

MINUTES OF MEETING

A meeting of Ockley Parish Council was held in the Village Hall on Monday 2 July 2018 at 8 pm.

Councillors present

Mr B Thorne Chairman for the meeting
Ms J Page
Mr G Lee-Steere
Mr D Thomas
Mr S Figg
Mrs L Fletcher Clerk

Also present G Christie, J Summers, B Milne

Apologies had been received from Mr R Herbert
then also Mrs L Hogarth, SCCouncillor H Clack, MVDCouncillor V Michael

Declarations of interest:

GL-S Jayes Park Estate
 Member Capel and Ockley PCC

1. Minutes of last parish council meeting

It was proposed by Mr G Lee-Steere and seconded by Mr D Thomas that the minutes of the Annual Meeting held on 29 May 2018 be signed as correct.

2. Matters arising

Signs on The Green

It was noted that there were two signs on The Green - No Parking On The Green.

Drainage on School Lane

The SCC maintenance engineer for MV had responded to the Clerk's e-mail stating that SCC had been unable to locate any plans that showed the full surface water assets in the road. Southern Water had nothing showing for surface water at all in the area. The engineer stated that water seeping out on the new road surface could well be a spring - if so this could be quite difficult to pinpoint and fully resolve. The engineer had offered to meet with OPC and the contractor (Kear). Councillors agreed that any investigations / remedial work would prove costly. As the works would have to be funded by the parish council then currently the matter would be taken no further. However the situation would continue to be monitored and a further salt bin could be purchased if necessary in the winter months.

Land at Heathwood

MV Enforcement Officer had responded to the Clerk's reminders by asking for details of exactly what further building work had been undertaken. BT was to send details to the Clerk so that a response could be sent to MV.

Mowing of football pitch on The Green

It was noted that the mowing would be done four times a year at a charge of £65 per time.

3. Update on plans for Scott-Broadwood School, Ockley Base (buildings/site)

The meeting was opened so that GC, JS, BM could provide information / discuss the plans

Trustees

GC reported that historically the trusteeship fell to the Rector and Churchwardens of the parish of Ockley. However the re-organisation of the parishes had meant changes for the trusteeship. The parish of Capel and Ockley had four churchwardens - GC, SD-W, JH, NE. However the incumbent was not a Rector so Rev A Coe, from the Surrey Weald Ministry was the appointed Rector. ER from Capel and Ockley was appointed as an additional trustee. Originally the Diocese were not happy with proposals from the trustees regarding an organisation moving in to the building. However a change of personnel at The Diocese had brought new thinking on the matter. A proposal as to what was wanted regarding use of the buildings was to be put in writing to The Diocese and discussed later in July.

If the proposal is not acceptable the Trustees can have recourse to the Charity Commission to apply for an order changing the terms under which the trust is held. However, section 554 of the Education Act provides the Diocesan Board of Education with authority to apply to the Secretary of State for an order to deal with the site if the terms of the original trust can no longer be complied with. This is an agreed process nationwide between the Charity Commission and the Department for Education.

DT and JP expressed concerns regarding lack of information and Diocese involvement.

It appeared that SCC (owning land at the back of the buildings) and the Trustees were joint freeholders. Originally held on Trust by the Rector and Churchwardens various Education Acts meant that responsibilities had been passed to The Diocese and SCC Education Department. However country wide there appeared to be little legislation and that Dioceses could deal with whole sites.

It was noted that J Straw from MVDC was currently working on the parish council's ACV application. GL-S stated that he was currently registering access rights on the strip of land running in front of the school.

Application for a Free School in Ockley

JS reported that a group of people were still working on an application for a Free School in Ockley. Free Schools were financed by central government and local authority regulations did not apply to them. The school would be primarily for pupils for whom there are not enough places in West Sussex schools (huge new housing estates around north Horsham with no schools). A Multi Academy Trust (MAT) of 40 schools based in the south east was currently looking to expand and were very interested in the Ockley plans. JS was sending information to them for consideration. If Ockley applied as part of a Trust then it would be much more hopeful that plans could succeed.

