

**MINUTES OF OCKHAM PARISH COUNCIL MEETING  
TUESDAY 15<sup>th</sup> MAY 2018  
THE PARISH ROOMS  
Commenced at 6.30pm**

<p><b>PRESENT:</b> Dr Travers (Chair) Mr Bevan (Vice-Chair) Dr Aish Miss Lofthouse Mrs Porter</p>	<p>In attendance: Mrs Blackwell (Parish Clerk) GBC Cllr Colin Cross (part-meeting) 2 Local Residents</p>
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**18/45 Apologies for Absence**

Apologies from Mrs Inge, SCC Cllr Iles.

**18/46 Disclosure of interest.**

There were no disclosures of interest.

**18/47 Questions from Members of the Public**

Query raised from Local Resident about the involvement of the Parish Council with SCC on potholes as some work has been done at Elm Corner but there are still potholes. Local Resident concerned about the damage to their car, issue has been reported. Dr Aish agreed to follow up about reported potholes with SCC Highways.

MA

**18/48 Approve Minutes of 10<sup>th</sup> April 2018**

The Minutes of the Meeting on 10<sup>th</sup> April 2018 were approved and signed by the Chair.

**18/49 Matters Arising not on agenda:**

**Item 18/17 Request for additional new historic Ockham signs** – Mr Walton provided details of the specification of 2 additional signs with historical reference to William and Ellen Craft to be sited near to the Post Office at Arms Heath, estimated cost £1,200. OPC agreed in principle to 50% funding, subject to Mr Walton securing funds for the remaining 50%.

GW

**18/10a.) Surrey Rural Economy Conference** – Closed item, Miss Lofthouse attended. Well supported by Local Businesses.

**18/21a.) Guest speaker for Annual meeting** – Closed item, Inspector Hill accepted invite as the Guest speaker at the Annual meeting as Superintendent Barnett has been called elsewhere. No response to the invite from Guildford Housing Forum to speak at the Annual meeting on their view of the 3 Strategic Sites.

**18/21c.) Prudential ride London event** – Dr Aish agreed to follow up on potential funding from Prudential Ride London linked to charitable grants towards the new historic Ockham signs.

MA

**18/29 Review of flooding issues** – David Scotland agreed to be the flood co-ordinator. Miss Lofthouse agreed to ask for additional volunteers at the OHRA meeting for different areas in Ockham.

JL

**18/43a.) Ockham Village Green** – Dr Aish received confirmation from the Register of Surrey County Council of ownership of Ockham Green by Ockham Parish Council. Agreed to inform Highways England following recent enquiry.

MA

**18/50 Planning matters:**

**a.) Planning Application as at 11/05/18**

**1.GBC Draft Local Plan** - GBC submitted new Local Plan to Planning Inspectorate 13 December 2017. Examination in Public due to commence on 5 June 2018.

2. **Reference: Appeal APP/Y3615/W/16/3159894** Location: Land at Wisley Airfield, Hatch Lane, Ockham, GU23 6NU. Appeal report to be submitted to Secretary of State on 5<sup>th</sup> March 2018. Secretary of State decision expected on 5<sup>th</sup> June 2018.
3. **Reference: 16/P/00449** Location: Land south of Pound Farm, Old Lane, Cobham, KT11 1NH Proposal: Change of use of agricultural land to dog walking/activity area with fenced enclosure. Appeal dismissed 26/10/2016. Still awaiting enforcement action by GBC.
4. **Reference: 18/P/00279 and 18/P/00280** Location: Park Cottage, Ockham Road North, Ockham, GU23 6NQ. Proposal: Planning Application and Listed Building Consent for replacement of all existing windows with new double glazed windows with an oak frame painted white. OPC comments: no objection. GBC refused application 19/4/18.
5. **Reference: 18/P/00357** Location: Land adjacent to Rose Cottage, Elm Corner, Ockham, GU23 6PX Proposal: Conversion and extension of an outbuilding to form a single dwelling. OPC comments: objected, new dwelling within 400m of SPA. GBC decision awaited. Natural England objected on SPA grounds.
6. **Reference: 18/P/00426** Location: Nutberry Fruit Farm, Portsmouth Road, Ripley, GU23 9XX Proposal: Dropped kerb and widening of existing access with replacement gate and fencing. OPC objected due to difficult access to and from Mill Lane to A3 and impact of proposed consultation by Highways England on Junction 10. GBC approved application 24/4/18.
7. **Reference 18/P/00392** Location: Michaelmas, 2 Appstree Cottages, Ockham Lane, GU23 6NR Proposal: Proposed rear infill extension. OPC no objection. GBC approved application 4/15/18.
8. **Reference: 18/P/00504** Location: Elm Cottage Lodge, Ockham Road North, Ockham, GU23 6NW. Proposal: Demolition of the existing garage with one bedroom flat in roof space and erection of a three-bedroom chalet bungalow to match previously approved application 17/P/02238. OPC: no objection. Current application appears identical planning permission granted on 19/12/2017 except external balcony on the north elevation now omitted. GBC approved application 8/5/18.
9. **Reference: 18/P/00502 and 18/P/00503** Location: Royal Horticultural Society Gardens, Wisley Lane, Wisley, GU23 6Q Proposal: Planning Application and Listed Building Consent for internal alterations including insertion of lift, staircase and two new doorways at ground floor. External alterations including a new dormer window. OPC: no objection. GBC approved application 4/5/18.
10. **Reference: Elmbridge Borough Council 2018/0892** Location: Land Northwest of Black Swan, Old Lane, Cobham, Surrey KT11 1NG. Proposal: Change of use of land from agricultural to use for dog day care and alteration to fenestration. OPC comments: not within Ockham Parish boundary but object on grounds of inappropriate development in Green Belt, dangerous access to and from Old Lane, potential noise nuisance, flooding, inadequate waste disposal. Elmbridge Borough Council decision awaited as at 18/4/18.
11. **Reference: 18/P/00613** Location: Studio, Blue Ryde Lodge, The Drift, East Horsley, KT24 6NU. Proposal: Insertion of 4 new dormers to front elevation roof, removal of masonry to allow for full height window/door units to front elevation. OPC no formal objection, query size on new dormer. GBC decision awaited as at 11/5/18.
12. **Reference: 18/T/00082** Location: Ockham Cottage, Ockham Lane, Ockham, GU23 6NP Proposal: Removal of tree (unidentified species) – Ockham Conservation Area. OPC: no objection. GBC approved application 11/5/18.
13. **Location: Oakmead Farm, Ockham Lane, Ockham, KT11 1LY.** No planning application submitted but building work commenced believed to be preparation for erection of a new garage. OPC lodged an enforcement complaint. GBC decision awaited 11/5/18.
14. **Reference: 18/P/00472 Location: Millwater, Mill Lane, Ockham, GU23 6QT** Proposal: Listed Building Consent for internal alterations. OPC : No objection. GBC decision awaited as at 11/05/18.
15. **Location: Brick Kiln Copse, Old Lane, Cobham, KT11 1NL.** Land being used/to be used for

