

MINUTES OF MEETING

A meeting of Ockley Parish Council was held in the Cricket Pavilion on Monday 2 March 2020 at 7 pm.

Councillors present

Mr D Thomas Chairman
Ms J Page
Ms A Barclay
Mr S Figg
Mrs L Hogarth
Mr B Thorne
Mrs L Fletcher Clerk

Apologies had been received from Mr J Lee-Steere and SCC/MVDCouncillor H Clack

Present for first part of the meeting - Future MV, draft Local Plan consultation:
Mr J Gleeson, Planning Officer MVDC
Four parishioners

Future MV - draft Local Plan consultation

DT informed parishioners who were present that OPC would be responding to the consultation. A draft response had been prepared. A short paper outlining how to complete the response was tabled and discussed. He stated that OPC was broadly in favour of the plan but wanted comments from parishioners that could be included in their response. MV were very keen to get responses to the consultation, due in by 23 March 2020. It was noted that if MV does not adopt a plan by 2021 then it would be in danger of losing control of the planning process.

Queries/comments/replies

1. provision of affordable housing

JG stated that there would be rental (social/discounted rent) and shared ownership (help to buy schemes etc) properties in the proposed MV developments. This was quoted as 50% rental / 50% shared ownership by MV but could be 70% rental / 30% shared ownership. MV would look at the housing register to see the needs of those on the register regarding size of

properties (1,2,3,4 bedrooms). The properties would be scattered in developments and not be a separate development. MV were looking for feedback on this as not enough affordable housing had been delivered over the past five years.

DT commented that potentially there was more of a requirement for rental properties in Ockley.

JP added that she had discussed the % figure at the recent event held by MV at the village hall. Rental % can be up to 90% and an application for 100% rental properties could be made if the need was justified. MV would judge on a case by case basis.

DT stated that a new Ockley Neighbourhood Development Plan was to be started. A new survey would be drawn up asking for parishioners' views on the village and amenities, including housing needs. The results from the survey may help to inform MV regarding properties required.

JG stated that the proportion of 1,2,3 bedroomed affordable properties in each development would be decided on a case by case basis. Development managers would talk to MV to find out the need in any village. Villages predominantly need 2/3 bedroomed properties.

DT commented that that there was a need for young families to move into the village in order to encourage a community spirit.

It was noted that four sites in 'central Ockley' had been identified for potential development. A total of 62 houses over the four sites. A query was raised regarding a contingency if any of the sites was to fall through. DT stated that the four sites were the only ones to be discussed.

2. parking and infrastructure

Concerns were raised by parishioners regarding current parking issues in the village. One parishioner felt that such issues could affect sale of houses in the village. It appeared that parking in Elmers Road (an 'all purpose parking lot') was particularly difficult. JG stated that there were minimum and maximum parking standards for new properties (2 spaces per dwelling with the potential for more). Another parishioner stated that with 2 cars per household the additional traffic at commuter times would be considerable. 'Bus services to Ockley station and on should be timetabled. It was not possible to walk / cycle safely to the local train station from the main part of the village. JG confirmed that concerns regarding sustainable methods of transport was something that MV had been hearing a lot during the Future MV events. SCC was responsible for the 'bus services in the area. Possibly CIL funds could be used to help fund schemes regarding sustainable methods of transport. However LH also noted that the train service from Ockley was not good - this would also have a massive impact on any housing development at Beare Green (Horsham - Dorking line). There must be a reliable public transport system. This then led on to the issue that even travelling by car to Dorking station was not a solution as the car park at the station was full by 7 am. JG confirmed that MV were talking to Network Rail about all these issues. The proposed development at Pixham Lane in Dorking would provide more parking for people travelling by train. MV were liaising with SCC regarding changes to the highways network with additional traffic on the roads.

