

Appeals started – list dates

22 December 2023

MO/2023/1106/PLA

Carpoles Cottages, The Green, Ockley RH5 5TR

Proposed conversion of outbuilding into dwelling

A member of the public was present for this agenda item only.

He expressed concerns regarding the number of proposed developments in the village.

AB commented that the MV Local Plan had been paused thus it was currently a ‘free for all’ for developers.

It was noted that a planning decision (refused) for a large development in Dorking had recently been allowed at appeal. Planning would be discussed at the Extraordinary Meeting to be held at MV the following week. The Emerging MV Local Plan was close to being ratified. Ockley did need more housing but it should be the right type of housing for the village.

## 9. Finance

### a) accounts to be paid

It was proposed by JL-S and seconded by BT that the following accounts be paid:

Already paid but not yet authorised:

Mrs S Bell £1421.74  
Clerk's salary and expenses  
October/November

Mrs S Bell £954.72  
Clerk's salary and expenses  
December (includes back pay)

HMRC  
Tax on Clerk's salary £202.66

Yet to be paid:

Helpdesq £23.40  
Cloud backup December/January

Mrs S Bell TBA  
Clerk's salary and expenses

HMRC TBA  
Tax on Clerks' salary

Mrs L Fletcher TBA  
Temporary Clerk hours

David Chaffe £150.00  
DPO contract for one year

St Margaret's Church £250.00  
Donation towards upkeep of  
St John's churchyard

Mrs S Dean-Webster £127.50  
Litter pick August to Nov 2023

Mulberry and Co £216.00  
Councillor training

Helpdesq £173.99  
Replace keyboard Clerk laptop

Mulberry and Co £126.00  
Payroll service ¼ end Dec 23

b) bank details

AB confirmed that change of signatories had not yet been implemented.  
Current signatories of those associated with OPC – AB, BT, LF.

c) verify bank statements to budget spreadsheet

JL-S confirmed all correct and signed off papers.

d) interim internal audit 2023/24

A date for this audit would be set before the March meeting.

e) precept for 2024/25

LF had circulated a spreadsheet to councillors outlining estimated expenditure for the remainder of the current financial year / estimated expenditure (including inflation %) for the next financial year with accompanying notes. It was noted that the government had excluded local (town and parish) councils from council tax referendum principles in 2024/25. Following discussions it was proposed by AB and seconded by JL-S that the precept for the year 2024/25 be set at £20,500.00 (an increase of £500.00 on the previous year). All councillors were in agreement with this proposal. The precept document was signed and would be submitted to MVDC.

f) Scott's Well accounts year end 31 March 2023

It was noted that these would be authorised for return to the Charity Commissioners at the meeting to be held immediately after this meeting.

g) renewal of insurance due March 2024

A five year agreement plan with Zurich had come to an end with the last payment being paid March 2023. Details of a new three year plan had been received from Zurich and sent to AB/JL-S. Councillors were informed that the annual premium for this new agreement had been quoted at a small increase on the premium paid March 2023. All details remained the same. It was noted that there were other companies that will offer insurance for parish councils. However all councillors agreed that as insurance costs had increased significantly over the past few years that this quote should be accepted.

LF would ask Zurich to prepare the documents for the invoice to be paid at the March 2024 meeting.

## **10. Staffing matters**

AB reported that SB was hoping to return to work soon.

Once a return to work date was known then a meeting would be held with AB, SB, LF to discuss a handover period SB/LF. LF to remain as contact/support for a period of time.

## **11. Footpaths in the parish / SCC review of Rights of Way Improvement Plan**

Details had been circulated to councillors regarding work beginning on a review of SCC's RoWIP. SCC was seeking the views of OPC prior to drafting the new plan so that the document reflected local priorities. BT was asked to submit an official response on behalf of OPC. A link was to be put on social media so that parishioners could complete the survey.

## **12. Crime reports**

Details of the crime report dated 4 December 2023 to 15 January 2024 were noted.

One of the incidents referred to the flooding on the A29 Beare Green Road – to be discussed at item 17 on the agenda.

### **13. Social matters**

#### **Power cuts causing issues with 'phones**

L-JC had looked into this matter and expressed concerns regarding the vulnerable people in the parish. There were those that would need support during a power cut. L-JC stated that she would like to introduce herself to the community and in particular to those who were vulnerable. It was noted that there were events in the parish which she could attend. In order to identify vulnerable people help may be needed from those in the community.

There would be issues regarding home visits. LF had received information from the Data Protection Officer regarding protocol recording details of vulnerable people.

It was noted that Capel parish support those who need help. AB would contact the Vicar to ask that L-JC contact her to discuss a way forward for Ockley.

#### **Grit / salt bins**

LF reported that she had inspected the bins supported by SCC in the village and sent reports online to SCC:

one at the end of Weare Street (75% full so SCC advise no top up required)

one by St Margaret's church (same as above)

one opposite the village hall (no SCC number on bin, full of water, no response as yet from SCC, second report submitted)

one at the end of School Lane (needs filling up, no response from SCC, second report submitted).

### **14. Data Protection Officer**

The services of the DPO had been retained for a further year.

The DPO had stated that councillors and clerk require training about GDPR and cyber security. The training took one hour, can be done online in the evening and costs £10 per head. Suggested dates would be circulated to councillors so that training could take place.

### **15. Play Area**

LF had met with MO in December 2023.

It had been agreed that a length of chestnut paling fencing be put down the field side of the fence to cover the gaps. Any wobbly fence posts to be secured. Wood from existing fencing outside the play area boundary to be removed. Thus external fencing will have been made safe. As yet the work had not been done and LF had sent a further reminder message to MO.

It was noted that although there were plans for an upgrade of the play area the bark surfacing would need to be topped up in the coming months.

AB reported that there had been no progress regarding the upgrade of the play area. ZB to apply for funding.

### **16. Village Hall**

BT reported that the accounts for the year had been done.

The AGM was to be held in January.

## **17. Highways**

### flooding of A29: north of village on Beare Green Road

Details had been received regarding a blocked drain on the bend. The road became impassable after heavy rain and dangerous as cars had to come into the middle of the road on the bend / on to the other side of the road in order to avoid the flooding. Note crime report of accident at item 12 on the agenda. This had been an issue for a number of years and reported to SCC by a parishioner. The drain had been cleared at some stage but silt had built up again. It was also noted that a tree had fallen by the bridge further up the A29 and cars had to go out into the middle of the road to avoid it – again an issue if there was traffic travelling in the opposite direction. Reports asking for action to be taken were to be sent to SCCouncillor HC and to MVCouncillor LM-P.

### flooding by Randhawa Farm

This was discussed at item 8 on the agenda.

### other Highways matters

Graffiti had been put on the Ockley sign at the south of the village.

Fly tipping on Coles Lane – LF to report to MV.

## **18. Date of next meeting**

Monday 4 March 2024

Items for agenda – Community Hub and Ockley NDP

The Chairman closed the meeting at 9.15 pm.