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**MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 16th FEBRUARY 2017
 at 1900HRS at THE PARISH COUNCIL OFFICE, 4 RIO HOUSE.**

Present: Cllr Jennie Cliff (Chairperson)
 Cllr Richard Ayears
 Cllr Colin Cross
 Cllr Caspar Hancock
 Cllr Lisanne Mealing
 Cllr Suzie Powell-Cullingford
 Cllr Vernon Wood
 Jim Morris, Clerk of the Council

Also present: 10 members of the public

142/16 APOLOGIES FOR ABSENCE

No apologies for absence were received.

143/16 GUILDFORD BOROUGH COUNCIL (GBC) HEAD OF PLANNING

The new Guildford Borough Council Head of Planning, Tracey Coleman, was welcomed to the parish council meeting. The Clerk had prepared a list of items based upon members' recent queries over planning issues.

1. Planning Enforcement

a) Timescales. EN/13/00591 was closed after legal team advised the case would be unenforceable after the period of time elapsed.

b) Solutions. Many outstanding cases appear to be easily resolvable:

EN/15/00045 – Planning Application 16/P/00358 was entered 9th Feb 2016 and subsequently withdrawn

EN/15/00088 – Planning Application 16/P/02491 is for a different planning objective. The two cases are not linked except by address

EN/15/00173 – Planning Application 15/P/01846 was refused, yet the site is still in use as a dog exercise service

EN/15/00227 – Over 18 months old

EN/15/00475 – Over 12 months old

EN/15/00480 – Over 12 months old

EN/15/00495 – Over 12 months old

EN/16/00368 – Currently on the market as a dwelling, as such there is surely no case to investigate

c) Outcomes. Many Enforcement outcomes appear toothless: EN/16/00266 – The windows installed are in no way a match for the removed windows. Section 4 of the Design and Access Statement entered for Planning Application ref 15/P/02078, on which approval was based, states: "Care has been taken to ensure that the front of the building would remain untouched to ensure there is no detrimental impact on the street scene of the High Street and conservation area". This has not been achieved.

The parish council understands and sympathises with the difficult tasks faced by Enforcement Officers, but suggests that extra effort could be given to backing up the planning system.

Members also posited that RPC was keen to see planning enforcement issues resolved quickly and efficiently, that problems with communication were sometimes experienced, that planning enforcement ought to be applied consistently and equitably, and that the parish council took great pride in its Conservation Area. Tracey Coleman agreed that the small enforcement team were under immense

pressure to deliver good results in the face of people sometimes playing the system. Planning enforcement was a discretionary power and the harm caused by inappropriate development, by breached conditions for example, had to be demonstrated by GBC. Enforcement Officers had a large area to cover, but very little resources. Tracey agreed that a better working partnership with RPC was desirable.

2. Publication of Planning Applications

It has come to light that Planning Applications are no longer being publicised to all neighbours who may be affected and may, therefore, wish to comment. Application 16/P/01010, for example, was only publicised to the immediate neighbour, who in this case happened to be the applicant. 16/P/02394 was not publicised to some adjacent neighbours and new information on the Application came to light after the parish council had discussed the scheme, resulting in a request for a deadline for comment extension.

Members suggested that the processes associated with mediating Planning Applications could be refreshed and tightened up. Tracey Coleman described the legal obligations of GBC, which were just to place notices up in public places near sites. No changes had been made to the processes used for advertising Planning Applications. The particular issues raised may have been coincidental. Planning Officers looked at the local topography and streets to determine which properties ought to receive notification of entered Planning Applications but the system was not infallible.

3. Conservation Area

Ripley's Conservation Area was surveyed in 2012 in a joint meeting between parish councillors and representatives from GBC and SCC. The report is still outstanding.

Tracey Coleman gave members information regarding the Conservation Area report. The lead member of the group assessing the Conservation Area had passed away shortly after the site visit, which had resulted in stalling the process. The Head of Conservation at GBC had been working to deliver the report, and an offer of a meeting with RPC was gladly accepted. A four week consultation would take place once the report was ready before adoption.

4. Neighbourhood Planning

The Lovelace Neighbourhood Plan is being developed by a team of very committed residents from Ockham and Wisley as well as Ripley. The contributions of Dan Knowles at GBC have been invaluable. Is the process wholeheartedly supported by GBC?

