



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 MEETING HELD ON THURSDAY 21st NOVEMBER 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 and 9 members of the public

Apologies: None

127/13 STATEMENTS BY THE PUBLIC

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

a) Cllr Hancock gave the latest crime figures. In the last month there had been 5 car crimes/burglaries, 1 arson, 1 burglary and 1 theft from a shed but an arrest had been made.

b) Various local residents questioned the parish council with regard to the Guildford Borough Council local plan consultation which closes on 29th November 2013.

Points raised included:

1. The fact that it is unclear how many homes per year the Borough Council intends to build.

The previous plan recommended 322 houses per year but this had not been achieved. The new housing figure will be released in the spring following more research by the Borough Council. The Ripley rural housing survey shows the need for affordable, smaller units in Ripley.

2. How can the field behind Georgelands be considered for development when it is in the Greenbelt?

The Borough Council is looking to change the boundaries of the Greenbelt, inseting villages so as to allow development. The field is often waterlogged so it is important to point this out to the Borough Council. It is important to maintain Ripley as a village not a district.

3. A new development on Wisley Airfield would have a great impact on local roads so has the parish council asked about upgrading the junction with the A3 at Ockham?

Highways has been asked about upgrading the A3 junctions in the past. There are no resources available for this to be done. If it was carried out the improved infrastructure could make the development of Ripley more likely. The Parish Council does not approve of the development of 2000 homes at the former airfield.

4. How does the Local Plan fit with Neighbourhood plans?

Neighbourhood plans have to fit in with the Borough Council Local plan and allow for development but can indicate the type and style of development within the Neighbourhood Plan area.

5. Local infrastructure i.e. roads, drainage systems, public transport, schools, medical facilities is not adequate for the current level of housing.

It is important that as many individual responses as possible are made pointing out the weaknesses in the local infrastructure.

RESPONSE: The Parish Council acknowledges that some development is needed and that a Local Plan must be drawn up in order to regulate development and avoid planning by appeal. However, the questionnaire is very long with a great deal of background information to be studied in order to fully understand many of the questions. Therefore the parish council recommends that people write to the planning services at the Borough Council with their individual local concerns about the proposals. It is not necessary to complete the entire questionnaire. The parish council has attended meetings and is working on a response on behalf of the parish

c) Surrey County Councillor Bill Barker reported that he will attend the full Borough Council meeting on December 12th to represent Lovelace Ward. The meeting had been called in response to the Save the Greenbelt petition

RESPONSE: The Chairman recommended that as many people as possible attended the Borough Council meeting on December 12th to show the strength of feeling in the rural parts of the Borough.

d) Surrey County Councillor Bill Barker reported that the work to the bridges in Newark Lane has been deferred to 2014. The bridges will be closed to traffic from 6th January to 20th July 2014. The bridges will be repaired but not widened remaining as single lane bridges.

128/13 APOLOGIES FOR ABSENCE

There were no apologies.

129/13 DISCLOSURE OF INTERESTS

Councillor Colin Cross declared a non-pecuniary interest in item 16 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.

Councillor Lisanne Mealing declared a non-pecuniary interest in item 14 Village Hall Development: Cllr Mealing is a Trustee of the Village Hall.

Councillor Vernon Wood declared a non-pecuniary interest in item 14 Village Hall Development: Cllr Mealing is a Trustee of the Village Hall.

130/13 MINUTES OF THE MEETING HELD ON THURSDAY 17th OCTOBER 2013

The minutes of the parish council meeting held on Thursday 17th October 2013 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Lisanne Mealing

131/13 CHAIRMAN'S REPORT

Cllr Mealing gave an oral report on the public meeting held at East Horsley Village Hall at 7.30pm on 7th November to discuss the Borough Council Local Plan consultation.

More than 400 people had attended including Sir Paul Beresford MP who confirmed that it was not the intention of the Planning Minister Nick Boles that Greenbelt Land should be used for development in preference to brown field sites.

The meeting was chaired by a member of the Wisley Airfield Action Group. Helen Jefferies from Ockham Parish Council spoke giving details on the process of the development of a new local plan and how to approach the consultation. Cllr Mealing spoke on the proposals to remove 16 villages from the Greenbelt explaining that the brief for the Greenbelt and Countryside Study had been to look for Greenbelt land that could be used for development.

