

## **MINUTES OF MEETING**

A meeting of Ockley Parish Council was held in the Cricket Pavilion on Monday 8 January 2018 at 7 pm.

### **Councillors present**

Mr R Herbert                      Chairman  
Ms J Page  
Mr G Lee-Steere  
Mr D Thomas  
Mr B Thorne  
Mrs L Hogarth  
Mr S Figg  
Mrs L Fletcher                  Clerk

SCCouncillor Helyn Clack also present.

Declarations of interest:

RH     Governor, Scott-Broadwood School  
         Committee member, Ockley Cricket Club  
GL-S   Jayes Park Estate  
         Treasurer, Ockley, Okewood Hill Forest Green PCC

The Chairman wished all present a 'Happy New Year'.

Guy Davies, Planning Policy Manager, MVDC was welcomed to the meeting.

He gave an update on Future MV with specific reference to modest extensions to rural villages; what MV would like the parish council to become involved in. A 15 year forecast for housing had been calculated. Some options for developments in the Future MV consultation had been discarded (entirely new settlement, rural employment sites). It was noted that rural villages in MV had had very little development for a number of years. Populations were static / aging. Unmet housing demand had been calculated as 1800 to 2500 dwellings.

There were two different options regarding development in rural villages to take forward to the draft Local Plan:

1. expand one or more rural villages (no decision had been taken yet as to which villages)

A great deal of planning would be required for this option; the parish council would be involved but all the work would be done by the planning team at MVDC.

2. create modest additions to most of the rural villages (very pertinent to Ockley)

A small increase in housing would bring new families to the village, some residents may trade down to smaller properties. No figure had yet been put on 'modest'; it may be 5 to 10% housing within the existing village. It would be hoped that the parish council would take the lead to work with the district council on this option; type/size of property, location, reviewing village boundaries. Affordable housing to be included as a proportion of market housing.

HC, as SCCouncillor for 8 rural parishes expressed concern regarding infrastructure on any proposed developments. Significant investment would be required. GD confirmed that relevant infrastructure would be written into the plan. CIL would be available to help with the infrastructure.

GD stated that there were 92 dwellings in the Ockley village envelope; on the 5 to 10% development figure then this would equate to 5 to 10 dwellings. Thought should be given as to type/tenure of housing together with the village boundary issue. Discussions would be held regarding changes in the village envelope.

It was noted that there was a MV targeted consultation on 'Call for Greenfield Sites' which ran to 5 February 2018. At the end of February / early March further meetings with parish councils would be held to discuss any sites that had been submitted.

DT queried whether the number of houses required (forecast) was too many. GD stated that the number had been criticized but when other methods of calculation to forecast figures had been used the number had increased.

#### Timetables

MV - Preferred Option Plan (draft Local Plan) to be prepared by late summer 2018, submit to government 2019 with the hope to adopt at the end of 2019.

OPC - NDP, draft to be discussed with MV planners January 2018 to ensure in right form, village discussions to follow then referendum held.

GD suggested NDP could run in parallel with Local Plan - Ockley proposals may be put in the Local Plan. This could mean that Ockley's workload would be reduced. RH commented that there would need to be plenty of options for consultation with the village.

Discussions were held regarding provision of social housing. GD stated that MV had had talks with a social housing company but as MV would have to subsidize a company then this was an option that probably would not go ahead. It was noted that people living in social housing were often particularly vulnerable; requiring the help of many services which were not readily available in rural communities.

It was agreed that a date would be organised for representatives for the Ockley NDP team to meet with GD and MV planners - suggested dates in January to be sent to GD.

GD was thanked for attending the meeting.

Adam Bunce, 2020 Consultancy was welcomed to the meeting.

The 'Road Safety Improvements in Ockley Village Feasibility Report' had been prepared by 2020 Consultancy and circulated to councillors prior to the meeting. HC was given a paper copy. RH asked for councillors' comments on the report. It was noted that many of suggestions were ones that had already been highlighted but it was useful to have them formally written up in a report.

Three proposals had been highlighted to be most effective or have the potential to be most effective at slowing traffic speed into and through the village and improve road safety for all road users - listed in order of priority:

1. new 40 mph speed limit located along A29 on both approaches to village
2. gateway treatment at 30 mph terminals along A29
3. install two vehicle activated signs

Measures could be introduced individually but would have more effect / would re-enforce each other if all were introduced.

Other suggested proposals: refresh all existing white line markings, re-adjust edge of carriageway line to create narrower running lanes, replace existing 30 mph repeater signs with yellow backed signs, widen existing footway where sufficient width, increase junction warning signage on approach to key junctions, junction re-design at A29/B2126 Forest Green Road junction.

