

MINUTES OF MEETING

A meeting of Ockley Parish Council was held at Ockley Village Hall on Monday 5 July 2021. A Risk Assessment (Covid-19 - reducing the spread of the virus, returning to face to face meetings) had been prepared and circulated prior to the meeting.

Councillors present

Mr D Thomas Chairman
Mrs L Hogarth
Mr J Lee-Steere
Ms J Page
Mr B Thorne
Mrs L Fletcher Clerk

Also present for first part of the meeting - representative from The Diocese (DIOC)
Apologies had been received from Ms A Barclay (holiday)
SCC/MVD Councillor H Clack (self isolating)

Declarations of interest:

JL-S Jayes Park Estate (*JPE)
 Treasurer and Trustee Ockley Housing Association
 Churchwarden of St Margaret's and Trustee Ockley School Buildings
BT Planning applications as starred
LF Finance - accounts to be paid as starred

Ockley School buildings

It was noted that the village and DIOC were keen to bring the school buildings back into use. The application for a Free School had been turned down. DIOC had held discussions with the site trustees (churchwardens) regarding how to move forward. DIOC have an advisory role and can only make suggestions as to how the buildings can be used. Current thinking is for a community use (community hub) but income would have to cover maintenance expenditure. DIOC would have to go through a legal process (Section 554) to widen the Trust objects. DIOC were aware that the original charitable intent behind the setting up of the school was to provide education to the children of Ockley. It was, therefore, suggested that the proposed widening of the terms of the trust could be 'for the social, recreational and educational provision for the people of Ockley' to ensure the original intent is maintained. DIOC agreed to revert with their thoughts on this, but said the objects need to capture the uses of the community hub. The S554 is a well documented process and is open to challenge. It has to be determined what the future of the school buildings would be and how that would be achieved. DIOC would go forward with the legal process with the support of the community and parish council.

JL-S stated that as a churchwarden he had been tasked to talk to parish councillors. A business case would have to be put forward to DIOC by the parish council and site trustees. Ockley was re-starting the Ockley Neighbourhood Development Plan (NDP). The questionnaire would include questions about the school buildings. Views on the use of the buildings would become available when the results from the questionnaire were published. The legal process (Section 554) takes 12 to 18 months to complete so it would be good to move forward.

DIOC commented that as the site trustees had given their support in principle, pending agreement on the wording for the widening of the objects, a start could be made to the S554. However DIOC suggested the parish council may also have to say that it was supportive of the process. A business case would be prepared in a corporate way with input from the site trustees, local community and parish councillors. The case would have to prove that any plans were financially stable to ensure the ongoing maintenance of the buildings. Enquiries were still being sent to DIOC regarding potential use of the buildings by interested parties. DIOC explained that work could start on any scheme before the legal process was approved but the process must be completed. The Parish Council believe that support for the community hub would mean local tradesmen could volunteer to adapt buildings for the proposed uses and ongoing maintenance of the buildings at a cost effective rate. The parish office is already located on the premises. DT noted that remaining available space must be worked out. Ownership of the site is part site trustees, part Surrey County Council (SCC).

If SCC are not progressing a Special School on the site and interested parties have enquired about a private Special School then DIOC confirmed this would require significant investment, much less investment would be required for the community hub.

DIOC suggested the next step is for the wording of the S554 to be agreed and for the village / parish council to come up with a business plan for the site trustees to consider and be supportive.

JL-S stated that it would be good to start the S554 sooner and the plan could be streamlined at a later date. DIOC could get the S554 application ready. It was noted that any survey / business plan could be prepared at a small cost (£100's). The scenario of the buildings not being used and deteriorating should be avoided. JL-S asked whether the report prepared by the DIOC surveyor could be shared. This reported on the state of the buildings costs to put and keep the building in repair. DIOC confirmed this would be shared once staff returned to the offices at DIOC (Covid working from home). JL-S explained it would be important to understand the costs for upkeep of buildings / everyday running costs.

Councillors queried whether both not for profit and commercial enterprises could use the buildings under the proposed new wording for the S554. It was noted that both were possible, as long as they ensure financial viability for the ongoing maintenance of the buildings.

DIOC left the meeting.