Members were reassured that the Neighbourhood Planning process was wholeheartedly supported by GBC. Neighbourhood Plans were seen as a thing of the future, and would be enabled as far as possible by GBC. Dan Knowles was definitely to be retained in his role.

5. Local Plan

An update on progress with the GBC Local Plan, next phase of consultation, and GBC's position with regards to the SHMA and its review in light of Brexit, etc, would be most welcome.

Tracey Coleman gave the meeting some important upcoming dates: the Agenda would be published on 10/4/17 for the meeting of GBC's Economy and Infrastructure Executive Board on 20/4/17, and the Agenda would be published on 8/5/17 for the Executive meeting and Extra-Ordinary full council meeting scheduled for 16/5/17. Any amendments to the GBC Local Plan were due to be discussed at these meetings, followed by a Regulation 19 six week consultation beginning on 12/6/17. Every one of the approximately 35,000 representations had been analysed in order to highlight specific issues.

Members queried whether the current Strategic Housing Market Assessment (SHMA) figure, and the method by which it had been arrived at, was to be reviewed and publicised. Parish Councillors had received representations from members of the public regarding the calculations. The new government White Paper was seeking to address disparities with SHMA figures. Members also questioned whether there would be a breakdown given of received representations, and posited that the volume of responses entered, compared to other neighbouring Local Authorities, went some way to showing the strength of feeling regarding the Local Plan.

Tracey Coleman reiterated the commitment of GBC to reviewing every response received and creating groupings of similar responses, and noted that there were new directives from central government regarding SHMA calculations. GBC's scheduled meetings in April and May would discuss the Local Plan further.

6. Parish Council assistance

Ripley Parish Council understands the pressures on GBC to find budget savings, but as the South East is under increasing stress to its land and housing market, the council believes that adequate staffing and support should be given to the Planning Dept.

RPC would like to see improved two way communication, information and feedback. The council is glad to be amongst the first to adopt electronic working, a system which is hopefully helping GBC save money. RPC also mediates current Planning Applications on its website homepage. Please let us know if there are any further ways we can help.

Members reiterated their commitment to attempting to resolve local planning issues, and their desire for a good working relationship with representatives from GBC. Tracey Coleman was clear that GBC were similarly committed to working together with communities, and that there was a duty to communicate clearly with the parishes over how and why decisions were reached. Tracey Coleman wanted to build collaborative relationships with rural parishes and, although not all decisions would be able to be exactly what parish councils hoped for, better communication would help GBC to explain some of its decisions.

It had been quite some time since GBC had an up to date policy base concerning planning issues, and issuing a Local Plan was an obligation in order to account for growth and infrastructure provision. With no Plan and no identified 5 year land supply, speculators would be tenacious in their pursuit of building developments. Fighting appeals cost GBC lots of time and effort, and without a Local Plan the council was in a vulnerable position.

Members posited that development earmarked in the draft Local Plan would increase the population of Lovelace Ward from around 2,000 to over 6,000, and that Ripley had already received around 20% of the development in the Borough during 2014-16.

Tracey Coleman reassured the meeting that no earmarked sites would be developed until adequate infrastructure had been constructed. Nothing was going to happen overnight, and even if a site had been allocated it would still need to meet the stringent sustainability demands of the planning system.

A member of the public, representing the Campaign to Protect Rural England, suggested that the thoughts of Ripley Parish Council were likely to be echoed at meetings across the Borough.

The Chairman thanked Tracey Coleman for visiting the meeting and for enabling a frank discussion of current and possible future planning issues. The joint meeting was thought to have been most useful.

144/16 PUBLIC COMMENTS AND QUESTIONS

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

a) A local resident raised a query Highways England's recent consultation. A meeting with residents of Elm Corner had been undertaken.

RESPONSE: Members agreed that a meeting with Highways England could be very useful in order to help understand the proposals for J10 and the A3.

b) A local resident raised an issue regarding the state of the footpath on the south side of Newark Lane.