It was agreed that by clearing back vegetation the width of some of the footpaths would be increased. The biggest issue was by the shops by the Inn on the Green where it was not possible to increase the width of the footpath. It was noted that there was legislation regarding width of pinching - it was difficult to do too much.

Queries were raised regarding the implementation of further measures in the village - would motorists get used to them and over time speeds would once again increase. AB stated that the Police have a requirement regarding enforcement. If a number of complaints were received about speed of traffic then the police would have to respond.

HC reminded those present that Surrey Police had not wanted the 30 mph scheme to be implemented as they had stated that they would not be able to give the necessary support with speed checks. The village had responded by setting up the Community Speedwatch Team and had raised funds for the project. However HC continued by saying that this did not mean that the Police should not carry out occasional checks (contact Accident Reduction Officer). HC stated that she could apply for Ockley to be included in the SCC 40 mph 'rural box scheme' - but this would take time. Bob Weston, SCC Local Highways Officer, could be asked to look at the footpaths / inform landowners that work was required.

HC had made enquiries about the camera that had recently been set up by the Inn on the Green. It was agreed that she should make further enquiries to ask whether data was being collected / could be used regarding traffic flow / speed. It was noted that average speed cameras were to be set up on major roads in the area.

HC stated that she had talked to a Director at County Hall regarding road safety improvements in the rural communities. It had been felt that a project could be looked at for all of the rural communities but nothing could be taken forward for an individual community.

#### Next steps

RH stated that the study had been done - next steps:

HC said that having spoken to the Director she had been informed that she was unable to use her personal allocation for funding for any improvements. However she may be able to come up with some core funding for drawings / approvals. Some initial funding may be available from the SCC/MVDC Local Committee.

AB commented that funding would be restricted but that the majority of the proposals were low cost. The Highways Authorities always have little pots of money that can be used. If AB gives the evidence then SCC has the information to use. Monitoring provides robustness to the business case. The cost of a traffic speed survey would be £200 - survey to be carried out over seven days / 24 hours per day. HC to check whether SCC would pay for surveys to be carried out in all villages at (10 x £170 each). Traffic speed was a problem in all rural areas, there was a huge increase in traffic using the rural roads. It was agreed that Ockley would go ahead with survey at £200 if SCC did not agree to provide funding. Results would be added to the report in an appendix.

RH felt that Ockley should take matters forward. A package of measures to be implemented to be put together. Other parishes had been expressing interest in having surveys carried out. It had been suggested that if a number were commissioned then this may prove to be more cost effective. However as nothing had been done with regards to a joint approach then Ockley had initiated the sole approach.

A Bunce was thanked for producing the report and attending the meeting to discuss the contents.

#### SCCouncillor H Clack

HC had answered queries regarding funding of feasibility study and camera by the Inn on the Green. She suggested that the Clerk contact Bill Kear regarding a quote for work to be done on School Lane.

HC was also thanked for attending the meeting.

GD, AB and HC had left the meeting before the main business took place.

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

It was proposed by Mrs L Hogarth and seconded by Mr G Lee-Steere that the minutes of the meeting held on 13 November 2017 be signed as correct.

### **2. Matters arising**

#### BT 'phone box by the Inn on the Green

Reminders had been sent regarding request to clean up box.

#### Rector for parish

GL-S stated that the scheme to split the Ockley, Okewood Hill and Forest Green parish had gone through on 27 December 2017, becoming operative on 1 January 2018. Ockley and Capel were now one parish.

#### Signs on the Green

These were now nearly ready to be put up.

#### Stile on footpath leading up from Belmont, Stane Street

LH reported that this was now totally flat.

#### Parish magazine

BT stated that he, Barry Thomson and GL-S would meet to discuss.

### **3. Correspondence**

#### diary dates

27 February 2018 Ewhurst Brickworks Liaison Committee meeting, BT to attend

#### SCC Highways

The Clerk had contacted B Weston, Local Highways Officer, regarding follow up after an incident on Stane Street when a trailer had overturned depositing a load of manure on the road / pavement. It was noted that minor works had been carried out and as an A class road the section of road was inspected monthly.

The Clerk had advised a parishioner to report concerns regarding road markings on the Elmers Road / A29 junction on the SCC website - report online.

#### Surrey Police - Council Tax 2018/19 - Have your say on proposed police funding

It was noted that a survey was available until 14 January 2018.