DT raised further concerns regarding the traffic in and around the Dorking area. Additional housing in the Horsham area meant that there had been a gradual increase in traffic travelling through Dorking at commuter times with holdups at the 'cockrel' roundabout. The FMV plan stated that work on improvements to roads would be looked at, however there were no development plans put forward. It did not appear that SCC had looked at the plan and made comments.

Addressing the speed of the traffic travelling through the village on the A29 was of concern to a parishioner. LH confirmed that this was discussed regularly at parish council meetings. AB stated that traffic calming measures would be something to be addressed by any housing developer.

3. development / timescales

It was noted that development would be done privately with affordable housing being built by registered social landlords (housing associations - OHA). Contractors would donate money (CIL) to the village to help with amenities (village hall, pavilion etc). MV had a commitment to villages. CIL (Community Infrastructure Levy) funds can be spent in the developed areas and not directly through the contractor. JP stated that the NDP survey could include a question regarding how CIL funds should be spent.

Timescales re. 'laying of first brick' were queried. JG replied as follows:

- 23 March 2020 closure of consultation period
- summer 2020 analysis of results
- autumn 2020 further formal consultation
- submit plan to planning inspector
- plan must be sound and legally compliant
- plan to be adopted no sooner than the end of 2021 when planning applications can be submitted for consideration
- smaller developments will considered in the first 1 to 5 year period
- all developments over a fifteen year period starting 2022 with larger sites in later years

DT stated that some developers were hoping to submit applications earlier than the above dates. JG advised that any such applications would be assessed under current planning policy until the new plan was adopted. Village boundaries were being redrawn and new boundaries would take effect at the same time as the plan was adopted. This may affect personal planning applications. It was confirmed that all developments would conform to National Policy, environmentally sound, eco-friendly, sustainable etc.

DT thanked JG and parishioners for coming to the meeting and for all of their input. They left the meeting.

1. Minutes of last parish council meeting and notes Admin/Planning meeting

It was proposed by Ms A Barclay and seconded by Ms J Page that these be signed as correct.

2. Matters arising

Post Office service in Ockley

BT confirmed that all was going ahead slowly regarding the service being opened at the Party Shop. The internet connection had not yet been set up.

Payphone consultation (MV/BT)

MVDC had sent through the final decision (Final Notification) in response to the formal consultation process carried out by BT for the intended removal of public payphones within the district of Mole Valley. OPC's comments had been included in the document that had been sent to BT: remove the 'phone and box by the Inn on the Green, keep the 'phone and box at Ockley station.

motorhome parking in School Lane / signs

The motorhome had not been seen recently parking overnight in School Lane.

The signs regarding overnight parking had been put up.

Newsletters from NALC and SSALC

A high level of OPC e-mail correspondence between January and March had meant that AB and LH had not been able to start to trial filter the above newsletters. Further feedback would be received at the May meeting.

Planning application / decision at Six Oaks Field, Stane Street

JL-S had received advice about the above and had contacted Abinger PC to discuss. It had been agreed that a meeting with MV planning officers should be held: MVDC, APC, OPC.

Ockley School site

DT reported that he and LF had met with the local resident and discussed the use of the school/school site and Future MV. He had circulated notes from the discussions.

Play area at village hall

The Clerk reported that she had met with MO and discussed work to be done together with information to be sent through to the Clerk. His account had been received and paid. The information had not yet been received - Clerk to chase up. Research regarding replacement of toddler swings had yet to be carried out.

Newdigate Parish Council - meeting with MVDC and other local parishes

DT reported that progress was slow regarding setting up a meeting.

3. Correspondence

Diary dates

5 March 2020	Gatwick Airport meeting regarding Gatwick Northern Runway project - Gatton Manor Hotel at 6 pm
17 March 2020	UK Power Networks Roadshow Brighton i360, 9.30 to 1 pm

Documents / information circulated

SCC - Highway tree planting and verge enhancement schemes - best practice

Councillors agreed they were in support of tree planting. Clerk to inform SCC H Clack.

