



## Ripley Parish Council

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

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### MINUTES OF RIPLEY PARISH COUNCIL MEETING HELD ON THURSDAY 12<sup>th</sup> SEPTEMBER 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:** Surrey County Councillor Bill Barker  
3 members of the public

**Apologies:** None

#### **77/13** STATEMENTS BY THE PUBLIC

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

a) a local resident asked whether the new car park being built at White Hart Court will be closed at night, whether there will be a barrier and whether the parking will be free.

**RESPONSE: The Chairman explained that the residents of the new housing will have 1.4 parking spaces allocated to each property and so should not need to use the public car park. It will not be closed at night.**

b) Surrey County Councillor Bill Barker expressed his concern that local lanes will be damaged by lorries when the development of the composting site at Wisley Airfield begins.

Cllr Bill Barker also alerted members to the identification of large areas of Green Belt land in the Strategic Housing Land Availability Assessment drawn up by Guildford Borough Council as evidence for the new Local Plan and urged members to alert the public.

**RESPONSE: The Chairman confirmed that Guildford Borough Council planners were attending the Ripley Farmers Market on 12<sup>th</sup> October in order to talk to residents about the Local Plan consultation which begins on 1<sup>st</sup> October.**

#### **78/13** APOLOGIES FOR ABSENCE

There were no apologies from members of the council.

#### **79/13** DISCLOSURE OF INTERESTS

Councillor Colin Cross declared a non-pecuniary interest in item 18 Parking on the Green and Item 15 The Green: Cllr Cross owns a property adjacent to the Green.

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

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

#### **80/13** MINUTES OF THE MEETING HELD ON THURSDAY 18<sup>th</sup> JULY 2013

The minutes of the parish council meeting held on Thursday 18<sup>th</sup> July 2013 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Lisanne Mealing.

#### **81/13** CHAIRMAN'S REPORT

Cllr Mealing reported on the informal meeting held with Liz Cutter and Trevor Leggo from Surrey ALC in the parish council office on 28<sup>th</sup> August 2013. Cllr Cliff and the clerk were present. Topics discussed included:

- The Surrey County Council streetlight replacement programme and the parish council's success at getting the Conservation Area recognized as requiring heritage style lighting columns;
- The relationship between Conservation Areas and Neighbourhood Planning;
- The effect of pre-application advice from the Borough Council on the planning consultation process;
- The plans for redevelopment of the village hall and the support from the parish council.

#### **82/13** PARISH CLERK'S REPORT

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

- Ride London - Surrey Cycle Road Races Sun 4<sup>th</sup> August 2013 (Sunday 10<sup>th</sup> August 2014)
- Tour of Britain – road closures in Guildford Borough Saturday 21<sup>st</sup> September
- Street lighting to be replaced with heritage equipment in the Conservation Area
- Letter written to MP Sir Paul Beresford regarding Wisley Common
- Letter to the Royal Mail regarding increase in Post Office vans at the Ripley sorting office.
- Proposed pedestrian refuge outside Ripley Village Hall
- Fitness class on the Green – insufficient numbers
- Newark Lane car park cleaned by Borough Council following our nomination
- Formal request from the Bonfire Association to hold the annual bonfire celebrations on Sat 26<sup>th</sup> October on the Green
- SCC Local Committee meeting 18<sup>th</sup> September at the Lancaster Hall, Send
- Wisley Common Environmental audit meeting Wednesday 25<sup>th</sup> September
- Surrey ALC AGM and conference 15<sup>th</sup> October at East Horsley
- SLCC Regional Conference at Maidstone 6<sup>th</sup> November
- Meeting for councillors regarding the Local Plan on Monday 4<sup>th</sup> November 7 -9pm

It was **RESOLVED: That**

**a) a letter be written to SCC Cllr Helyn Clack expressing the disappointment of the parish council at the poor organisation of the Ride London cycle races and providing feedback;**

**b) a letter be written to Guildford Borough Council expressing the dismay of the parish council that the promised meeting for feedback regarding the Ride London Cycle races had not been held.**

#### **83/13** CORRESPONDENCE

a) an e-mail dated 8<sup>th</sup> August from a Send Marsh resident enquiring about disabled spaces in the new White Hart Court car park. (Copy attached to record minutes). The parish council had negotiated one disabled space in the car park with the Borough Council. This was now being considered by the planning department.