#### Horsham District Council

Documents had been circulated:

The Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) - Preferred Strategy

Horsham DC Brownfield Land Register

#### Surrey Police

Police statistics for November and December 2017 had been circulated.

#### St Catherine's Hospice

A request for financial support had been received from the hospice.

### **4. Planning matters**

Councillors had been informed of the following planning matters:

#### Planning applications - list dates

5 January 2018

Mr W Smith

MO/2017/2071/PLAH

Willow Lodge (Lodgelands), Beare Green Road, Ockley RH5 4PX

Retrospective application for the retention of a detached double garage

Planning decisions - list dates

17 November 2017

Anderson Abercromby Veterinary Referrals MO/2017/1441/PLA

1870 Building (formerly The Old Dairy), Jayes Park, Ockley RH5 5RR

Change of use of Building 'A' from open storage to enclosed archival storage, change of use of Building 'B' from storage to veterinary facilities (Use Class D1), infilling of open cartshed, south-west elevation.

(within 20 m of Wotton parish)

*approved with conditions*

**ABINGER parish**

**Weinerberger Ltd**

MO/2017/1432/SCC

Land at Ewhurst (Smokejacks) Brickworks, Horsham Road, Walliswood RH5 5QH

Extraction of clay from an area of 43.2 hectares (ha) with restoration to agricultural grassland, lakes, woodland and grassland; together with the construction of a tile factory with a chimney, and the permanent diversion of footpath 89; and on a site of 113 ha with an end date of 30 April 2082. (SCC application - for consultation purposes only).

*no objection*

1 December 2017

Mr M Woolford

MO/2017/1722/PLA and 1723/LBC

Holbrook Farm, Weare Street, Ockley RH5 5NP

Convert storage buildings to an annex, including alterations to provide habitable accommodation within the roofspace, in order to accommodate a home office

*no further action*

Mr and Mrs Cordell

MO/2017/1845/ECL

Rill Barn, Vann Lake Road, Ockley RH5 5NS

Certificate of Lawfulness for the existing development in respect of the erection of a rear conservatory and rear dormer window

*approved*

15 December 2017

Dallas, Gordon-Clark, Sewill and Wates

MO/1742,1743/LBC

Boswells Farm (Barn nos 7, 8, 10 and 11) and Boswells House

Ruckmans Lane, Okewood Hill RH5 5NE

Demolition of existing modern buildings, conversion of barns to create 3 new dwellings; renovation of Boswell's Farm House and demolition of structures to the rear

*approved with conditions*

22 December 2017

Mrs S Pickard

MO/2017/1744/PLA

PCC Ockley, Okewood and Forest Green

St Margaret's Church, Coles Lane, Ockley RH5 5LS

Erect a temporary lean-to extension for no more than 3 years on the north side in order to facilitate the works of approved application MO/2016/1172/PLA to erect a single storey rear extension and a pedestrian access to new parish room

*approved with conditions*

Appeal decisions - list dates

24 November 2017

Mr P Calvert

MO/2017/0011/PLAH

Youngs, Coles Lane, Ockley RH5 5LT

Erection of triple bay shed following demolition of existing  
*appeal dismissed*

***Application to have S-B School, Ockley classified as an Asset of Community Value***

Jack Straw, Corporate Head of Planning, MVDC had responded to the letter sent to him after discussions had taken place at the November 2017 parish council meeting. His response had been circulated to councillors. DT summarised the response by saying that JS had accepted some of the points raised in the reply but had requested further information regarding ancillary or non-ancillary use of the building.

Councillors discussed gathering such information and recognised that this may take some time. The Clerk was asked to reply to JS to request that the application be put on hold so that the information could be collected, collated and a formal response prepared.

**5. Finance**

payment of accounts

It was proposed by Mr D Thomas and seconded by Mr S Figg that the following accounts be paid:

Mrs L Fletcher clerk's salary and admin costs	£648.92
HMRC tax on clerk's salary	£142.09
Ockley Cricket Club hire of pavilion PO and meetings	£205.00
S Dean-Webster litter pick Oct/November	£60.00
* paid December as authorised at November meeting D Pegley Groundworks footpath re-surfacing	£11,202.00

budget and precept 2018-19

The Clerk had prepared and circulated two spreadsheets:

i) budget calculations April 2017 to March 2018

ii) parish precept requirements 2018/19

a further breakdown had been requested which had then been circulated

Information had been received regarding the Local Government Finance Settlement:

*Council tax referendum principles have **not** been extended to parish and town councils in 2018/19.*

DT opened the discussions by suggesting that with estimated reserves from 2017/18 of £8860 and a spend of £20,000 for 2018/19 then a precept figure of £18,000 would be needed. This compares to the figure of £15,000 for 2017/18 and would be an increase in charge for a band D property of approximately £7. He commented that the budget figures seemed sensible. However no figures had been given for any speed survey, parish magazine, clearing pavements, maintenance work on School Lane. He felt that the various elements as highlighted could be justified.