Questions were taken for 1 hour on how to respond to the consultation. Not all 41 questions needed to be answered and individual letters were recommended to give local information on the impact of the proposals. The individual villages will each respond through their parish councils but also look to give a joint perspective on issues affecting the whole area i.e. Green Belt issues and insetting, cross borough issues, schools, road network. There was a further meeting on 20th November which proposed that an Action Group is formed after the 29th November consultation deadline.

Cllr Mealing recommended that the parish council continues to support a joint community approach and identifies individuals with experience who might wish to be involved.

It was **RESOLVED: That the report by the Chairman on the Joint Approach to the Borough Council Local Plan Consultation be noted.**

132/13 PARISH CLERK'S REPORT

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

- Trees damaged by the recent storm
- Act of Remembrance
- Clerks Networking Day 8th November
- Local Plan Briefing
- Ride London 2014 meeting
- Local Committee Wed 11th December
- SCC School Transport Policy Consultation
- Street lighting upgrade to be carried out in the spring
- Police Panel meeting 7.30-8.30pm on Monday 9th December in Ripley Village Hall
- Parish salt initiative
- Dog glove dispenser now ready for installation
- Newark Lane Closure from 6th January 2014 for 6 months
- Guildford Surface Water Management Plan

It was **RESOLVED: That the report by the parish clerk be noted.**

133/13 CORRESPONDENCE

a) an e-mail dated 20th October from a local resident questioning the demand for a skate boarding facility on the Green. The clerk has responded that the parish council is merely looking into the feasibility of such a facility. (Copy attached to record minutes).

It was **RESOLVED: That the need for consultation regarding the desirability of a skate boarding facility on the Green be noted.**

b) an e-mail dated 25th October from the Dogs Trust asking if the parish council would like to host a free dog chipping event. (Copy attached to record minutes)

It was **RESOLVED: That the Farmers Market in April be suggested as a possible venue for the free dog chipping event.**

c) an e-mail dated 11th November from a local resident raising concerns about the planting of hedgerow whips along the Dunsborough boundary of the Green together with a response from the parish clerk. (Copy attached to record minutes).

It was **RESOLVED: That the concerns regarding the planting of the hedgerow be noted.**

d) an email dated 13th November from a local resident regarding the obstruction of the pavement by cars parking in the area in front of Pinnocks Coffee House. (Copy attached to record minutes).

The parish clerk had also received verbal complaints about car parking in front of the Kitchen shop causing an obstruction to pedestrians and also about members of staff at the Talbot parking in the car park by the cricket club as they are not allowed to use the car park at the Talbot Hotel. This is making it harder for residents to park.

It was **RESOLVED: That**

- a) the concerns regarding parking between Newark Lane and Pinnocks be passed onto the PCSO;**
- b) a letter be written to the Talbot Hotel to make them aware of the problems caused to Ripley residents by lack of parking provision for their employees.**

134/13 SCHEDULE OF PAYMENTS

Members received and noted the schedule of accounts received and paid for the period from 1st October to 31st October 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 1st October to 31st October 2013 and the total receipts and payments to date be noted.**

135/13 SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101102	Victim Support donation	50.00	
101103	Royal British Legion wreath	30.00	
101104	Ripley Village Hall October rent	281.00	
101105	A. Jones November salary		
101106	Hire Services (Southern) Ltd strimmer head	26.12	4.35
101107	Send Marsh Tractors - strimmer oil	17.52	2.92
101108	Direct Colour Ltd – Christmas cards	204.00	34.00
101109	Contractor – fell storm damaged trees	320.00	
101110	Mulberry and Co – internal audit	191.88	31.98
101111	Ripley Village Hall - November rent	281.00	
101112	Parish Online - annual fee for mapping	36.00	6.00
101113	Fred Cutler Ltd – Xerox ink	271.80	45.30
101114	SLCC membership renewal	147.00	
101115	Major event first aid kit and signage	65.26	
101116	Viking – Stationery plus first aid kit	25.38	4.23
101117	JRB Enterprise Ltd – Dog glove dispenser	130.08	21.68
101118	Viking – 2014 diary	2.24	0.37
101119	October / November maintenance	504.00	
Direct Debits	EDF Energy - monthly charge	8.00	0.38
	Alliance Trust Pension		

Accordingly the above cheques for payment were approved and signed.

