



## Ripley Parish Council

Ripley Parish Council Office  
Ripley Village Hall  
High Street, Ripley  
Woking, Surrey  
GU23 6AF  
Phone: 01483 224847  
Email: ripleyparish@btconnect.com

---

### MINUTES OF RIPLEY PARISH COUNCIL ANNUAL MEETING HELD ON THURSDAY 20<sup>th</sup> JUNE 2013 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

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

Alison Jones Clerk of the Council

**Also present:** Mona Johansson Surrey Community Action Housing enabler  
PC Karen Page and PS Sam Barwood  
6 members of the public

**Apologies:** Surrey County Councillor Bill Barker

#### **29/13** STATEMENTS BY THE PUBLIC

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

a) PC Karen Page gave the crime statistics for the period 18/05/13 to 19/06/13. 9 crimes were reported: 1 public order offence, 2 harassments, 4 thefts from motor vehicles, 1 common assault and 1 dangerous dog. A large number of thefts from sheds and vehicles were being reported across the area so residents need to be vigilant. It is important to report all incidents so that the Police can target problem areas.

Cllr Hancock asked what could be done to prevent cars mounting the pavement in Newark Lane. A significant number of large vehicles are coming down the lane despite the 6'6" width restriction. Both pedestrians and property had been hit. It was suggested that the parish council invite the casualty reduction officer to the next council meeting.

Cllr Cross asked about the homeless person sitting outside the One Stop. PC Page explained that he was not committing a public order offence. It was not known where he was sleeping.

#### **30/13** APOLOGIES FOR ABSENCE

Apologies were received from Surrey County Councillor Bill Barker. There were no apologies from members of the council.

#### **31/13** DISCLOSURE OF INTERESTS

Councillor Jennie Cliff declared a non-pecuniary interest in item 20 the Allotments: Cllr Cliff's husband is an allotment holder.

Councillor Caspar Hancock declared a non-pecuniary interest in item 20 the Allotments: Cllr Hancock is an allotment holder.

Councillor Colin Cross declared a non-pecuniary interest in item 18 Parking on the Green and Item 17 The Green: Cllr Cross owns a property adjacent to the Green.

### **32/13 RURAL HOUSING SURVEY REPORT**

Members received and considered the draft report from Mona Johansson, Rural Housing Enabler with Surrey Community Action, on the Rural Housing Survey which took place in the parish during March 2013. 236 responses had been received representing a very good response rate of 29%.

Part 1 of the survey showed that most responses preferred small scale housing developments with accommodation for the elderly and affordable housing and small scale retail development on brown field land. Part 2 showed a local need for affordable housing for 26 households: 14 x 1 bed units, 6 x 2 bed units, 5 x 3 bed units and 1 x 4 bed unit.

Surrey Community Action can help to find a site for affordable housing within the parish. Only 10 units will be available for local people in the White Hart Court development. Provision can be made for affordable housing in a Neighbourhood Plan or by designation of a Rural Exception Site.

It was **RESOLVED: That the draft report be read closely by the members of the council and Mona Johansson be informed of any queries prior to the report being adopted by the parish council at the next meeting and publicised.**

### **33/13 MINUTES OF THE MEETING HELD ON THURSDAY 16<sup>th</sup> MAY 2013**

The minutes of the parish council meeting held on Thursday 16<sup>th</sup> May 2013 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Lianne Mealing.

### **34/13 PARISH CLERK'S REPORT**

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

- Surrey Local Councils Forum 21st May Dorking Halls
- Coronation picnic
- WW1 commemoration
- Police Commissioner at Surrey SLCC meeting on 11th June (Wisley Common)
- September meeting changed to 12th from 19th

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

### **35/13 CORRESPONDENCE**

a) an e-mail dated 22<sup>nd</sup> May from a resident asking for support in securing a secondary school place at George Abbot School. (Copy attached at Appendix C).

It was **RESOLVED: That the resident be advised of the Academy status of George Abbot School, Guildford which the parish council is unable to influence and be given the contact details of Surrey County Councillor Bill Barker.**

b) a letter dated 23<sup>rd</sup> May from a Ripley resident petitioning Surrey County Council Highways for more traffic calming measures in Newark Lane and a pedestrian crossing near the village hall. (Copy attached at Appendix D).

It was **RESOLVED: That**

**a) Surrey County Councillor Bill Barker be asked for information regarding a Surrey County Council plan to install a traffic island on the High Street near the village hall:**

**b) a letter be written to the Police Commissioner and SCC Highways asking for the 6'6" width restriction in Newark Lane to be enforced.**

c) an e-mail dated 2<sup>nd</sup> June from Jon Miller circus requesting permission to visit again in 2014. (Copy attached at Appendix E).