GL-S stated that the parish council had put up the precept the last two years.

BT commented that although the re-surfacing of the footpath had been expensive it was there for people to see; their precept money was not getting wasted.

RH noted that if a charge was made for parking in the new car park then that may mean that the current car park may become chargeable. However DT had thought that a charge for the current car park had already been mentioned. Capel PC will not support the overall project as it is thought that relatively few of their parishioners would use the car park. RH to continue his investigations regarding a gating system involving payment of a fee.

Following these discussions, taking into account all of the above considerations:

**It was proposed by Mr D Thomas and seconded by Mr B Thorne that the precept for 2018/2019 should be increased to £18,000. All councillors were in favour.**

The form was signed by DT and BT and would be submitted to MVDC.

#### audit 2017/18

Notification of external auditor appointments for 2017/18 had been received together with other relevant information.

#### **6. General Data Protection Regulations - coming into force on 25 May 2018**

A great deal of information regarding the regulations had been sent through since the November meeting. Following were matters to note:

- i) NALC had commissioned externally a GDPR Guidance Note or 'Toolkit' for members to use offering practical action plans, checklists and other useful documents. This will be available in January.
- ii) it is recognised that the Clerk cannot be the Data Protection Officer - this may be offered as a buy back service. Councillors stated that they would not be prepared to take on these responsibilities.
- iii) new information would continue to be sent out.

The Clerk would liaise with LH once the toolkit was available.

#### **7. Improvements in the village**

##### play area at village hall

##### dinosaur slide

DT reported that notification as to whether a £1000 grant would be received from Aviva should be received on 16 January 2018. He had had to submit further information for a second round of the application. The whole process had been very frustrating.

Kindred Spirits (Pavilion Café) had donated £534 to the project.

£1000 had been received through SCC H Clack Members' Allocation.

The dinosaur slide would be ordered if notification was received that a grant was to be allocated through Aviva. This would then replace the elephant slide.

annual inspection report (arranged through MVDC)

The inspection had been carried out on 25 November 2017 with the report being sent through from MV on 11 December 2017 (circulated to councillors). The inspector had recommended that the flat swings be taken out of use immediately whilst investigations and repairs were carried out. The Clerk had contacted Hags and the swings had been removed. The Clerk had requested a quote for repairs and had also looked at cost of replacement swings so that amounts could be included for budget calculations.

BT stated that the rotten panels on the Rectory fence would gradually be removed.

Those that had already been removed had been replaced by the tenants at The Rectory.

footpath on the Green

Ockley Society had arranged for the damaged electricity box to be mended with no cost to the parish council.

D Pegley's invoice had been paid.

All the conditions of the SCC grant application had been met.

The project was now complete.

## **8. Neighbourhood Development Plan**

car park at Ockley station

This had been discussed at item 5.

RH had received a letter from a Capel parishioner who was interested in knowing what the next steps would be regarding the car park. He would reply to the letter.

NDP

RH reported that the current draft had been sent to C Calvert who had raised some issues. However until the current draft had been discussed with GD and MV planners then no amendments would be made.

GL-S commented that the MVDC option re. big village enlargement was not suitable for Ockley. JL-S had been in contact with MV regarding the village hall development. However unless open market housing was considered then this project was not affordable.

## **9. Policies / statutory documents**

DT had reviewed the risk assessment and financial regulations.

They had been circulated to councillors.

He stated that minor changes had been made to the RA.

There had effectively been no changes to the Fin Regs.

Councillors approved the two documents.

## **10. Any other business**

footpaths adjacent to A29 in Ockley village

BT brought councillors' attention once again to the state of these footpaths:

opposite the Cricketers, Inn on the Green to Coles Lane, past Touches to Kerrys

He stated that there were places where pedestrians could not walk side by side along the footpaths as they were so overgrown. Hedges had not been trimmed back properly. This also caused problems for people with pushchairs and wheelchairs. Bob Weston, SCC would be contacted to see if he would contact landowners for help with the matter.

Date of next meeting - **changed to Monday 12 March 2018**

Meeting closed at 9.45 pm

DRAFT