DEFRA - summary of Agriculture Bill introduced to Parliament on 16 January 2020.

NALC - Loneliness Guide 'Reaching Out' - guide to helping principal and local councils tackle loneliness.

Surrey Crimestoppers - information regarding the work of the charity 'Crimestoppers Trust'.

SCC - Public Bridleway 171A (Ockley) Temporary Prohibition of Traffic Order 2020

Unsafe bridge to be repaired - bridleway closed from the junction with Weare Street to the junction with Public Bridleway 171, west of Holbrook Farm.

SCC - letter from the Cabinet Member for Children Young People and Families relating to safeguarding of children and young people in the county.

GACC newsletters - information regarding Gatwick's Big Enough campaign update and notice of AGM. Also press release about Court of Appeal decision on the third runway at Heathrow.

MVDC - roadside littering 'Only Losers Litter' campaign

Posters to be put up in the village.

Police statistics - January to March 2020

There had been seven crime reports and six incident types called into police during the period.

Councillors noted that there had been a number of motorists stopped for speeding and one for using a mobile 'phone whilst driving when there had been a recent police presence in the village. There had been a number of motor bikes out the previous weekend - usually going through the village in convoys at 30 mph. Speedwatch sessions would resume at the end of April / beginning of May.

SCC - Determination of Surrey's admission arrangements for community and voluntary schools and co-ordinated schemes 2021. The arrangements had been determined by Surrey's full council on 4 February 2020.

Minutes circulated

MV Parish Clerks meeting 22 January 2020

Rural Crime Engagement meeting 22 January 2020

DT stated that many of the correspondence items could be put under the two separate headings of:

Social Matters and Crime - these would be shown as agenda items for future meetings.

SF stated that he would take responsibility for Social Matters - he looked after the Ockley Volunteer Driving Scheme and had contacts with the MV Social Care team.

AB stated she would attend the Rural Crime Engagement meeting in May.

4. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

7 February 2020

MO/2020/0195 and 0196PLA

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

Erection of two storey rear extension and single storey side extension

(one at each property)

14 February 2020

MO/2929/0260/PLAH

Ghyllcote, Weare Street, Ockley RH5 5NW

Erection of two storey side extension following demolition of existing conservatory

21 February 2020

MO/2020/0261/PLAH and 0281/LBC

Rallywood, The Green, Ockley RH5 5TR

Conversion of garage to enlarge existing annexe ancillary to Rallywood (one 4-bed annexe).

Internal works to Listed Building comprising: new services, sanitary ware, insulation to internal walls, closure of two doorways and replacement windows to annexe.

The Chairman reported that concerns had been raised by a parishioner regarding this application. It was agreed that this was not a matter that the parish council could address and that the parishioner should submit comments to MV.

MO/2020/0272/PCL

Greenways, Woodland Drive, Ockley RH5 5HZ

Certificate of Lawfulness for a proposed development in respect of single storey rear and side extension and insertion of flat roof dormer window.

MO/2020/0301/DEA

Waley's Lane, Stane Street, Ockley RH5 5LY

Prior notification for alterations to an existing trackway surface.

Planning decisions - list dates

10 January 2020

MO/2019/2106/CC

Henhurst Lodge, Beare Green Road, Ockley RH5 4PX

Variation of Condition no 2 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 approved with conditions

17 January 2020

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

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.

withdrawn

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

refused

14 February 2020
MO/2019/0835/CU

Weavers, Weare Street, Ockley RH5 5HY

Change of use of the farmer's workshop (approved under MO/2015/0801) to farmer's workshop of ground floor and residential accommodation on first floor, the residential use must only be occupied by an agricultural worker during lambing and calving periods.
approved with conditions

5. Future MV

draft Local Plan consultation

DT had circulated a draft OPC response to the consultation which would be revised following discussions held at the beginning of the meeting. JP had sent detailed feedback on DT's draft. She queried whether Electric Vehicle charge points would be incorporated into plans for parking spaces in new developments. Discussions were held regarding the draft response prepared by DT and comments from JP. JP was asked to prepare a revised draft response to be circulated to councillors. LF was asked to prepare minutes of the first part of the meeting asap to be circulated to help with the revised draft response.

