



## Ripley Parish Council

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### MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 17<sup>th</sup> JANUARY 2013 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

**Present:** Cllr Jennie Cliff (Chairman)  
Cllr Richard Ayears  
Cllr Vernon Wood  
Cllr Caspar Hancock  
Cllr Suzie Powell-Cullingford  
Cllr Colin Cross

Alison Jones Clerk of the Council

**Also present:** Surrey County Councillor Bill Barker 10 members of the public

**Apologies:** Cllr Lisanne Mealing

#### 154/12 STATEMENTS BY THE PUBLIC

Prior to the commencement of the formal meeting, members of the public were invited to speak.

a) Commodore Peter Wadham from the Papercourt Sailing Club explained the work to be carried out at the south east corner of the lake to improve the jetties and slipways and composting arrangements for weed. The path next to the lake will be closed from 4<sup>th</sup> February until 22<sup>nd</sup> March approximately but a circular route will still be possible via the woods.

**RESPONSE: The Chairman thanked Commodore Wadham for explaining the work at Papercourt Lake.**

b) an allotment holder requested that letters be sent to those allotment holders who are not maintaining their plots properly.

**RESPONSE: The Chairman confirmed that letters would be sent out to the allotment holders with the new contracts.**

c) Mr and Mrs Stuart Shoesmith, Mr and Mrs Barber, Mr Guy Pullen and Mr Roger Hoggett living on Ripley Green were concerned about the letters delivered before Christmas which set out the parish council proposals for restricting parking in the spring to allow repair to the area damaged by parking cars. The concerns included:

- the lack of consultation prior to the letter being delivered
- concerns over access
- the date of the letter, the lack of personal signature and method of delivery
- unfair treatment

It was agreed that the Green has been severely damaged with commercial vehicles contributing to the damage following restriction to parking behind the High Street.

It was explained that the Green is owned by Surrey County Council but managed by Ripley Parish Council for the benefit of all. By law, access rights can be granted to drive across a village green but this does not include the right to park on a green. Very few have bought rights to drive across the Green to their property.

All parish council decisions are made in open meetings which can be attended by members of the public. Letters were sent out when the parking was restricted behind Newark Lane and the High Street without a public meeting.

Surrey County Council is looking to protect the Green by restricting parking. Recognising the local need for parking, the parish council is trying to find a long term solution through an application to the Secretary of State at the Department for Communities and Local Government for exchange land. Land has been purchased but the application process is likely to take several years. In the short term the parish council is trying to restrict parking to allow the Green to be repaired because of the increasing amount of damage caused by vehicles.

An alternative proposal was put forward with an indent along the track to Acacia Villas to allow parking. This would be more expensive than the first scheme because of the removal of existing posts. This was more acceptable to the residents.

Letters would be written to the Dental Practice, Nest and Broadway Barn explaining that the restricted parking area was for residents only.

Concern was raised about the proposed new building at Toad Hall. Planning conditions had been put in place covering requiring a method statement detailing access arrangements.

A machine to remove posts and rail was offered by Mr Shoesmith and gratefully accepted.

#### **155/12 APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Lisanne Mealing were received and accepted.

#### **156/12 DISCLOSURE OF INTERESTS**

Councillor Jennie Cliff declared a non-pecuniary interest in item 16 the Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a non-pecuniary interest in item 16 the Allotments: Cllr Hancock is an allotment holder.

Councillor Colin Cross declared a non-pecuniary interest in Item 14 Parking on the Green The Green and Item 15 The Green: Cllr Cross lives in a house on the Green.

#### **157/12 MINUTES OF THE MEETING HELD ON THURSDAY 15<sup>th</sup> NOVEMBER 2012**

The minutes of the parish council meeting held on Thursday 15th November were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff. The Chairman confirmed that meetings were advertised on the noticeboards and website.

With the agreement of members item 14 of the agenda was brought forward (Standing Order 10f).

#### **158/12 PARKING ON THE GREEN**

The original parking scheme and the scheme proposed in the public session were compared. The first scheme had the advantage of taking the parking away from the front of the properties so that the view of the Green was restored.

The second scheme with cars parking adjacent to the track would be more expensive because of the need to move posts and rails and flatten the "hump".

