

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19 FEBRUARY 2018 AT 7.30pm AT CAPEL PARISH HALL

PRESENT: Mr C Ball, Chairman, Mr S McLachlan, Mr P Garber, Mrs A Schryver, Mr L Margetts, Mrs P Dale, Mr K Salter, Mrs L Ryan, and the Clerk.

IN ATTENDANCE: District Councillor Mrs Watson and County Councillor Mrs Helyn Clack.

1. **APOLOGIES FOR ABSENCE:** Mr D Cox and District Councillor Mary Huggins.
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 22 January 2018:** The minutes were adopted and signed by the Chairman.
3. **MATTERS ARISING:**
None.
4. **DECLARATIONS OF INTEREST:**
Mr McLachlan - Europa Oil and Gas, Coldharbour (11).
Mrs Schryver – Melville House, Beare Green (7ii).
5. **PUBLIC QUESTIONS:**
None
6. **CLERK'S REPORT:**
The Clerk advised the Committee that:
 - i. Further information regarding the installation of drinking water fountains will be included on the March agenda.
 - ii. Work is progressing on the first tranche of trees to be worked on by Treeline. The first tranche includes trees considered high risk and in need immediate attention, especially those growing close to property, roads and pedestrian footpaths.
 - iii. The new directional finger post for Capel recreation ground will be delivered tomorrow. It will be erected at the corner of Old Barn Drive.
 - iv. Refurbishment work has begun on Capel Bowls Club pavilion. The work will make the pavilion weather-proof and secure so that it can be used as a storage facility.
7. **PLANNING APPLICATIONS:**
 - i. **CPC/17/008 - Ruby's Café, Holye Hill, Horsham Road, Beare Green.** Mr Garber informed the Committee that a response had been received from the owner and several comments were made, indicating that the delay in submitting a planning application was due to Mole Valley's Enforcement Officer Mr Steve Thorpe. It was correct that the Consultant had not been able to contact Mr Thorpe. The Parish Council had written to Mr Thorpe and his response was circulated indicating that the Parish Council would be kept informed of developments.
Mr Margetts voiced his concern that steps were being taken without appropriate dialogue between Councillors. It was agreed that a process should be put in place so that all Councillors were made aware of developments relating to planning applications applicable to their wards. It was agreed that dates should be set for responses and not allow applications to drift. The Parish Council should learn from this and ensure all relevant information is circulated.
 - ii. **MO/2017/2164 - CPC/18/001 - Melville House, Newdigate Road, Beare Green RH5 4QD.** This was an application for the conversion of an existing outbuilding to 1 No. dwelling with new access and parking. Mr Ball attending a Mole Valley Planning Executive meetings on 12 February when permission to convert this building was refused. Mr Ball said that it was apparent that the Mole Valley Enforcement Team did not take photographs and the Planning Department did not keep up-to-date with the case. It was evident that no decision on any application should be made without making a site visit, taking a visual assessment and having local knowledge of the area.