It was **RESOLVED: That the request from the Parish Council to the Borough Council for one disabled parking space at the new White Hart Court car park be noted.**

#### **84/13** SCHEDULE OF PAYMENTS

Members received and noted the schedule of accounts received and paid for the period from 1<sup>st</sup> July to 31<sup>st</sup> August 2013 and the total receipts and payments to date. Both were circulated with the agenda. (Copies attached to the record minutes).

It was **RESOLVED: That the schedule of accounts received and paid for the period from 1<sup>st</sup> July to 31<sup>st</sup> August 2013 and the total receipts and payments to date be noted.**

#### **85/13** FINANCE

Members considered the 5% reduction (£89.29) in the quote for the parish council insurance renewal with Came and Company (Aviva) to September 2014 if the council signs a new 3 year agreement from now to September 2016. The parish council is currently in a 3 year agreement which expires in September 2014. (Copy attached to record minutes). There have been no problems with our insurance since we have been with Came and Company. The parish council claims for repairs to the playground swings and to a bus shelter have been dealt with very quickly and efficiently.

It was **RESOLVED: That a new 3 year agreement expiring in September 2016 be signed with Came and Company in order to receive a 5% reduction in the premium for the renewal to September 2014.**

#### **86/13** SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101068	A. Jones July salary		
101069	Xerox printer ink	258.20	43.03
101070	External audit BDO LLP	360.00	
101071	Christmas Fair Road closure	118.00	
101072	GBC 5 replacement festoons	1960.20	326.70
101073	Viking stationery	71.59	11.93
101074	Send Marsh Tractors – Locking pin	8.30	1.38
101075	July – August maintenance	662.87	
101076	Ripley Village Hall July and August rent	562.00	
101077	A. Jones August salary		
101078	EDF Energy 2012 Christmas lights electricity	83.79	3.99
101079	Wooden posts around parking area on the Green	440.00	
101080	Ripley Bonfire Association – advertisement	25.00	
101081	Hedleys Solicitors - Land Registry	438.00	70.00
101082	Send Marsh Tractors	65.48	10.91
101083	A. Jones expenses	102.20	
101084	Petty cash	100.00	
101085	Insurance renewal	1765.39	
101086	Ripley Village Hall September office rent	281.00	
101087	August – September maintenance	613.93	
101088	Ripley PCC – Use of room Sept - Nov	54.00	

Accordingly the above cheques for payment were approved and signed.

#### **87/13** JOINT COMMUNITIES – LENGTHSMAN SCHEME

Cllr Powell-Cullingford invited Surrey County Councillor Bill Barker to describe the scheme to members. Cllr Barker explained that he had applied to the Surrey County Council Local Committee on behalf of all 6 parishes in Lovelace Ward for funding to carry out minor highway works. Each parish will receive approximately £3500. This funding is for works in addition to the routine work such as grass cutting organised by Surrey County Council. If the work becomes too onerous, the money can be returned. Projects could include work to footpaths, bridleways, sight lines but not ditches.

Cllr Wood expressed concern that it would mean more work for the Clerk. The footpath near Hurst Farm and opposite the Seven Stars might be suitable projects if the additional funding is secured.

It was **RESOLVED: That the application by Cllr Bill Barker to secure funding for additional minor highway works on behalf of the parishes in Lovelace Ward be noted.**

**88/13** EXTERNAL AUDITORS REPORT ON THE ANNUAL RETURN (March 31<sup>st</sup> 2013)

Members received and considered the external auditors report on the Annual Return for the financial year to 31<sup>st</sup> March 2013. No issues were raised. A vote of thanks was given to the Responsible Financial Officer.

It was **RESOLVED: That the audited Annual Return for the financial year to 31<sup>st</sup> March 2013 be approved**

**89/13** COMMUNITIES IDEAS DATABASE

Members received and considered the information held by Guildford Borough Council regarding possible projects for s.106 agreements. No further projects were recommended.

