



## Ripley Parish Council

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### MINUTES OF RIPLEY PARISH COUNCIL ANNUAL MEETING HELD ON THURSDAY 15<sup>th</sup> MAY 2014 AT 7.30PM AT THE CHURCH ROOM, RIPLEY PARISH CHURCH.

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

Alison Jones Clerk of the Council

**Also present:** 6 member of the public Surrey County Councillor Bill Barker

**Apologies:** Cllr Suzie Powell-Cullingford, Cllr Lianne Mealing

#### 01/14 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 the councillors to reconsider their plan to cut down all the raspberry canes on the Green in front of his property in order to promote the wellbeing of the local wildlife. Some discussion followed with various councillors explaining the decision to clear the rough vegetation.

**RESPONSE: The Chairman explained that the matter would be considered further under Item 23 on the agenda.**

b) PCSO Gregor Culross gave the crime statistics for the last month from 15<sup>th</sup> April. There had been 6 thefts from the service station on the A3, 3 cases of fly tipping, 2 criminal damage, 1 theft of a motor vehicle and 1 burglary. He reported a large number of thefts from sheds at present and urged everyone to ensure that petrol mowers, strimmers, tools and bicycles are kept secure.

Councillors reported abuse of the disabled parking space outside the dentists, motorbikes going across the Green towards Wisley and fly tipping in Ripley stream.

**RESPONSE: The Chairman thanked PCSO Culross for his report and his assistance with the matters raised.**

c) Surrey County Councillor Bill Barker asked for feedback on the meeting of the parish council with Guildford Borough Cllrs Stephen Mansbridge and Monika Juneja to discuss the Local Plan and urged everyone to attend the presentation on the proposed development of the former Wisley Airfield to be held on Sat 17<sup>th</sup> May at the airfield. An Ockham resident had opened his home for a response to the proposed development to be considered.

**RESPONSE: The Chairman requested the clerk to send the notes of the meeting with Guildford Borough Cllrs Mansbridge and Juneja to Surrey County Cllr Barker.**

#### **02/14** ELECTION OF CHAIRMAN

Cllr Jennie Cliff was nominated as Chairman by Cllr Colin Cross, seconded by Cllr Vernon Wood and unanimously elected Chairman of the Parish Council for the forthcoming year. Cllr Mealing had indicated to the clerk prior to the meeting that she was unwilling to stand as chair for the forthcoming year.

#### **03/14** ACCEPTANCE OF THE OFFICE OF CHAIRMAN

Cllr Cliff duly signed the declaration of acceptance for the office of Chairman.

#### **04/14** APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Suzie Powell-Cullingford and Cllr Lianne Mealing were received and accepted.

#### **05/14** DISCLOSURE OF INTERESTS

Cllr Colin Cross declared a non-pecuniary interest on item 23 The Green and item 24 Parking on the Green: Cllr Cross has a dwelling on the Green.

#### **06/14** ELECTION OF VICE CHAIRMAN

Cllr Caspar Hancock was nominated as vice chairman by Cllr Wood, seconded by Cllr Cross and unanimously voted in as vice chairman.

#### **07/14** ACCEPTANCE OF OFFICE OF VICE CHAIRMAN

Councillor Hancock duly signed the Vice Chairman's declaration of acceptance of office form.

#### **08/14** APPOINTMENT OF COMMITTEES AND WORKING GROUPS

The following appointments to the Planning and Christmas Event Committees were unanimously agreed:

**Planning Committee** (with delegated powers to report to Guildford Borough Council)

Cllr Cliff, Cllr Wood, Cllr Mealing, Cllr Ayears, Cllr Hancock, Cllr Powell-Cullingford. (Cllr Cross expressed a willingness to attend when major planning applications were on the agenda).