It was suggested that nonresidents could be prevented from parking in the spaces with a barrier to which residents would have a key. Making short parking bays would not be effective as long vehicles could park across two bays.

Vehicles could drive up to Acacia Villas where space would need to be left for vehicles to turn round before parking in a bay.

Mr Shoesmith provided a plan of a similar scheme.

A 3<sup>rd</sup> idea of widening the track (without moving the barrier) up to Acacia villas from the existing post and rail to the barrier to allow parking for 10-12 cars at that end was put forward. This would give a better view of the Green as you enter by Ellwood Gallery. A removable post would need to be supplied to allow access to Ellwood Gallery and Rosemary Cottage. The residents appeared to favour this 3<sup>rd</sup> idea.

It was **RESOLVED: That a proposal for the third suggestion to restrict parking by creating parking bays from the end of the posts and rails to the existing barrier be drawn up and discussed at the next parish council meeting on 21<sup>st</sup> February. Public session to start at 7.15pm.**

#### **159/12 PARISH CLERK'S REPORT**

The meeting received a report from the Clerk, (copy attached to record minutes), which included:

- "Flog it" 31<sup>st</sup> January 2013 at Guildford Cathedral, Stag Hill, Surrey
- Village Hall Development - an initial application has been submitted to the Lottery fund
- Christmas lights
- Planned Work to the Lime trees along the High Street
- Portsmouth Road drainage
- Guildford Together 21<sup>st</sup> November
- Conservation Area Appraisal Walkabout 30<sup>th</sup> November
- Joint Communities 7<sup>th</sup> January 2013

A plan of the revised village hall scheme was circulated.

It was **RESOLVED: That the report by the Parish Clerk be noted.**

#### **160/12 CORRESPONDENCE**

a) a letter dated 11<sup>th</sup> December 2012 from Ockham Park highlighting the damage to the verges on Guilehill lane caused by the lorries delivering subsoil to Jury Farm. The letter has been passed to Surrey County Councillor Barker for his attention. (Copy attached to record minutes).

It was **RESOLVED: That the efforts of Surrey County Cllr Bill Barker to limit the damage to the highway verges be noted.**

b) an e-mail dated 19<sup>th</sup> December 2012 from a local resident regarding the purchase of land adjacent to their property. (Copy attached to record minutes). Cllr Ayears explained to the resident that the parish council land adjacent to their property was intended for use as exchange land to allow parking on the Green. An application to the Secretary of State would need to be submitted following extensive consultation. This was likely to take several years. Another party had expressed interest but the parish council has no intention to sell any of the land at least until this process has been completed.

c) an e-mail dated 1<sup>st</sup> January 2013 from a local resident expressing concern at the flooding of his garden and asking for support in seeking a remedy. (Copy attached to record minutes).

It was **RESOLVED: That the resident be informed of the intention of the parish council to carry out further work on the ditch near West End Cottages in order to assist the drainage of the area.**

#### **161/12 QUARTERLY BUDGET REVIEW**

Members received and considered a report from the Parish Clerk comparing the income and expenditure to date with the budget allocations for 2012/13. 108% of budgeted income had been received and 78% of the budget had been spent. (Copy attached to record minutes).

It was **RESOLVED: That the quarterly budget review comparing income and expenditure to the budget allocations for 212/13 be noted.**

#### **162/12** 2013/2014 BUDGET AND PRECEPT CALCULATION

Members received and considered the revised draft of the budget for 2013/14 to be used as a basis for the precept calculation. (Copy attached to record minutes). Changes brought in by the government regarding Council Tax support mean that the number of Band D equivalents in Ripley has reduced from 843.46 in 2012/13 to 777.70 in 2013/14. Guildford Borough Council has provided a Local Tax Support grant of £3805 to mitigate this drop.

The Finance Committee recommended a 3% rise in the precept (£1.68 per annum per Band D equivalent) to continue to try to build reserves so as to reduce the size of the loan necessary to provide the Village Hall Development Committee with a £250,000 grant. The precept request is £44967, £57.82 per Band D equivalent.