Thoughts from councillors

Business plan - DT suggested name of parishioner to approach to lead production of plan. It was agreed he would ask parishioner.

Overall site - noted that SCC part of site 'landlocked'.

Upkeep of buildings - need to ensure rents will cover.

Community hub - needs to be as cost effective as possible.

Possible uses - youth club, library, nursery but don't want to be in competition with facilities already in the area.

SEN school - would also serve children out of the village

Flexibility - use of site could change over time

School House - currently tenants in property who pay rent

1. Minutes of Annual Meeting held on 4 May 2021

It was proposed by LH and seconded by DT that these be signed as correct.

2. Updates on minutes

posts on The Green - delivery of correct posts had been made. BT in touch with man who had put posts in last time to see whether he will do it again. Agreed some posts to be put in on Forest Green Road where lorries pull in to park.

safety on bend at Heathfield Cottages - AB and HC had held site meeting. AB sent through report. It had been agreed current signage not really sufficient and some currently obscured by vegetation. Shop/landowner recently trimmed vegetation in area which had made huge difference. AB felt some progress made.

responsibilities on The Green (*JPE) - JL-S stated that a meeting had yet to be held with OCC.

speed app being used by local parish council - the Clerk reported that she had spoken at length to a Rudgwick resident regarding the app. Details of the app had been sent through and forwarded to DT. He commented that it would need someone with technological aptitude to set. Details to be sent to all councillors. JP noted that if the app could be used then the Speedwatch Team would not be required (although noted that using the SW team readings warning letters are sent out).

3. Correspondence

parish magazine WOOF / from an Ockley resident

Concerns had been received from an Ockley resident regarding signs in the village and walking in the area. Similar concerns had also been published in the magazine. A response had been sent to the Ockley resident and also an article submitted to the magazine to be included in the July edition. It was noted that unfortunately the article for the magazine had not been able to be included in the edition of the magazine that the original concerns had been raised (May).

camping at Vann Farm

The owners of Vann Farm had not responded to the letter sent by the parish council. Further concerns had been raised by residents at the beginning of June after a weekend of camping activity. These concerns had been sent to various departments at MVDC and District Councillors. It was noted that tents had been pitched near to properties and that more rubbish had been seen in nearby woods. HC to be asked for an update - planning and environment issues.

MVDC - consultation on draft Statement of Licensing policy 2021-26

It was noted that the consultation ran from 24 June to 16 September 2021.

SCC - Temporary Management Order 2021

The works outlined for various roads are to be carried out within an 18 month period commencing on 10 July 2021 and include the A29 Beare Green Road and Stane Street. Also included is work on the A24 which will have an impact on the A29.

Data Protection Officer

Councillors confirmed that MC should continue as DPO for another year.

4. Planning matters

Planning lists received since May meeting

Councillors had been informed of the following planning matters and had had no comments to make on any of the circulated information; except as shown under Major Developments at the end of the individual applications.

Planning applications - list dates

14 May 2021

MO/2021/0378/CU

The Bakery, Stane Street, Ockley RH5 5TD

Change of use of part of existing building from retail (Use Class E) to residential (Use Class C3).

21 May 2021

MO/2021/0292/PLA

2 Park Cottages, Beare Green Road, Ockley

Conversion of the existing barn building into 2 bedroom dwelling

MO/2021/0714/PLA

The Chalet, Vann Farm Road, Ockley

Erection of 1 no dwelling following removal of existing

MO/2021/0563/CAT

*JPE

The Cottage, The Green, Ockley RH5 5TR

Crown lift one Yew tree to give 3 metres ground clearance.

Remove group of Ash trees

MO/2021/0732/PLA

*BT

Land at Station Approach, Ockley RH5 5HT

Extension to existing footpath

MO/2021/0749/PLAH

Oke Cottage, Stane Street, Ockley RH5 5LU

Erection of single storey rear extension following removal of existing single storey rear element

4 June 2021

MO/2021/0804/OUT MAJOR

*BT

Land south of Coles Lane, Ockley

Outline application for the consideration of access in respect of the erection of 60 no dwellings with associated landscaping, amenity space, sustainable drainage and associated works