- iii. **MO/2017/2198 – CPC/18/005 – Hill House Farm, Misbrooks Green Road, Capel, RH5 4QQ.** The Parish Council has already made a formal response to the planning applications submitted for this property. However, part of the hedgerow and a tree has now been unlawfully removed. A gate, more than 1metre high has also been installed adjacent to the highway. Photographic evident of these violations have been sent to Mole Valley Case Officer Aidan Gardner indicating that this should be an enforcement issue and a matter for immediate reinstatement.
- iv. **MO/2018/0023 – CPC/18/011 – Rickwood Park, Horsham Road, Beare Green.** This is a planning application for the change of use of stables to accommodate one further park home. Rickwood Park is within the Green Belt and the stables are beyond the permitted park boundary. The proposed plot would need to have access through the park which could lead to the introduction of more park homes. There are areas within the boundary of the park which could be used to position further homes. Policies in the Mole Valley Core Strategy, NDP and NPPF should be considered. The Parish Council therefore recommended the planning application be refused.
- v. **MO/2018/0087 – CPC/18/012 – Mill View, Horsham Road, Beare Green.** This is a retrospective application for the retention of a timber outbuilding in the rear garden. The property is located adjacent to the railway station and it would have no adverse impact on adjoining residential properties. The Parish Council approved this application, but a condition should be imposed that the timber outbuilding can only be used for storage and associated uses. It cannot be used for residential use.
- vi. **MO/2018/0091 – CPC/18/013 – Crackerbarrel Farm, Horsham Road, Beare Green.** This is an application for a variation of Condition 11 of approved Planning Permission M/2011/0037 for the erection of a replacement dwelling and detached double garage with associated parking and turning area following demolition of existing dwelling, to allow development in accordance with amended drawing number 02 Rev C showing a reduction in size. Consideration should be given to the boundary to the A24 and northern boundary at the triangle which should be landscaped to soften the impact of the new dwelling. The Parish Council therefore recommended the planning application be approved.
- vii. **MO/2018/0113 – CPC/18/014 – Temple Mead, Temple Lane, Capel.** This is an application for a Certificate of Lawfulness for an existing development in respect of the erection of a swimming pool and pool building on garden land to the south of the host dwelling. Evidence indicates that this had been in place since 2000. The pool building is more than 4metres which exceeds the permitted height. In consideration of the height, planning permission is required for the outbuilding and until then the use is not lawful. The Parish Council has no objection in principle, but a planning application must be submitted to regularise the pool building.
- viii. **MO/2018/0153 – CPC/18/015 – The Knoll, Horsham Road, Beare Green.** This is an application for the erection of a single-storey side extension. The dwelling is within the Green Belt. There is no reference in the application to sub-dividing the site. The size of the extension is substantial for a porch. The Parish Council will contact the agent and seek further clarification before any decision is made.

Mr Garber informed the Committee that a letter had been received from a third party regarding the Mole Valley plan. The letter seemed to have political and implied that the NDP was being overridden by the Mole Valley Local Plan. The Committee discussed and decided not to take any action for the time being.

Surrey Waste Local Plan - Mr Garber confirmed that the Parish Council had forwarded a response to Surrey County Council regarding the Surrey Waste Plan.

Auclaye Brickworks – A meeting had taken place recently and a further meeting has been arranged for 27 April 2018 at 4pm. The most contentious matter was the entrance and exit from the site onto the A24 and it was imperative that the applicant submits plans for the exit to ensure it is fit for purpose. Permission had never been granted to enter or exist onto the A24 under the old plans. The plans must be revised to present day standard.

Clockhouse Brickworks – work was continuing on site and the owners want to bring the site up to modern day standards. No planning applications have been submitted at present.

8. DATA PROTECTION:

The Parish Council must be compliant for Data Protection by May 2018. SSALC draft policies had been circulated and Councillors were asked to read them ready for discussion at the next meeting. Data Protection policies must be adopted and posted on the Parish Council website. Councillors will consider the policies and discuss and adopt at the next meeting.

9. MELVILLE HOUSE, NEWDIGATE ROAD, BEARE GREEN:

The Chairman told the Committee that he had attended the Mole Valley Executive meeting when the most recent planning application for this property was discussed. This property has a history of having submitted several planning applications. At the Mole Valley Executive meeting it was indicated that development to the house could not be stopped but taking down trees on the property was not acceptable. The planning application was therefore refused.

10. UPGRADE OF FOOTPATH TO BRIDLEWAY, TRIGG STREET, BEARE GREEN:

A suggestion had been put forward to upgrade the current footpath (FB218) and upgrade it to a bridleway. No indication of cost had been given and it would be necessary to have this information before any further discussion could take place. It was agreed that this was a highly dangerous stretch of road and it would be beneficial to get horse riders and cyclist off the road. The Parish Council supported the suggestion in principle.

11. EUROPA OIL AND GAS, BURY HILL WOOD, COLDHARBOUR LANE, HOLMWOOD RH5 6HN:

Following a recent meeting between Europa, the Parish Council and LHAG, Europa now want to hold a public meeting for Coldharbour residents but there are concerns that demonstrators would attend. Europa has agreed to supply security at the meeting and it is hoped this will take place within the next two weeks. This is primarily to discuss traffic management. In the meantime, the Parish Council will send a letter to the Forestry Commission outlining concerns around public health, the erection of temporary accommodation and the intimidation of walkers in the area.

12. REPORTS FROM MEMBERS

Finance:

- (a) Mr Salter confirmed that the current account had a surplus, but funds had been earmarked from the Community Project fund for up-coming projects. Historically easements had been used to subsidise spending, but the Parish Council was now self-sufficient without these monies. The accounts detailing receipts and payments were presented for approval and signature. Cheques were signed by two councillors.