The DfE application time had now expanded until November. The MAT had highlighted that an application would have a much better chance if buildings were available in the area, although sites are not asked for in an application. The MAT would take over the Ockley application; would not dictate to the Ockley group but the Ockley group would provide support. The school would be known as a Free School, not an Academy Trust. It would be run as a primary school; parents had expressed a preference for a primary school rather than an infant school (issues at transfer at Year 2). Currently there are no 'Good' Primary Schools in the area. Eventually buildings would have to be expanded.

The MAT would let the group know this month if the application could go forward (Ockley joining the MAT and submitting application to DfE). They had been interested to hear of the Ockley NDP. There had been offers of support regarding sharing of resources from local independent schools.

JP congratulated the team for all their efforts.

JS stated that thanks should also be given to a number of Ockley people who had put a lot of time and effort into the application.

GC, JS, BM left the meeting.

The meeting was closed

JP asked for councillors' views on information given by GC and JS.

DT stated that an application for a primary school would have more chance of succeeding. However such a school would be twice as big so would expansion be possible? He felt there would be a better chance of success if the application was made through the MAT.

4. Correspondence

Diary dates

6 and 9 July 2018

SCC - find out more about public consultation on new draft vision for future of the organisation

18 July 2018

Or option to attend informal (private) meeting of MV
Local Committee - D Hodge Leader of Council will attend
RH had said he could attend this session

SCC Temporary Prohibition of Traffic Notice, Weare Street, Paynes Green

Weare Street - Copsbridge Farm to 5 Weare Street

Road to be closed to renew faulty BT aerial cable.

Two day closure during period of 3 months from 12 July 2018.

West Sussex CC - proposed modifications to the joint WS Minerals Local Plan

The Plan had been found 'sound'. The Planning Inspector's report and associated schedule of modifications were available on the website and at various sites throughout the county.

Surrey Police

Police statistics for June 2018 had been circulated.

SCA newsletter

This had been forwarded to councillors.

SF to note information regarding volunteer drivers.

Clerk to register interest regarding Community Led Housing.

5. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

15 June 2018

MO/2018/1009/CAT

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

Various tree works as described in the submitted Arboricultural Assessment.

29 June 2018

MO/2018/0843/PLAH

Parklands, Mole Street, Ockley RH5 5PE

Erection of two storey extension to existing detached garage and insertion of 2 no dormer windows to create gymnasium at first floor

Planning decisions - list dates

1 June 2018

MO/2018/0595/PLAH

Robinlea, Friday Street, Ockley RH5 5TE

Erection of single storey side extension and open porch to front
approved with conditions

29 June 2018

MO/2018/0519/PLAH

1 Upper Oakdale Cottages, Weare Street, Ockley RH5 5NN

Erection of single storey side extension

approved with conditions

MVDC - administration of CIL

It was noted that MVDC would forward 15% of any CIL raised in Ockley to the parish council on a twice yearly basis. To date no CIL had been collected in Ockley.

6. Finance

payment of accounts

It was proposed by Ms J Page and seconded by Mr S Figg that the following accounts be paid:

ig design website hosting renewal	£40.00
ig design website updates GDPR	£30.00
D Chaffe Process Matters GDPR review/policies/DPO contract	£330.00
Information Commissioner Data Protection fee renewal	£40.00
G E Lee-Steere play area licence	£10.00
Mrs L Fletcher salary and Admin costs	TBA
HMRC tax/NI Clerk's salary	TBA
S Dean-Webster litter pick	£60.00

accounts year end 31 March 2018 - had been submitted to PKF Littlejohn.

7. General Data Protection Regulation

The Data Mapping Exercise May 2018 received from M Chaffe at Process Matters had been circulated to councillors together with other documents.

Recommendations from the exercise were discussed:

- Agreed - Data Protection Policy to be adopted.
- Microsoft 365 and Sharepoint with councillors having e-mail address that belonged to the council - councillors not happy with this recommendation. Some had had issues regarding installation of additional software on their computers. Costs involved (MC had advised that may be possible to offset costs through Scott's Well charity). Many already had more than one e-mail address and did not want yet another address; issues could get missed. Also to note that most councillors held very little/if any parish council information on their computers. Clerk to ask MC if she had any alternative suggestions to ensure data security.