RESPONSE: Cllr Ayears gave some history surrounding the actions of Surrey County Council (SCC) with regards to parking on the south side of Newark Lane. Many residents of the road would like to see the area made into officially recognised parking, but there was little SCC budget to enable this. GBC turned a blind eye to parking in the area because of the need for residents' parking. There was nothing RPC could help enable, but a parking review was due to take place in the near future.

145/16 DISCLOSURES OF INTEREST

Cllr Cliff declared a non-pecuniary interest in Agenda item 12 'Village Hall': Cllr Cliff represented the Over 60s Club on the Village Hall board of Trustees.

Cllr Cross declared a non-pecuniary interest in Agenda item 9 'Leisure & Facilities': Cllr Cross owned a dwelling on The Green.

Cllr Mealing declared a non-pecuniary interest in Agenda item 12 'Village Hall': Cllr Mealing represented the Parish Council on the Village Hall board of Trustees.

Cllr Powell-Cullingford declared a non-pecuniary interest in Agenda item 12 'Village Hall': Cllr Powell-Cullingford was an elected representative on the Village Hall board of Trustees.

Cllr Wood declared a non-pecuniary interest in Agenda item 12 'Village Hall': Cllr Wood represented the Bonfire Committee on the Village Hall board of Trustees.

146/16 MINUTES

The Minutes of the meeting held on Thursday 12th January 2017 were received, confirmed, and signed as a true and correct record by the Chairperson.

In accordance with Ripley Parish Council Standing Order 10f, Agenda item 12 'Village Hall' was brought forward for reasons of expediency.

Due to Cllr Cliff's disclosure of interest, and in accordance with Ripley Parish Council Standing Order 10a, the Agenda item 'Village Hall' was chaired by Cllr Hancock.

147/16 VILLAGE HALL

The meeting received a report on recent meetings of the Village Hall Trustees. Information on the parish council's Asset of Community Value (ACV) nomination, including correspondence on the matter, was considered, as well as a request for financial support. Some discussion, informed by National Association of Local Councils' (NALC) Legal Topic Notes 21 and 28, and RPC's Code of Conduct, was held as to the correct processes to enact regarding allowing members with a disclosable interest in the Village Hall to vote in matters regarding future help from RPC. A motion would be included on a future Agenda. Following representations from Surrey Community Action, members reconsidered whether the site required the support of an ACV due to the amount of legislation protecting the Charity's land. A meeting of the Finance Working Group would be needed ahead of any discussions on potential parish council funding, with all financial data being made available ahead of the meeting. The date of the Ripley Village Hall Fundraising launch night was discussed, with a new date preferred.

It was **RESOLVED: That the report be noted. The ACV nomination would be withdrawn. A meeting of the Finance Working Group would be scheduled to take place.**

148/16 CHAIRPERSON'S REPORT

The meeting received a report from the parish council Chairperson. .

It was **RESOLVED: That the report from the parish council Chairperson be noted. Members agreed that the Primary School's efforts to secure its future would be supported.**

149/16 CORRESPONDENCE (copies attached to record Minutes)

i) Letter regarding parish council owned land

It was **RESOLVED: That the letter be noted.**

ii) Request for parish council representation from Ripley Bonfire Association

It was **RESOLVED: That request be noted. Cllr Cliff would represent the parish council.**

iii) Email regarding fly tipping

It was **RESOLVED: That the email be noted. Gary Kirk would be invited to a future meeting.**

iv) Request for nominations for the Mayor's Award for Service to the Community

It was **RESOLVED: That the request be noted. Field, M., Sheik, A. and Trevill, M. would be nominated for the Award.**

v) Email regarding traffic problems on Newark Lane

It was **RESOLVED: That the email be noted. The issue would be mediated on a future parish council newsletter.**

vi) Copy of a letter from the prospective County Councillor for the Horsleys regarding bus services

It was **RESOLVED: That the letter be noted. Julie Iles was thanked for her persistent work and help with the issue.**

vii) Email regarding the www.discoverripley.co.uk website

It was **RESOLVED: That the email be noted.**

viii) Consultation on stroke care provision

It was **RESOLVED: That the consultation document be completed by Cllr Cliff. Members agreed that moving stroke care provision further away seemed inappropriate.**

ix) Road safety query from a local resident

It was **RESOLVED: That the road safety query be noted. Papercourt Lane had blind corners and no footways and was used as a cut through by rush hour motorists. Members agreed to take the issues up with SCC Highways and posited that incidences ought to be raised with Surrey Police and the Police and Crime Commissioner.**

x) Query regarding a clean-up day

It was **RESOLVED: That the email be noted. A date in May 2017 was thought to be agreeable.**

150/16 FINANCE

Members received and noted the schedule of accounts received and paid for the period from 1/1/17 to 31/1/17, totalling £10,060.87 (copy attached to record minutes).