It was **RESOLVED: That the draft budget and precept calculation for the financial year ended 31<sup>st</sup> March 2014 be approved.**

#### **162/12** WHITE HART COURT CAR PARK

Members received and considered a report from the Finance Committee regarding the draft lease proposed by Guildford Borough Council for the new public car park at White Hart Court. The clerk had discovered that East Horsley Parish Council was not paying rates on their car park and when challenged, The Borough Council had conceded that it was not fair to charge Ripley business rates. A new set of terms shortened the lease to 5 years and states that it is an unprotected tenancy. Ripley Parish Council would be responsible for the maintenance of all trees and landscaping.

It was **RESOLVED: That the following terms be put to Guildford Borough Council:**

- **that the parish council is willing to look after the landscaping and trees below 3 metres but not the large trees;**
- **that the parish council wants a protected tenancy with automatic rights to renew after 5 years.**

The parish clerk reported that the fence between the existing car park and South Cottage had come down. The parish council is responsible for maintaining this fence.

It was **RESOLVED: That a temporary fence of orange netting be erected at South Cottage in view of the imminent development of the site by A2Dominion.**

#### **163/12** PLANNING GROUP

Members received and considered the minutes from the planning meetings held 3<sup>rd</sup> December, 17<sup>th</sup> December 2012 and 7<sup>th</sup> January 2013. (Copies attached to record minutes).

Cllr Ayears proposed a comment to be sent in regarding the amended planning application 12/P/01754 Overspill car park to Lutidine House. Concern was expressed that the proposed development which is within the Conservation Area, is of little architectural value as seen on the approach from Newark Lane

It was **RESOLVED: That**

- a) the minutes of the planning committee held on 3<sup>rd</sup> and 17<sup>th</sup> December 2012 and 7<sup>th</sup> January 2013 be noted;**
- b) the agreed additional comment regarding planning application 12/P/01754 be forwarded to Guildford Borough Council planning department.**

#### **164/12** CLEAN UP DAY

Members discussed the date of the annual village Clean up day.

It was **RESOLVED: That the annual village Clean up day be held on Saturday 23<sup>rd</sup> March 10.00 until 12.00pm.**

#### **165/12 FLOODING IN THE HIGH STREET**

Cllr Cross reported that Guildford Borough Council was working to improve the drains blocked near the Old Chapel. Before Christmas the drain was cleared between the Old Chapel and the rear of 62 Newark Lane. Since Christmas investigations have shown that the drain does not continue towards the bridge over the stream but heads off to the East and is silted up. Investigations will continue later this month.

It was **RESOLVED: That the report by Cllr Cross on the flooding in the High Street be noted.**

#### **166/12 RURAL HOUSING SURVEY**

Members received and considered the proposed housing questionnaire drawn up with the assistance of Surrey Community Action with additional questions regarding future development in the parish. (Copy attached to record minutes).

The content of the accompanying newsletter was briefly considered.

It was **RESOLVED: That**

**a) the questionnaire be approved and Surrey Community Action be asked to progress the survey;  
b) the accompanying newsletter includes an introduction to the survey and information regarding the Neighbourhood Planning process.**

#### **167/12 CHRISTMAS FAIR**

Members received and considered the minutes from the Christmas Fair meeting held on Tuesday 15<sup>th</sup> January 2013 (Copy attached to record minutes).

Members considered the need to carry out a rolling programme of replacement festoon lines to improve the reliability of the display as 7 trees were out of action for most of the display period.

It was **RESOLVED: That**

**a) that the minutes from the Christmas Fair meeting held on Tuesday 15<sup>th</sup> January 2013 be noted;  
b) a programme to replace the festoon lines be discussed once the final bill from Guildford Borough Council has been received.**

#### **168/12 ENVIRONMENT – THE GREEN**

Members received a quote of £250 for ploughing the area between the sycamore trees along the Dunsborough boundary in preparation of a wild flower meadow. Surrey County Councillor Bill Barker offered a grant of up to £1000 from his allowance to enable the remainder of the brambles and dead elms near Dunsborough Lodge to be cleared.

Members received 3 quotes for attending to the 6 lime trees and 7 oak trees close to the playground and Milk Road on the Green as highlighted in the tree survey report.