MO/2021/0873/PCL

Orchard Cottage, Weare Street, Capel RH5 5JD

Certificate of Lawfulness for the proposed development in respect of the conversion of stables to library/home office

18 June 2021

MO/2021/0969/PLA

Oakdale Farm, Weare Street, Ockley RH5 5NN

The creation of a sand school in the existing paddock

MO/2021/1007/CU

*JPE

The Old Dairy, Jayes Park, Ockley RH5 5RR

Change of use from Veterinary Practice (Use Class D1) to flexible use as E(c) Provision of: E(c)(i) Financial services, E(c)(ii) Professional services (other than health or medical services), or E(c)(iii) Other appropriate services in a commercial, business or service locality and E(g) Uses which can be carried out in a residential area without detriment to its amenity (E(g)(i) Offices to carry out any operational or administrative functions; (E(g)(ii) Research and development of products or processes; and, E(g)(iii) Industrial processes).

MO/2021/1021/PLAH and MO/2021/1022/LBC

Youngs, Coles Lane, Ockley RH5 5LT

Erection of one greenhouse following demolition of two greenhouses and one nursery frame

MO/2021/0979/PCL

Abinger, within 20 m of Ockley parish

Woodstock House, Mole Street, Ockley RH5 5PB

Certificate of lawfulness for a proposed development in respect of the erection of two storey rear extensions, single storey side extensions and 2 no rear dormer windows.

2 July 2021

MO/2021/1098/LBC

Greenside Cottage, Stane Street, Ockley RH5 5TD

LBC to remove roof tiles, replace any broken roof structure and gullies and replace broken tiles with hand made clay tiles, re use any good tiles and place on the front side of house.

Planning decisions - list dates

7 May 2021

MO/2021/0412/DEA

*JPE

Puttocks Farm, Stane Street, Ockley RH5 5LY

Prior notification for the erection of an agricultural barn of 55 metres x 18 metres for the storage of hay.

Ockley, within 20 m of Abinger parish

prior approval not required

18 June 2021

MO/2021/0296/PCL

Vann Croft (demol), Friday Street, Ockley RH5 5TE

Certificate of Lawfulness for a proposed use / development in respect of the stationing of a caravan / mobile home.

approved

25 June 20221

MO/2020/2071/PLA

*JPE

Ockley Station, Station Approach, Ockley RH5 5HT

Variation of drawing number condition 2 imposed under planning permission

MO/16/0266 for new station car park, to allow the repositioning of the car park access.

refused

Major developments

Coles Lane

A further planning application for the development had been registered (MO/2021/0804) and an application for extension to the existing footpath on Station Approach (MO/2021/0732).

A letter of objection had been submitted for 0804 and it was agreed that one be sent in for 0732 (Clerk to circulate draft for comments). Local residents had sent in letters of objection to both applications.

Capel PC were discussing a response to the development and were to forward a copy of their response to Ockley PC. It was suggested that a Zoom meeting be arranged with Capel PC to discuss. The developers had contacted the Clerk to ask for a further meeting to outline their plans. Councillors did not think this was necessary as the letter of objection had been sent to MV.

JL-S stated that the first application had gone to appeal and the second application was dealing with issues raised with the first application. It would be useful to find out MV's views on the applications. JL-S commented that as the FMV plan was late there was a lack of housing supply and developers were taking advantage of this issue. He felt that if Ockley had a NDP the parish council would be in a stronger position. JP stated in that case other sites should therefore also be possible.

It was noted that if all the potential applications for housing were granted for Ockley then the number would be far higher than originally planned. Currently AONB and AGLV boundaries were being reviewed which may have some impact on planning in the area.
Area Outstanding Natural Beauty Area Great Landscape Value

development behind house at Elderslie

A request had been received from the developers regarding a slot at the meeting to update councillors on plans. The agenda for the meeting had been full thus the request had been turned down. The developers also wanted to hold a village meeting. The Clerk had sent details to them regarding hire of hall.

Friday Street - Village Foundations

No update had been received.

Oakdale Farm - no update on MV website

Clerk to ask at MV Parish Clerks meeting if updates on long standing planning issues could be sent out to relevant parishes.