Agreed that if further meeting needed to discuss response to consultation it would be held on Monday 16 March at 7 pm.

note - parishioner had briefly entered the meeting making enquiries as to why a site had not been included in the draft Local Plan.

NDP survey

DT, JP and LF had met with LW from SCA regarding a new survey. DT had circulated notes from the meeting:

- LW had provided copies of some survey forms
- JP volunteered to produce first draft questionnaire
- timetable for survey launch discussed
- LW able to process replies during summer holidays
- areas to be covered in survey highlighted

More information had been sent through from LW on 2 March 2020.

Future of school buildings

As noted DT and LF had met with the parishioner to discuss the school buildings and site. There had been no news regarding the school buildings and site. DT had been trying to get feedback from the Vicar and Churchwardens. He stated that until feedback had been received or whether the parish council held discussions with The Diocese then it was difficult to make any plans.

development in Ockley

DT informed councillors that he had ascertained that there were no confidentiality issues regarding the plans for Elderslie. The developers were to meet with SCC Highways to discuss access.

6. 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 not yet authorised:

South East Signage (Oakdene Products)
signs for The Green

£59.54

Viking ink cartridge	£51.56
Mark Osborne grounds maintenance 2019	£1925.00

yet to be paid:

Ockley Cricket Club hire of pavilion	£150.00
Ockley Village Hall hire of hall	£27.00
Surrey County Playing Fields Assn affiliation fee 2019/20	£10.00
Zurich Municipal insurance premium	£523.40
Formal records were to be kept regarding checks on assets	
Mrs L Fletcher salary and Admin costs	TBA
HMRC tax / NI Clerk's salary	TBA
Helpdesq encryption software renewal (2 years)	£38.35
Viking ink cartridges	£81.11
Impress Promotions Surrey Ltd banner	£50.40
S Dean-Webster litter pick October to January 2020	£127.50

note - VAT refund paid into account £961.95

mid year internal audit 2019/2020

The Clerk reported that the audit had been carried out on 26 February 2020.
No issues had been highlighted. The written report had not yet been received.

verify bank statements to budget spreadsheet

The budget spreadsheet had been circulated.

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

note subscriptions / fees paid 2019/2020

A note of amounts paid to various organisations had been circulated.

7. Annual Assembly and Meeting 4 May 2020

It was agreed that the Annual Assembly would take the usual format - the Chairman would present an Annual Report. A question time would be included on the agenda.

The Annual Meeting would be held after the Annual Assembly.

LH, SF, JP tendered apologies - they would be unable to attend the meetings.

8. Processes to adopt when agreeing actions

JP stated that although the processes had been discussed at the Admin/Planning meeting; nothing had been officially agreed. The following was noted:

- if documents were circulated for comments - did a silence / no feedback / no reply sent mean that people agreed on the document?
- should e-mail clarification be sent to the person who circulated the document or a conclusion be reached at the next meeting?
- often it was complicated to discuss / reply by e-mail. A meeting should then be held so that the matter can be discussed - a vote taken; a decision made.
- on occasions matters weren't 'black and white', issues not straightforward so face to face discussion needed

JP suggested that this item be once again discussed at the next meeting.

The Clerk reminded councillors about e-mail etiquette and GDPR.

Also to note that AOB was only to be used for noting minor items.

9. Policies / statutory documents

It was proposed by Mr D Thomas and seconded by Mr B Thorne that the following documents be adopted:

- updated overview of policies
- Disciplinary and Grievance policies
- TOR Admin/Planning Committee

10. Any other business

No matters to note.

Date of next parish council meeting Monday 4 May 2020

The Chairman closed the meeting at 10.20 pm.