Cheques presented by the Parish Clerk were authorised and signed.

The Internal Auditor's Letter of Engagement for financial year 2017-18 was considered.

It was **RESOLVED: That,**

a) The schedule of accounts received and paid for the period 1/11/16 to 31/12/16, totalling £10,060.87 be approved.

b) Cheques presented for authorisation be approved and signed.

c) The Internal Auditor's Letter of Engagement be approved.

151/16 PLANNING & ENVIRONMENT COMMITTEE

Members received and considered matters ongoing under the remit of the Planning & Environment Committee:

- Minutes of the P&E Committee meeting held on 19/12/16 and 9/1/17 (copy attached to record Minutes)
- FRED schedule and results to date (copy attached to record Minutes)
- Restrictive covenants
- Important dates for the forthcoming Planning Inquiry

It was **RESOLVED: That,**

a) The Minutes of the Planning & Environment Committee meeting held on 19/12/16 and 9/1/17 be noted.

b) The speed indicator unit results be noted. Further locations at Papercourt Lane and Wisley Lane would be included on the schedule.

c) The report on restrictive covenants be noted. Ripley Parish Council's land at West End and the Burial Ground extension held covenants against change of use of land in other nearby locations. A report would be delivered at the next scheduled meeting regarding the cost implications of appointing legal advice to analyse the covenants.

152/16 LEISURE & FACILITIES

Members received and considered matters ongoing under the remit of the Leisure & Facilities Committee, which included:

- Request for use of The Green (Appendix Q)
- Sites for new benches on The Green (Appendix R)
- Letter regarding Burial Ground maintenance

It was **RESOLVED: That,**

a) The request for use of The Green by the Rotary Club be approved. The Ripley Event would take place on 22/7/2017.

b) The sites for new benches be noted. The benches were to be dedicated to Ron Hill.

c) The letter be noted.

153/16 NATURE RESERVE

Members received and considered a report on progress with the Parish Council's Nature Reserve. The Byelaws would be finalised by the Working Group in order to be ratified by full council at the next meeting. A price for signs for the Nature Reserve had been estimated at around £2,000 each. A quote for wood for benches and a table top was discussed, with funding for the items potentially being provided by Ripley Bonfire Association.

It was **RESOLVED: That report be noted. Cllr Wood was tasked with sourcing wood for the Nature Reserve signs. The quote for wood for benches and table top was approved.**

154/16 NEIGHBOURHOOD PLAN

Members received a report from Cllr Ayears on recent progress of the Lovelace Neighbourhood Plan Group (LNPG) with developing the Plan. A 'Key Facts' document had been produced, and was in the process of being edited. The document would set the tone of the Neighbourhood Plan. The next meeting, scheduled for 28/2/17, would seek to approve the Key Facts element. Team leaders had been reviewing the policies document and tightening up the language in order to avoid ambiguity. Recent meetings had been very positive and the Plan was being driven towards the next stages. Consultation with GBC would be entered into, followed by a further

review and then a formal consultation with stakeholders in the three villages. It was hoped that different rules could be applied to different sizes of potential developments.
It was **RESOLVED: That the report be noted.**

156/16 ANNUAL PARISH MEETING

Members approved the date of 11/5/17 for the Annual Parish Meeting, to be held at the Bowling Club. The Ripley Village Hall fundraising launch would take place at the APM. A budget would be given towards providing a welcome drink and nibbles for guests.

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

157/16 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Ripley Village Hall voting, Public Inquiry update, and horse riding on The Green were suggested.

158/16 DATE OF THE NEXT PARISH COUNCIL MEETING

The next full meeting of the parish council was scheduled to take place on Thursday 16th March 2017, at the Parish Council Office.

The meeting closed at 2155hrs.

Date:

Chairperson