5. **Finance**

a) accounts to be paid

It was proposed by LH and seconded by JP that the following accounts be paid:

Information Commissioner Data Protection fee		£40.00
ig design website/email hosting renewal		£40.00
G E Lee-Steere licence fee - car park School Lane	*JPE	£10.00
G E Lee-Steere 1992 Trust licence fee - play area at Village Hall	*JPE	£10.00
NEF Carpentry notice board	*LF	£1100.00
Viking ink cartridges		£66.80
Mrs L Fletcher Clerk's salary and Admin costs		TBA
HMRC tax and NI on Clerk's salary		TBA
S Dean-Webster litter pick April/May		£67.50

b) year end submission to external auditor

The Clerk confirmed that the relevant documents had been submitted and also put on the website.

c) year end submission to Charity Commissioners: Scott's Well accounts

The Clerk stated that the submission would be made when information became available on the CC website. The accounts had been approved by councillors at the May meeting.

d) signatories on bank accounts

It was agreed that SF be removed as a signatory on the parish council bank accounts.

The Clerk would complete the relevant online form. It would be signed by two authorised signatories. A signed copy of the minutes to be sent with the form.

e) verify bank statements to budget spreadsheet

Information had been sent to JL-S who had sent e-mail verification.

6. **Footpaths in the parish: to include kissing gates etc to be installed**

DT and JL-S had met up with the SCC CAT to discuss replacement of stiles.

It had been agreed that one gate (approx £180) and 3 kissing gates (3 x £340) be purchased through SCC. SCC arrange installation and it is hoped that the work can be carried out by the volunteer team in August. Four sites had been selected (subsequent change agreed for two).

DT to ensure that relevant paperwork has been completed.

7. Benches on The Green

Thanks to JP for carrying out and circulating the survey.

The Clerk had spoken to members at OCC who had connections regarding ownership of some of the benches that required attention. It was agreed that the Clerk contact a local building firm who had made one of the benches and ask if they would be prepared to carry out repairs / replace.

8. *JPE licences (1 September 2020 to 31 August 2021) - for approval and signature

The licences were for the play area at the village hall and the car park on School Lane.

The car park licence had been amended the previous year with reference to overnight/motorhome parking. The only change on this year's licences was that of the dates. It was agreed that they could be signed and returned to the Estate Office.

9. Crime

Police statistics 4 May to 5 July 2021

8 issues concerned with roads (2 being speed enforcement)

1 crime

It was felt that more motorists had been stopped regarding speeding than as reported above. Possibly a different police department.

10. Social matters

Covid restrictions had not been altogether lifted in June.

Once all restrictions had been lifted a discussion would be held on assistance / notices etc.

11. SCC Your Fund

DT reported no further action taken.

12. Future MV, Ockley NDP, OHA

It was noted that the draft version of the Future MV plan was now due to be published late September. MV had suggested that Ockley did not progress any further with the NDP until this draft had been published. However DT proposed that a meeting of the Ockley NDP team be set up in July. DT advised that he would like another member of the team to Chair the team. Members of the team to be sent a copy of the survey in advance of the meeting. A village meeting would then be held in September.

The survey had been updated and circulated by JP. Comments had been invited, so amendments to be made then sent to SCA for further comments.

JL-S stated that grant funding was available for expert advice. It was hoped that the plan could be progressed as soon as possible as there were financial advantages (CIL funding) for the village once a plan was adopted.

JL-S reported that OHA was in dialogue with Village Foundations regarding the proposed development at Friday Street. Advisors had provided help and a bid submitted.

13. Casual vacancy

The Clerk reported that the vacancy had been advertised on the parish council website and notice board. It had also been reported in the parish magazine article. No response had as yet been received.

14. Policies

Data Protection - LH had advised no changes required.

Standing Orders - JP had queried some points regarding data protection. Clerk to follow up with DPO.

Financial Regulations - DT had confirmed changes required after registration for online banking.

15. Processes to adopt when agreeing actions

It was agreed that no further discussion was needed on this topic.

Not all decisions were now made at meetings but online decisions were all taken by confirmation e-mails from the majority of councillors.

16. Date of next meeting

Monday 6 September 2021.

Noted - Clerk to update HC regarding matters discussed / request for input / suggest Zoom catch up meeting.

The Chairman closed the meeting at 9.30 pm.