importation, deposit, storage, processing and composting of waste materials, excavated waste. Retrospective planning application submitted to SCC/GBC. OPC submitted an objection letter to SCC and GBC. GBC raised no objection, SCC decision pending by 2/07/18.

16. **Reference: 18/T/00100 Location: Romelli, Ockham Road North, Ockham, GU23 6NL**

Proposal: Removal of willow tree (T1). OPC considering application.

**b.) GBC request for handling planning applications:**

Agreed to the request from GBC to stop receipt of paper planning applications and to respond with comments using the on-line system with the exception of large planning applications.

PB

**c.) Guildford Local Plan Examination** – Received update, Parish Council working with WAG, submitted response. QC engaged; date pending for Wisley day at the Examination due to start on 5<sup>th</sup> June 2018.

**18/51 Threatening behaviour at Elm Corner**

- a.) Update to be given by Inspector Hills from Surrey Police at the Annual Meeting. Welcomed commitment from Police, as had a significant impact in improving the situation.

**18/52 Highways**

- a.) Update on stiles and footpaths - Informed the Countryside Access Team have a design for the replacement horse stile compliant with the relevant British Standard (BS 5709). Suggestion made to ask Cllr Iles to approach the horse riders before it is installed. Tenant farmer Colin Rayner agreed to re-instate the footpaths when the crops have been seeded. Dr Aish notified that FP24 needs clearing.

JI

MA

**18/53 General Data Protection Regulations (GDPR)**

Audit of Parish records to be carried out at the Parish rooms by Dr Aish and the Parish Clerk on 16<sup>th</sup> May 2018. Dr Aish agreed to review whether the Parish Council are required to pay Registration Authority fees and to prepare a statement on GDPR. Agreed to ask the website developer if he is happy for the 3 Cllrs to contact him directly to advise on set up of the new accounts.

MA/PC

MA

PC

**18/54 Financial Matters**

- a.) Internal Audit report for 2017/18 – Internal Audit report was received from Alabet Consultancy Ltd and approved for year ended 31 March 2018. Noted receipts of £17,261 and payments of £23,333, balance carried forward at year-end of £11,313. Noted increase in payments in 2017/18 in the main attributable to the cost of air quality monitoring and contribution to the QC costs for the Appeal for Three Farm Meadows.
- b.) Section 1 Annual Governance Statement 2017/18 – The Annual Governance Statement for 2017/18 was approved.
- c.) Section 2 Accounting Statement 2017/18 – The Accounting Statement 2017/18 was approved.
- d.) Certificate of Exemption - The Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulation was signed to submit to the external auditors as the gross income and expenditure did not exceed £25,000.
- e.) Cheques paid out/money received to bank account - Community Account as at 27<sup>th</sup> April 2018 £13,309.20, Business Premium Account of £3,422.45. Cheques signed for Alabet Consultancy Ltd, internal audit £80, GB Walker garden maintenance £110, SSALC Limited, Meeting procedure training £72.
- f.) Review Annual Parish Council Insurance for 2018/19 - Approved Annual

Insurance renewal with the Ecclesiastical Local Council Scheme from 1/6/18 – 31/5/19, annual premium of £336.66.

**18/55 Correspondence**

- a.) Traveller Incursion – Noted guidance from GBC. Agreed not to nominate a lead as the Parish Council is not a landowner. Noted recent activity with the unauthorised encampment on Three Farm Meadows, measures being put in place by the Landowners.
- b.) Received from GBC notification of the Draft Residential Extensions and alterations consultation from 4/5/18-4/6/18.

**18/56 Any item for noting or inclusion on a future agenda**

- a.) Agreed to discuss the clearing of Ockham Village Green at a future meeting.
- b.) Agreed to send out an invite to OHRA Residents to the next meeting on 12<sup>th</sup> June 2018 for the visit from Cllr Paul Spooner, Leader of Council, Cllr Matt Furniss, Deputy Leader of Council and Cllr Billington. JL

**18/57 Date of next meeting** – Tuesday 12<sup>th</sup> June 2018 at 8pm at the Parish Rooms.

There being no further business the meeting ended at 7.45pm.  
Annual Meeting followed on at 8pm.

*Alyson Blackwell, Clerk to Ockham Parish Council*