136/13 2014/15 BUDGET

Members received and considered a report from the Parish Clerk on the first draft of the budget for 2014/15 which will be used as a basis for the precept calculation. (Copy attached to record minutes). The precept calculation is required by the Borough Council at the end of January 2014 but cannot be completed until the parish council has received confirmation of the number of Band D equivalents and the amount of any Local Council Tax support scheme grant from the Borough Council. This is expected at the end of November.

It was **RESOLVED: That the first draft of the 2014/15 budget be noted.**

In accordance with Standing Order 10f, Item 13 on the agenda was brought forward at the request of Surrey County Councillor Bill Barker. The meeting was adjourned to allow Councillor Barker to speak (Standing Order 10x).

137/13 JOINT COMMUNITIES - LENGTHSMAN SCHEME

Cllr Barker explained that he had negotiated £3500 for each of the parishes in Lovelace ward under the lengthsman scheme. Surrey County Council had wanted very detailed descriptions of the work intended to be carried out by the parishes but now a compromise had been reached. Further money would be available from April 2014.

Cllr Hancock expressed concerns about the Lengthsman scheme namely what type of commitment is the parish council making? Cllr Barker explained that Surrey County Council retains responsibility for the highway and no liability is incurred by the parish council. The aim of this scheme is to enable parishes to get work done on the Highways more quickly and efficiently.

The meeting resumed.

It was **RESOLVED: That the offer of funds from the Surrey County Council Local Committee for the lengthsman scheme be approved on the understanding that there is no legal responsibility for the ongoing maintenance of street furniture.**

138/13 WHITE HART COURT CAR PARK LEASE

Members considered a report from the parish clerk (Copy attached to record minutes). The Borough Council had responded to a list of snagging points which the parish council wanted to be resolved prior to the signing of the lease. The inadequacy of the line markings and the height of the height barrier were the most important issues still outstanding. The footpath to the car park is not the responsibility of the parish council under the terms of the lease.

The parish clerk recommended that the lease, which was approved at the October meeting, was signed in anticipation of the outstanding issues being resolved quickly as there is no meeting in December. The lease will not be sent to the Borough Council until the issues have been resolved.

It was **RESOLVED: That the lease for the car park at White Hart Court be signed by 2 councillors in the presence of the responsible financial officer and returned to the Borough Council once the snagging issues have been dealt with.**

139/13 INTERNAL AUDIT

Members considered a report by the parish clerk on the interim visit of our internal auditor on 13th November. (Copy attached to record minutes). He recommended that the standing orders are reviewed once a year and that direct debits are added to the list of cheques for approval so as to clarify that all payments are approved.

Members considered the arrangements for the review of the council's risk assessments

It was **RESOLVED: That**
a) the interim audit report be noted;
b) the standing orders, financial regulations and risk assessments be circulated to members for review. Each member will report back any changes for approval at the next meeting in January.

140/13 MEETING DATES

Members considered the following proposed council meeting dates for 2014 in order that the Church Room at the parish church may be booked.

16th January, 20th February, 20th March, 17th April, 15th May, 19th June
17th July, **11th or 18th September**, 16th October, 20th November

The Annual Parish Meeting must be held between 1st March and 1st June (inclusive). Easter is 20th April.

It was **RESOLVED: That**

a) the following dates be booked for full council meetings at the Church Room:

16th January, 20th February, 20th March, 17th April, 15th May, 19th June, 17th July, 11th September, 16th October, 20th November;

b) suggested dates for the Annual Parish Meeting be circulated by the clerk and agreed at the next meeting.

141/13 VILLAGE HALL DEVELOPMENT

Members received and considered a report on the plans for the redevelopment of the village hall following the meeting held with the parish council on 11th November at 7.30pm at the Church Room. (Notes of the meeting are attached to the record minutes). The Village Hall Development Committee is considering a number of different options and appreciates the need for expert advice. The parish council explained that a fresh consultation with the parish would be required if the Village Hall Development Committee required funding from the parish council.