It was **RESOLVED: That the Borough Council be notified by the end of September that the current suggestions for the use of s.106 monies are still valid.**

**90/13** PLANNING GROUP

Members received and considered the minutes from the planning meeting held on Monday 5<sup>th</sup> August and Tuesday 27<sup>th</sup> August 2013. (Copies attached to record minutes). It was noted that the planning application for the demolition of commercial premises at White Horse Barn had been withdrawn (13/P/01115) and that the barn is to be recognized as a heritage building.

It was **RESOLVED: That**

**a) the minutes of the planning committee held on Monday 5<sup>th</sup> August and Tuesday 27<sup>th</sup> August 2013 be noted;**

**b) a letter of thanks be written to the owner of Green Cottage who worked to ensure that White Horse Barn was not demolished but recognized as a heritage building.**

**91/13** RURAL HOUSING SURVEY

Members discussed setting up a working party to work with Surrey Community Action to identify possible land for a rural exception site in order to try to meet the need for affordable housing in the parish. The appeal for volunteers to help should the parish council decide to go ahead with Neighbourhood planning has resulted in 5 volunteers. They may be willing to be members of the working party.

It was **RESOLVED: That**

**a) the parish council be represented by Cllr Ayears and Cllr Hancock on the working party to identify possible rural exception sites;**

**b) Surrey Community Action be contacted for further advice on the optimum size of the working party and details of the level of commitment required.**

**92/13** ENVIRONMENT GROUP – THE GREEN

Members a report from the parish clerk (copy attached to record minutes) on the 3 quotes received for work to be carried out on to the trees on the Green as highlighted by the survey report. The Bonfire Committee is willing to tidy up the lower branches of the lime trees and to clear hawthorn and dead elms from the Dunsborough boundary.

The dog fouling survey was not available for the meeting but a suggestion had been received to encourage owners to clear up after their dogs by supplying dog waste bags from a dispenser by the playground car park. The Borough Council dog warden had visited Ripley Green.

Members received and considered an oral report by Cllr Hancock on the Working Party held on the Green on 18<sup>th</sup> August 2013. Further brambles and weeds had been removed and by spring it was hoped the ground will

be ready for wildflower seed. The Woodland Trust is willing to supply hedge whips to go along the Dunsborough boundary at no cost to the council.

The parish clerk has a quote of £160 to flail mow the wildflower meadow and area cleared by the working parties. This is recommended in order to encourage wildflowers next year.

It was **RESOLVED: That**

- a) the quote from Charterhouse Tree Care of £2100 to attend to 4 limes in "The Avenue" and the large poplar, sycamores and oak tree near the lay by beyond Bridgend Cottages be accepted. Work to trees in the woodland be deferred until the next budget year;**
- b) The cost of a dog waste bag dispenser and the cost of the bags be investigated by the parish clerk;**
- c) the application for hedge whips for the Dunsborough boundary be approved;**
- d) the quote of £160 from Countryside Contracts to flail mow the wildflower meadow and cleared area along the Dunsborough boundary be approved.**

#### **93/13** LITTER

Members considered the problem of large numbers of cigarette ends on the pavement outside Lutidine House caused by workers at the offices.

It was **RESOLVED: That a letter be written to Lutidine House bringing the matter to their attention and suggesting that a bin is provided for the cigarette ends on their property.**

#### **94/13** PLAYGROUND

Members received and considered a report from Cllr Hancock on the condition of the cycle track following the Rospa risk assessment. Cllr Hancock had inspected the cycle track together with Cllr Cliff. The laminates on the 4 way ramp in particular are in a poor condition but the supports appear to be good. Quotes for removing the 4 way ramp or for replacing the laminates were recommended.

Cllrs Hancock and Powell-Cullingford reported on their visit to inspect the skate board facility installed by Puttenham Parish Council with a grant from Surrey County Council. The skate board facility was a simple design with a rail, central up and over pipe and a quarter pipe. There was a large tarmac base which measured 25m x 7m. The facility was a great success amongst the younger children.

Planning permission would be necessary to put tarmac on the Green and the parish would need to be consulted. Funding would need to be found either from s.106 agreements or the Surrey County Council Community Improvement Fund.