It was **RESOLVED: That permission be granted for Jon Miller Circus to return in 2014 but they should be met upon arrival to ensure that the correct access was used.**

d) an e-mail dated 22<sup>nd</sup> May from a resident with suggestions regarding management of wildflowers on the Green. (Copy attached at Appendix F). The suggestion of a new hedge to screen the parking in front of Acacia Villas would need careful consideration.

The Chairman, with the agreement of members, brought forward item 17 THE GREEN on the agenda according to Standing Order 10f. It was expedient to discuss management of the Green with the above item of correspondence.

The Chairman adjourned the meeting according to Standing Order 10x in order to allow discussion with residents attending the meeting.

### **36/13** ENVIRONMENT - THE GREEN

A further letter signed by 25 residents had been received which suggested a plan for the maintenance of the newly cleared area between Dunsborough Lodge and the first stand of Maples (Copy attached to record minutes). The residents were very keen to help with the management of the cleared area to prevent the regrowth of brambles which was already beginning. There was discussion about the suggestion of planting a new hedge along the Dunsborough boundary with a variety of opinions expressed. Pinnocks had volunteered to start a hedge fund is necessary. Members thanked the residents for their offer of help. Work parties will be advertised on Ripley Grapevine and the parish council newsletters.

The parish clerk gave a report (copy attached to record minutes) on

- the tree inspection along "the Avenue" and down near Bridgend Cottages. This was in progress.
- Future maintenance of the wildflower meadow requires an annual cut to mimic hay making with the clippings removed
- The scalplings for the potholes behind 103 High St still needed to be organised
- The planned boot camps were not taking place due to lack of interest
- epicormic growth on the lime trees at the entrance to the Green was affecting a window at First Call.

It was **RESOLVED: That**

**a) the offer of help from the residents to manage the newly cleared area to promote wildflowers and their associated wildlife be accepted;**

**b) the need for planting of a hedge be considered at a later date;**

**c) the length of the Dunsborough boundary and wildflower meadow between the maple trees be topped once a year in September by a contractor with suitable machinery. A work party be arranged to rake up the clippings.**

**d) only the epicormic growth on the lime tree which is affecting the window at First Call be clipped back.**

The meeting resumed.

### **37/13** 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> May to 31<sup>st</sup> May 2013. (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> May to 31<sup>st</sup> May 2013 be noted.**

### **38/13** SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101047	A Jones May salary		
101048	Internal audit	228.15	
101049	Cemetery Development Services T1 assessment	1800.00	300.00

Cheque number	Payee details	Gross £	VAT
101050	Viking – Epson printer colour cartridges	66.39	11.06
101051	Printerbase – Xerox ColorQube 8570DN printer	552.00	92.00
101052	SendMarsh Tractors – mower blades	330.23	55.04
101053	Ripley Village Hall - June office rent	281.00	
101054	CPRE subscription	29.00	
101055	J. Cliff coronation picnic expenses	180.00	
101056	SALC Chairs training 2 <sup>nd</sup> July	60.00	10.00
101057	May- June maintenance	563.00	

Accordingly the above cheques for payment were approved and signed.

### **39/13** GRANT AID PROJECTS

Members considered any special non-routine projects to be undertaken in 2014-15 which may be eligible for 50% grant aid from Guildford Borough Council. Deadline for application is 17<sup>th</sup> July. The council has the following grant aid project for 2013/14 Burial ground extension £5400 grant

It was **RESOLVED: That the following projects be put forward for 50% grant aid from Guildford Borough Council:**

**Hedgerow plants for the allotment boundary**

**Reinstatement of the Green near Ryde House**

**Hedgerow plants for the Green**

**Landscaping of the proposed burial ground extension.**

### **40/13** COUNCIL CHARGES 2014-15

Members considered the revised council charges as proposed by Councillor Cross. Some further changes to the charges for memorials were proposed by the Clerk to make the charges clearer. (Copy attached to record minutes).

It was **RESOLVED: That the revised council charges for 2014-15 be approved with the allotment holders being given 1 year's notice of the increase with their accounts in March 2014.**

### **41/13** DRAFT ANNUAL PARISH MEETING MINUTES

Members received and considered the draft minutes of the Annual Parish Meeting held on 25<sup>th</sup> April 2013 in the Church Room.

It was **RESOLVED: That the draft Annual Parish Meeting minutes be noted.**

### **42/13** REVIEW OF COUNCIL POLICIES

Members considered the review of the policies of the parish council including Health and Safety, Freedom of Information carried out by Councillor Ayears and Mealing.