Members received and considered a report from the parish clerk (copy attached to record minutes) on the following matters:

- emergency felling of the dangerous lime tree close to the Milk Road
- Christmas tree recycling
- Cycle humps in the woods
- Playground cycle track
- Posts and rails
- Mower service
- Proposed Circus visit

It was **RESOLVED: That**

**a) the quote of £250 for the ploughing of the land between the sycamore trees along the Dunsborough boundary for a wildflower meadow be accepted;  
b) the offer of a grant from Surrey County Cllr Bill Barker for the clearance of dead elms and brambles by Dunsborough Lodge be accepted  
c) the quote from Charterhouse Tree Care of £2440 +VAT for attending to the trees as highlighted in the tree survey report be accepted;**

- d) a risk assessment of the cycle humps in the woods be carried out and the area regularly inspected to ensure that it remains contained;
- e) the damaged post at the rear of Avon house be replaced by T. Sapsford
- f) the mower be serviced at a cost of £130 plus parts and VAT
- g) the circus dates 30<sup>th</sup> May -1<sup>st</sup> June be confirmed as available with the set up day charged at £75.

#### 169/12 ALLOTMENTS

The proposed change to the allotment contract to allow the keeping of hens and the discussion regarding communal compost heaps was deferred to the February council meeting.

The quote for the flattening of the bank along the boundary with the Bowls Club and the improvements to the track at the bottom of the site was considered. More information was required regarding the quote for the track.

It was **RESOLVED: That the quote of £260 for flattening the bank along the boundary with the Bowls Club be accepted.**

#### 170/12 BURIAL GROUND

Members considered the pre-application advice from Guildford Borough Council regarding the proposed burial ground extension. (copy attached to record minutes) A planning application to clear the vegetation (Conservation Area) was submitted at the beginning of January and a protected species survey had been arranged at a cost of £300 plus mileage to be carried out on 19<sup>th</sup> January. The Environment Agency had advised that a Tier 1 ground water assessment be carried out. This would be organised prior to any archaeological survey being carried out.

It was **RESOLVED: That the quote for £300 plus mileage from Wychwood Environmental for a protected species survey be accepted.**

#### 171/12 SCHEDULE OF PAYMENTS

Members received and noted a summary of receipts and payments circulated with the agenda for the period from 1<sup>st</sup> October to 31<sup>st</sup> October 2012. (Copy attached to the record minutes).

It was **RESOLVED: That the summary of receipts and payments tabled for the period from 1<sup>st</sup> November to 31<sup>st</sup> December 2012 be noted.**

#### 172/12 SCHEDULE OF CHEQUES FOR APPROVAL

The following cheques were presented by the Parish Clerk for authorisation and signing:

Cheque number	Payee details	Gross £	VAT
100980	Oct-Nov maintenance	273.00	
100981	Surrey Crimestoppers donation	50.00	
100982	A. Jones November salary		
100983	Christmas Fair expenses	194.50	
100984	Christmas stall refund	15.00	
100985	Playsafe Playgrounds – replacement cradle swing	211.20	35.20
100986	Hire Services Southern – tractor parts	21.22	3.54
100987	Ripley Village Hall – December office rent	267.75	
100988	SLCC membership renewal	162.00	
100989	Nov- Dec maintenance	560.00	
100990	Alison Jones Dec Salary		
100991	Oct- Dec PAYE/NI	739.95	
100992	Clearance on the Green	200.00	
100993	Charterhouse Tree Care	420.00	70.00
100994	Data protection renewal	35.00	
100995	Ripley Village Hall – January office rent	267.75	
100996	Use of Church Room Jan –March 2013	54.00	

100997	A. Jones mileage	36.00
100998	Dec- Jan maintenance	677.50

Accordingly the above cheques for payment were approved and signed.

**173/12** ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Allotment and chickens, Parking on the Green

**174/12** EXCLUSION OF THE PUBLIC AND PRESS

It was **RESOLVED: That members of the public and press be excluded from the meeting at Part 2, Item 22 of the agenda Transfer of access track at West End Cottages. See confidential minutes C08/12.**

The meeting closed at 10.20pm

Date:

Chairman