It was **RESOLVED: That**

- a) quotes be obtained for removing the 4 way ramp or repairing the laminates**
- b) a meeting be set up with the skate park company used a Puttenham to discuss feasibility and a quote**
- c) the Youth Club be contacted by Cllr Hancock to inform them of the parish council's intentions.**

#### **95/13** PARKING ON THE GREEN

Members noted that that 2 of the wooden posts have been removed as the turning space was too small for longer vehicles and that the post and rail for the entrance providing access to Rosemary Cottage has not yet erected. .

It was **RESOLVED: That**

- a) arrangements be made to replace the wooden posts in an acceptable position at the earliest opportunity by Cllrs Ayears, Wood and Ross**
- b) the post and rail be put in place in the second week in October when the rail becomes available.**

#### **96/13** CHRISTMAS FAIR

Members received and considered the minutes of the Christmas Fair meeting held on Monday 9<sup>th</sup> September at 6.00pm at MDM House. (Copy attached to record minutes)

It was **RESOLVED: That the minutes of the Christmas Fair meeting held on Monday 9<sup>th</sup> September 2013 be noted.**

#### **97/13** ALLOTMENTS

Members received an oral report from the parish clerk. Some plots have been returned following letters asking them to be tidied. They will be offered to those on the waiting list at no charge until April as they are in poor condition.

A request had been received to keep bees on the allotment site. The clerk had looked into the matter and found various points to be aware of

- Hives must not be positioned so that the flight paths of the bees impinge on other allotment users. Screen to a height of at least 2 metres.
- Inexperienced bee keepers should have the guidance of an experienced keeper who can act as an emergency contact and provide holiday cover
- The beekeeper must be a member of a Beekeepers Association associated to the British Beekeepers Association (BBKA) which provides third party insurance
- The colony must be managed to minimise swarming
- Neighbouring allotment holders should be consulted – possibility of allergies

A councillor reported that it is not easy to get bees because of the drop in numbers so there are long waiting lists.

It was **RESOLVED: That permission to keep bees on the allotments be refused.**

#### **98/13** BURIAL GROUND EXTENSION

The parish council received and considered the verdict of the Environment Agency on the suitability of the proposed land for burials following the Tier 1 Groundwater risk assessment. The land was not considered suitable for burials unless the height of the land was increased by at least a meter. The land could be used for cremated ashes as these are inert.

The ditch at West End is still in need of attention following the half day agreed at the last meeting. A company able to supply sufficient labour to dig out the ditch in a day might be a more efficient use of resources.

It was **RESOLVED: That**

- a) that a site meeting be arranged to agree the way forward with the planning application for cremated ashes plots and memorial garden;**
- b) that an expert in drainage be contacted to consider how to improve the drainage of the land at West End;**
- c) that a quote be obtained for digging out the ditch which runs behind West End Cottages.**

#### **99/13** WHITE HART COURT

The parish clerk reported that the Borough Council has been asked to attend to the trees to the rear of the Rose Lane properties which overhang the car park prior to the signing of the lease. A final draft of the lease had been supplied which includes a clause regarding the electric car charging points.

Cllr Hancock requested that local businesses be encouraged to use the new car park rather than taking up car parking spaces on Rose Lane.

It was **RESOLVED: That**

- a) the final draft of the lease for the White Hart Court car park be approved;**
- b) a letter be written to local businesses and flier provided to Cllr Hancock to place on cars encouraging workers in the village to use the new car park.**

#### **100/13** HIGH STREET FLOODING

Members received and considered a report from Cllr Cross on the work carried out by Guildford Borough Council to improve the drainage around the Old Chapel on the High Street. The drains had been much improved but there was still a problem with tree roots in the pipework. The Borough Council considered that

Surrey County Council should bear some of the responsibility for any further work. A meeting is to be arranged.

It was **RESOLVED: That the report by Cllr Cross be noted.**

**75/13** ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Skate Park update Burial extension Rural Housing Survey

**76/13** 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 26 of the agenda Access track at West End Cottages.**

**There was no progress to report on the proposed transfer of the access track to the newly purchased parish council land to WEC Access Ltd.**

The meeting closed at 10.10pm.

Date:

Chairman