RECEIPTS

Interment of Ashes	£350.00		
Total	£350.00		
	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
Helpdesq	63.42	12.68	76.10
Clay Griffin – Markham Park groundwork	2,500.00		2,500.00
Sage Support	99.00	19.80	118.80
Printerland	487.00	97.00	584.00
S Dixon for L Quirk	42.79		42.79
HMRC	391.00		391.00
Mrs L Bignell	191.24		191.24
Mrs J Russell	1,402.00		1,402.00
Mrs L Bignell reimbursement	36.00		36.00
Surrey Playing Fields affiliation	10.00		10.00
Treeline – Beare Green Recreation Ground	150.00	30.00	180.00
Treeline – Old Horsham Road sightlines	290.00	58.00	348.00
Treeline – Old Horsham Road	50.00	10.00	60.00
SSALC GDPR Training	48.00	9.60	57.60
Greenbarnes – Recreation Ground fingerpost	474.31	94.86	569.17
Helpdesq	61.51	12.30	73.81
OPUS Energy Gas D/D	156.52	7.83	164.35
OPUS Energy Electricity D/D	27.96	1.40	29.36
TOTAL	£6,480.75	£353.47	£6,834.22

Current Account reconciled to 31 January 2018 - £40,201.27

(b) Ward Matters for note or inclusion on a future agenda:

- i. **Beare Green:** (a) The traffic signs along Old Horsham Road were discussed and it was agreed that this could be an area for de-cluttering. It is possible that this is something that Colin Davis could assist with. This will be an agenda item for the March meeting. (b) Parking along Old Horsham Road is still a problem. There is parking on both sides of the road and damage is now being done to the grass verges. It was agreed that this something the Housing Association should address. Councillor Watson advised that Clarion Housing Association have taken control of the local housing association stock in the area. (c) As the Parish Council does not have a Facebook page, it was agreed that this will be an agenda item for discussion at the next meeting. (d) Mr Ball confirmed that a meeting will be held later this week to discuss further details around the Party on the Green. A date is still to be confirmed.
- ii. **Capel:** (a) Mr Margetts confirmed that the Sports Pavilion had received a donation of £5,000 from SES Water. A meeting is being held on 21 February in the Parish Hall to discuss the plans for the new extension to the Sports Pavilion. This will begin at 7pm. (b) Mrs Schryver informed the Committee that an estimate had been received to have the path leading to the children's playground paved. This is for a sum of £1,200 and will be an application for the Community Fund. At present the path is uneven and very muddy.
- iii. **Coldharbour:** (a) Mr McLachlan said that the Parish notice board in Coldharbour needs to have some refurbishment, mainly a coat of varnish. This will be actioned when the weather improves. (b) Mr McLachlan mentioned the installation of solar panels for the Coldharbour Cricket Pavilion. This will cost £20,000 for 21 panels which will be completely self-contained. The panels are a cost-effective alternative to having power installed at the pavilion and reducing the theft of generators, which have been stolen three times in the past four years. Neither the National Trust or Mole Valley District Council have any objections to the panels. So far only £10,000 has been raised through grants, with Councillor Mrs Hazel Watson also pledging funding. Mr McLachlan was disappointed to say that Ride London was not able to offer any financial support. Councillor Clack gave some alternative sources for funding, namely Sports England and the Lottery Fund. Mr McLachlan said that if the money for the panels could not be found, then the building would have to be demolished and a loss to the community. It was agreed that this would be an agenda item for the next meeting.

Councillor Clack told the meeting that Prudential Ride London has one more year for this event to take place. The London Marathon Trust who manage the ride have applied for a further five years. Although this event is inconvenient to residents along the route, it has a positive impact on charitable funding. The route is well known, and the police are experienced in patrolling the event. The Committee agreed that this should be included on the March agenda.

13 CORRESPONDENCE:

Crime figures for the Parish have been received from the Police. The Chairman said that he was pleased this information was being received again and that the Police were continuing to engage with the local community.

Any requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Planning Committee: 5 March 2018 at 7.30pm
Parish Council Meeting: 19 March 2018 at 7.30pm
Finance Committee: 14 May 2018 at 8.00pm

The Annual Parish Meeting will be held on 12 March, 7pm for 7.30pm and will be held at the Beare Green Village Hall all other meetings will be held in Capel Parish Hall.