It was **RESOLVED: That the report on the plans for the redevelopment of the village hall be noted.**

142/13 PLANNING GROUP AND LOCAL PLAN

Members received and considered the minutes from the planning meeting held on Monday 28th October and Monday 18th November 2013. (Copies attached to record minutes).

The final draft of the parish council response had not yet been finalised because of the need to think through the issues carefully and to listen to the concerns raised at various joint community meetings and from parishioners. An informal meeting of the parish council to draw up the final version was arranged for Monday 25th November at 6pm in the parish council office so that the response could be delivered to the Borough Council offices by the deadline of 29th November 2013.

Members received and considered a report by the Parish Clerk on the meeting held with Mona Johansson of Surrey Community Action held on 21st October to discuss the next steps in identifying a rural exception site

It was **RESOLVED: That**

a) the minutes of the planning committee held on Monday 28th October and Monday 18th November 2013 be noted;

b) the final draft of the response to the borough Council Local Plan consultation be agreed by the council on Monday 25th November and delivered to the council offices by the deadline of 29th November;

c) the initial steps to identify possible land for a rural exception site be taken by a working group led by Councillors Ayears and Hancock.

143/13 ENVIRONMENT GROUP – THE GREEN

Members received and considered a report from the parish clerk (copy attached to record minutes) on various on-going matters including

- Dens on the Green at the bottom of the Milk Road
- Tree work planned for 25th to 28th November
- Posts and Rail
- Replacement tree for felled Maple
- Skate park feasibility

Members received a report from Cllr Hancock on the working party held on Sunday 10th November to plant hedge whips supplied by the Woodland Trust along the Dunsborough boundary. 420 whips had been planted comprising Blackthorn, Dog Rose, Hazel, Elder and Crab Apple.

It was **RESOLVED: That**

a) the builders of the dens be contacted by Cllr Hancock to encourage further clearance;

- b) the conservation area approval for the work to the trees near Bridgend be noted;
- d) 3 quotes be obtained for posts along the length of the playground car park;
- e) 3 quotes be obtained for the improvement of the playground car park surface;
- f) the offer by the Bonfire Committee to pay for a replacement maple be noted;
- g) further efforts be made to hold a site meeting regarding the feasibility of a skate boarding facility.

144/13 PLAYGROUND

Members received and considered a quote for various for the repair or removal of the 4 way ramp and bridge on the cycle track. The laminate ramps are in need of repair on these elements.

It was **RESOLVED: That a local contractor be contacted for a quote for the removal of the 4 way ramp and bridge on the cycle track.**

145/13 CHRISTMAS FAIR AND CHRISTMAS CARDS

Members received and considered the minutes of the Christmas Fair meeting held on Tuesday 6th November at 6.00pm at MDM House. (Copy attached to record minutes).

Members noted that the remaining 2000 Christmas cards have been shrink wrapped in batches of 10 with envelopes and are available for sale.

It was **RESOLVED: That**

- a) the minutes of the Christmas Fair meeting held on Monday 6th November 2013 be noted;
- b) the availability of the Christmas card be noted.

146/13 BURIAL GROUND EXTENSION AND WEST END DRAINAGE

Members received and considered a report from Cllr Ayears on the site meeting with a contractor to provide advice on how to improve the drainage of the parish council land. The contractor had concerns about the perched water table and recommended that we seek advice from another company.

It was **RESOLVED: That the recommendation to seek more expert advice be noted.**

147/13 ALLOTMENTS

Members received a report from the parish clerk. 16 pallets had been taken to the allotment site for the construction of compost bins but where and how the bins should be constructed had not been agreed.

It was **RESOLVED: That**

- a) T. Sapsford be asked to build the bins using some extra posts;
- b) T. Sapsford agrees with an allotment holder the exact position of the compost bins.

148/13 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

A Report on the Highway Flooding investigations
Parking on the Green – access from Island Cottages

149/13 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 23 of the agenda Access track at West End Cottages and 24 Sickness Policy and Employment Contract. See confidential minute CO06/13**

The meeting closed at 10.05pm.

Date:

Chairman