**Christmas Event Committee** Cllr Cliff, Cllr Wood, Cllr Mealing, Cllr Cross, Cllr Hancock, Cllr Powell-Cullingford

The following appointments to Working Groups were unanimously agreed:

**Communication** (newsletter, website, notice boards)

Councillor Mealing, Councillor Cross

#### **Environment**

**The Green** All councillors

**Allotments** Councillor Wood, Councillor Cross

**Playground** Councillor Cliff, Councillor Hancock

**Burial** Councillor Wood, Councillor Cliff, Cllr Hancock, Cllr Ayears

#### **Highways and Transportation**

Councillor Cliff, Councillor Ayears

#### **Finance**

Councillor Cross, Councillor Mealing, Councillor Richard Ayears

#### 09/14 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following representatives were appointed to outside bodies:

<b>Police</b>	Councillor Cliff
<b>Press</b>	The Parish Clerk
<b>Village Hall</b>	Councillor Wood
<b>Village Hall Development</b>	Councillor Mealing
<b>Ripley Matters</b>	Councillor Cliff
<b>Farmers' Market</b>	Councillor Mealing
<b>Surrey ALC</b>	Councillor Cliff, Councillor Ayears
<b>Joint Communities Meeting</b>	All Councillors

The Parish Representatives for charities remained unchanged

<b>Anne Haynes Charity</b>	Councillor Cliff
<b>Smiths Charity</b>	Geoff Richardson David Conisbee

#### 10/14 MINUTES OF THE MEETING HELD ON THURSDAY 14<sup>th</sup> APRIL 2014

The minutes of the parish council meeting held on Thursday 24<sup>th</sup> April 2014 were received, confirmed and signed as a true and correct record by the Chairman, Councillor Jennie Cliff.

#### 11/14 PARISH CLERK'S REPORT

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

- Annual Return – to be approved at June meeting following visit of internal auditor
- White Hart Court barrier and lease
- Skanska - deadline re conservation style lighting missed
- Replacement maple tree planted on the Green
- Raised beds
- Theft of tools from allotment site
- Invitation to Papercourt Sailing Club open afternoon 17<sup>th</sup> May from 1.30pm
- Wey Landscape Partnership Annual Conference 12<sup>th</sup> June 10.00-1.30pm at Goldsworth Park, Woking
- Guildford in Bloom - entries by 13<sup>th</sup> June
- Recruitment – shortlisting of applicants Monday 19<sup>th</sup> May.

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

#### 12/14 CORRESPONDENCE

a) an email dated 29<sup>th</sup> April from a local resident concerned about speeding as cars entering the village from the Ockham Road roundabout and asking the parish council to take action. (Copy attached to record minutes)

It was **RESOLVED: That a response be written by the parish clerk and Chairman explaining the role of Surrey County Council Highways and the Police in controlling traffic speed and that the Police be contacted for advice.**

b) an email dated 7<sup>th</sup> May from a local resident concerned about flooding of his property from sewers in the High Street. (Copy attached to record minutes)

It was **RESOLVED: That a response be written by the parish clerk and Chairman explaining that Surrey County Council Highways gives licences for work on the roads and that the parish council has no powers over drains or sewers.**

#### **13/14** SCHEDULE OF PAYMENTS

Members received and noted the schedule of accounts received and paid for the period from 1<sup>st</sup> April to 30<sup>th</sup> April 2014 which is the total receipts and payments to date. The schedule was circulated with the agenda (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> April to 30<sup>th</sup> April 2014 be noted.**

#### **14/14** SCHEDULE OF CHEQUES FOR APPROVAL

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

Cheque number	Payee details	Gross £	VAT
101170	A. Jones April salary		
101171	Trinity Mirror Publishing – recruitment advert	898.80	149.80
101172	SSALC Ltd – Surrey Local Council's forum	26.40	4.40
101173	Mail order trees – replacement maple for Green	39.94	6.66
101174	Viking Direct Epsom black ink cartridge	26.12	4.35
101175	AVG Technologies – internet security	34.00	5.67
101176	April- May maintenance	561.00	
Direct debits	EDF Energy	8.00	0.38
	Alliance Trust Pension		

Accordingly the above cheques for payment were approved and signed.

#### **15/14** REVIEW OF COUNCIL POLICIES

Members considered the arrangements for the annual review of the parish council policies:

Health and Safety  
Freedom of information Requests  
Data Protection  
Record Management  
Complaints  
Grant awarding

It was **RESOLVED: That a policy be allocated to each Councillor for review and the reviewed policies be brought to the parish council meeting on 19<sup>th</sup> June for approval.**

#### **16/14** CHARITY ACCOUNTS

Members received and considered the accounts of Anne Haynes Charity and Smiths Charity which provide for residents of Ripley Parish. (Copies attached to record minutes).