It was **RESOLVED: That the revised council policies regarding Health and Safety, Freedom of Information Requests, Complaints, Data Protection, Record Management and Grant Awarding be approved.**

### **43/13** WHITE HART COURT CAR PARK

Members noted that demolition work is now taking place at White Hart Court in preparation for the building of the new public car park. A new wooden fence was being erected around the old car park.

It was **RESOLVED: That the demolition of the buildings at White Hart Court be noted.**

#### **44/13 VILLAGE HALL REDEVELOPMENT**

Members received and considered a report from Cllr Mealing on the plans for redevelopment of the village hall. The development committee was now meeting every fortnight. Two volunteers had come forward to help and a project manager had been engaged. They were meeting with builders and with an architect. A budget meeting had been held where it was made clear that the parish council needed information on the budget and business plan.

It was **RESOLVED: That the report on the Village Hall Redevelopment Plans be noted.**

#### **45/13 PLANNING GROUP**

Members received and considered the minutes from the planning meeting held on Monday 20<sup>th</sup> May and Monday 10<sup>th</sup> June 2013. (Copies attached to record minutes).

It was **RESOLVED: That the minutes of the planning committee held on 29<sup>th</sup> April 2013 be noted.**

#### **46/13 CHRISTMAS FAIR**

Members received and considered the minutes of the Christmas Fair Committee meeting held on 17<sup>th</sup> June 2013 at Pinnocks Coffee House.

It was **RESOLVED: That the minutes of the Christmas Fair Committee meeting held on 17<sup>th</sup> June be noted.**

#### **47/13 PARKING ON THE GREEN**

Members considered a quote of £440 for wooden posts to be installed to restrict parking on the Green following the fencing off of temporary bays on Sunday 21<sup>st</sup> April 2013 and the most appropriate way to reinstate the ground damaged by the parking over the winter. A possible supply of topsoil could be investigated by Cllr Cliff.

It was **RESOLVED: That**

- a) the quote of £440 for the installation of wooden posts be accepted;**
- b) neighbours be informed of the date for the installation of the wooden posts;**
- c) no hardcore only topsoil be used to fill in the ruts.**

#### **48/13 BURIAL GROUND EXTENSION**

Members noted that Rev Elson had been unable to be present at the site meeting to examine the boundary between the existing churchyard and the proposed parish council burial ground extension held on 22<sup>nd</sup> May at 11.45pm. The boundary would not be difficult to mark running in a straight line from the corner of the wall to the corner of the field.

The parish clerk reported that the Tier 1 groundwater risk assessment prepared by Cemetery Development Services was being assessed by the Environment Agency.

Members considered whether any further action needed to be taken to improve the drainage of the ditch at West End.

It was **RESOLVED: That**

- a) the absence of Rev Elson at the meeting to examine the churchyard boundary be noted;**
- b) the examination of the Tier1 groundwater risk assessment by the Environment Agency be noted;**
- c) a further ½ day of digging out the ditch be arranged to improve drainage at £26 for 4 hours.**

#### **49/13 ALLOTMENTS**

Members received and considered a report by the Parish Clerk (Copy attached to record minutes). The water supply had now been reconnected to the allotment site following the accidental cutting and removal of the pipe by the contractors working at Ripley Court School. It had taken 3 weeks and several visits from Affinity to make a successful reconnection.

The boundary of the allotment site and bowling club is very unclear now that the vegetation has grown up following the levelling of the bank.

It was **RESOLVED: That report on the allotment site be noted.**

**50/13** RIDE LONDON Sunday 4<sup>th</sup> AUGUST 2013

Members received and considered a report from the parish clerk on a meeting held on 29<sup>th</sup> May at the parish council office with James Taylor of the Prudential Ride London team to discuss the likely impact on Ripley residents. The races will follow the route of the Olympic Road race through the village. 20,000 amateur riders will pass through Ripley from 7.30am followed by a professional road race at about 2.15pm. The roads will be closed to traffic from 5.00am to 5pm approximately. Members from Ebenezer Chapel had enquired as to whether the parking would be available on the Green as for the Olympic races.

It was **RESOLVED: That**

- a) parking permits be issued to enable residents to park on the Green behind Newark Lane on Sunday 4<sup>th</sup> August as for the Olympic events;**
- b) the overflow car park will be open to provide additional visitor parking.**

**51/13** ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Wisley Common School catchment areas Council fees review

**52/13** 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 24 of the agenda Transfer of access track at West End Cottages.**

**53/13** TRANSFER OF ACCESS TRACK AT WEST END COTTAGES

No further progress had been made so there was nothing to report.

The meeting closed at 9.55pm.

Date:

Chairman