- Website had been updated to include privacy policy and DSA request notice. Agreed Freedom of Information Publication Scheme also to be put on website (currently on notice board on School Lane).
- Paper information culled / shredded. Some paper information has to be kept (see Retention of Documents policy). Scanning of documents had time implications.
- Agreed - contract for provision of DPO services to be signed and returned to MC.
- Agreed - Data Sharing Agreement to be put in place with web site hosting company. Clerk to send to ig design.

JP suggested the Clerk asked MC if it was acceptable for names (other than councillors) to be published in parish council minutes.

The Clerk would contact MC to update her with all the above decisions / comments.

8. Improvements in the village

play area at the village hall

The dinosaur slide and swings had been installed.

Reports had to be submitted to Aviva and SCC as funding for the slide had been received from the organisations.

It was noted that some councillors would not be available over the summer to attend a weekend opening ceremony. It was suggested that a Thursday morning may be a good time for a ceremony as the Toddler Group met at the village hall on that day (to ask organiser if that would be acceptable). Coffee/cake could be served. Clerk to contact SCC H Clack if she would formally 'welcome' the dinosaur back to Ockley.

The Clerk had asked M Osborne to provide a quote for top up of bark and edging.

He had been asked to remove rubbish after cutting back vegetation in the play area.

traffic survey

A Bunce had responded to the queries sent to him after the May meeting.

It was agreed that the Clerk should contact SCCouncillor H Clack to arrange a meeting with OPC, HC and the SCC Road Safety Engineering Manager. Information would be sent through to them before the meeting to form the basis of the discussion about the next steps and when work could be implemented.

9. Neighbourhood Development Plan

car park at station

GL-S reported that he had not heard from Network Rail regarding the easement. He suggested that an alternative solution would be to create another entrance to the car park. RH had not had a response from the car park operators.

Future MV

It was agreed that it would be sensible for Ockley to work with MV Planners regarding future development in the village. When the Future MV plan was adopted then all current plans would be obsolete. Many villages would have to revise their Neighbourhood Plans. It was important to find out what MV want to do regarding number of houses in the village and most importantly the level of affordable houses to be included in the number. If a meeting was to held in the community then the % of affordable houses must be able to be quoted.

RH to be asked to contact G Davies, MV to ask if a meeting could be arranged as Ockley wanted to move forward with housing in the village. Ockley wants to work with MV regarding housing development in the village and want to know what the next steps would be.

10. Policies/statutory documents

Standing Orders - Model standing Orders 2018 (England)

The Clerk had compared the current SOs to the new MSO 2018.

JP had reviewed the new MSO 2018.

Notes regarding changes, NALC document and draft OPC MSO 2018 had been circulated.

Comments from JP:

- councillors should take note of sections regarding meetings and GDPR.
- minor amendments had been suggested to items not in bold.
- a suggestion to be made to NALC regarding clarification of English in one point.

Councillors agreed that the new MSO 2018, as amended, be adopted by Ockley Parish Council.

11. Any other business

Strimmer for use on The Green

It was agreed that a new strimmer should be purchased (cost up to £400). The one currently used is no longer working efficiently.

Village issues raised by T Pryke

- rubbish bin in St John's churchyard - this had been emptied by TP. There was a large amount of dog mess in the bin despite a notice asking people not to use the bin for dog mess. Additional notices would be put up and if this did not make any difference then perhaps an additional dog mess bin could be installed in the churchyard.
- Post Office at the pavilion - issues with the computer had meant that there had been no service for several weeks. The Clerk was to write to the PO to express concern about lack of PO service.
- mowing in churchyard - spring time mowing had again been delayed until daffodils/orchids had finished flowering. Those visiting the churchyard had been disappointed that the churchyard looked uncared for and had contacted both the PCC and PC.
- the entrance gates to the churchyard had been removed to be painted and were now back in place.

The Clerk had suggested that a report be put in the parish magazine regarding the churchyard. It could also be put on the parish council website.

Parish magazine (matters arising)

A formal meeting regarding the magazine had not yet been held.

GL-S stated that the magazine would go ahead in its current form - the parish council may be asked for a donation towards costs. DT suggested that those who paid for the magazine should get it delivered others could pick it up from different locations in the village. BT commented that if the magazine was produced once a quarter it could be delivered to everyone in the village. However it was noted that there was a shortage of volunteers for deliveries.

The Chairman closed the meeting at 9.50 pm.

Date of next meeting Monday 3 September 2018