It was **RESOLVED: That the accounts of Anne Haynes Charity and Smith's Charity be noted.**

#### **17/14** ANNUAL PARISH MEETING Thursday 29<sup>th</sup> May 2014

Members considered the agenda and arrangements for the Annual Parish Meeting to be held on Thursday 29<sup>th</sup> May 2014 at 7.30pm at the Church Room. The speaker is Tim Harrold from Campaign to Protect Rural England (CPRE).

It was **RESOLVED: That**

- a) leaflets advertising the parish meeting be produced for the Church and other outlets;**
- b) refreshments be organised through Cllr Cliff.**

#### **18/14** LOCAL COUNCIL'S FORUM

Members received and considered a report from Cllr Cliff on the Local Council's Forum organised by Surrey ALC, held on Thursday 1<sup>st</sup> May at Dorking Halls. (Copy attached to record minutes) Topics included parish council elections and social media

The parish council elections will take place in May 2015 so work needs to begin now to raise awareness and to encourage people to stand. Free pens etc. could be distributed at events to raise awareness. Social Media can be a useful tool for advertising the actions of the parish council but neglected sites make a bad impression. A social media policy should be drawn up.

Councils are advised not to be members of pressure groups such as Guildford Greenbelt Group (GGG). This is to ensure that no accusation of bias can be made to the council when considering large planning applications from developers. Individuals may belong to such groups but must declare their membership at the parish council meetings. No membership fee has been paid to Guildford Greenbelt Group to date.

It was **RESOLVED: That**

**a) the next 3 newsletters be used to raise awareness of what the parish council does and of the forthcoming election;**

**b) a letter be written to Guildford Greenbelt Guardians informing them that the parish council wishes to withdraw their support in order to avoid any accusations of bias in the future.**

**c) the position regarding Guildford Residents Associations (GRA) be further investigated by Cllr Cross.**

#### **19/14** CHRISTMAS FAIR COMMITTEE

Members received and considered the minutes of the Christmas Fair Committee meeting held on Tuesday 29<sup>th</sup> April 2014 at 6pm in the village hall annex.

It was **RESOLVED: That the minutes of the Christmas Fair meeting held on Tuesday 29<sup>th</sup> April 2014 at 6pm in the Village Hall annex be noted.**

#### **20/14** PLANNING COMMITTEE

Members received and considered the minutes from the planning committee meeting held on Monday 28th April 2014 at 6pm in the village hall annex. (Copy attached to record minutes).

It was **RESOLVED: That the minutes of the planning committee held on 29<sup>th</sup> April 2013 at 6pm in the village hall annex be noted.**

#### **21/14** RURAL EXCEPTION SITE

Members received and considered an update from Surrey Community Action on the discussions with Guildford Borough Council regarding the suitability of the 16 suggested sites in Ripley for affordable housing. 3 sites are considered to be possibilities, in the field on Portsmouth Road in the corner adjacent to Georgelands or the corner adjacent to Milestone Close and opposite Hedgecroft cottages on Newark Lane. The suitability is not affected by proposals in the draft Local Plan drawn up by the Borough Council.

A meeting had not yet been set up with the volunteers to begin the process of Neighbourhood planning. No further volunteers had come forward since the Spring Newsletter

It was **RESOLVED: That**

**a) a meeting be arranged with Louise Williams of Surrey Community Action to discuss the next steps;**

**b) Cllr Mealing be reminded to set up a meeting with the volunteers and Cllr Powell- Cullingford to begin the process of Neighbourhood Planning.**

#### **22/14** LOCAL PLAN

Members received and considered the notes of the meeting held with Cllr Cliff and Borough Cllrs Stephen Mansbridge and Monika Juneja at Millmead on Friday 2<sup>nd</sup> May at 10.00am to discuss the Local Plan. (Copy attached to record minutes). Ripley settlement area will be inset so that Green belt policies will no longer apply

but normal planning policies and Conservation Area policies will apply so there is likely to be little effect. The former airfield at Wisley is being inset which will make it easier for developers to get planning permission. The field behind Georgelands is not in the draft Local Plan but the proposed developments at Burnt Common, Send Marsh, the Horsleys and Wisley will have a great impact on the local traffic and infrastructure.

Members were encouraged to attend a public exhibition on the proposed development of Wisley Airfield being held on Friday 16<sup>th</sup> May 4.30pm-7.30pm at the Talbot Hotel and on Saturday 17<sup>th</sup> May 11.00 – 3.30pm at a Marquee on Wisley Airfield.

Members noted that the draft Local Plan is available to view on the Borough Council website. Consultation will begin on 1<sup>st</sup> July for 12 weeks. The proposed housing number is still high at 652 dwellings per annum for 15 years and appears to encourage migration into the Borough rather than catering for natural growth.

It was **RESOLVED: That**

- a) the notes of the meeting of Cllr Cliff with Borough Cllrs Stephen Mansbridge and Monika Juneja be noted;**
- b) the public exhibitions on the proposed development of the former Wisley Airfield be attended by as many councillors as possible;**
- c) the publishing of the draft Local plan be noted.**

#### **23/14** PLAYGROUND

The parish clerk reported that a meeting had been arranged with HAGS-SMP on Monday 19<sup>th</sup> May 2014 at 2.30pm to determine how best to upgrade the playground area on the Green using s.106 monies of approximately £30,000.

It was **RESOLVED: That the meeting on Monday 19<sup>th</sup> May 2014 with HAGS-SMP to discuss how to upgrade the playground be noted.**

#### **24/14** ENVIRONMENT – THE GREEN

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

- Exposed drainage pipe in the woods
- Dunsborough boundary
- Rough area in front of Ryde Cottage
- Posts and rail
- Request for access

It was **RESOLVED: That**

- a) the covering of the man hole in the exposed drainage pipe in the woods with a concrete slab be noted;**
- b) the mowing of the Dunsborough boundary and other rough areas by Countryside contracts scheduled for 20<sup>th</sup> May be noted;**
- c) the remaining rough area in front of Ryde Cottage be strimmed at the earliest opportunity with Cllr Woods attending and any other available councillors;**
- d) an informal request to access the rear of a new build on Newark Lane across the Green to allow a pod to be delivered be refused.**

#### **25/14** PARKING ON THE GREEN

Members considered the next stage of the project to restrict parking on the Green near Ryde Cottage. The posts along the access to Ryde Cottage will be positioned to allow single width access. The unroadworthy car has been moved but placed in a parking area used by nearby residents. This had caused a nearby resident to enquire about the parish council's intentions regarding parking in that area.

It was **RESOLVED: That**

- a) a meeting of councillors be arranged to finalise the position of the posts along the access to Ryde Cottage  
b) an e-mail be written explaining the parish council's actions to protect the Green to a nearby resident.

**26/14** WEST END LAND

Members received and considered a report from the parish clerk on the meeting of Cllrs Woods, Powell-Cullingford and Hancock with the neighbours of the land adjacent to the burial ground held on Tuesday 6<sup>th</sup> May at 5.30pm. (Copy attached to record minutes). Several trees had come down or were in poor condition and so marked for removal. Concern was expressed that levelling the ground would cause more flooding of the gardens of neighbouring properties.

It was **RESOLVED: That the land be levelled so that it slopes away from the properties and a small bund be put in place to prevent surface water flow into the neighbouring gardens.**

**27/14** VILLAGE HALL REDEVELOPMENT

The parish clerk reported that the option to sell the land and use a developer to build house and a new village hall was still being investigated. Cllr Mealing was concerned that there were no plans to consult the village as yet.

It was **RESOLVED: That the Village Hall redevelopment committee be asked if they would like to supply information to be included in the next parish council newsletter.**

**28/14** ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

None

**29/14** 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 29 of the agenda Transfer of access track at West End Cottages. See confidential minutes CO01/14.**

The meeting closed at 10.00pm.

Date:

Chairman