

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 JULY 2016 AT 7.00pm IN THE JOHN VENUS HALL, COLDHARBOUR

**PRESENT:** Mrs A Schryver (Chairman), Mr S McLachlan, Mr C Ball, Mr K Salter, Mr D Cox, Mrs L Ford, Mrs P Dale and the Clerk.

**IN ATTENDANCE:** Cllr Helyn Clack

**1 APOLOGIES FOR ABSENCE:** Mr P Garber, Mr L Margetts, Cllr Mary Huggins

**2 MINUTES OF PREVIOUS MEETINGS:** The minutes of the meeting of the Parish Council held on 20 June were adopted and signed by the Chairman.

**3 DECLARATIONS OF INTEREST:** Mrs Schryver, item 11.

**4 CLERK'S REPORT:**

1. The water company's land agent attended the Parish Office to discuss the water connection installed without the PC's permission on the verge in front of Mr Brown's field in Temple Lane. A copy of the land registry filed plan indicating the PC's ownership of the verge was given to the agent and a site visit made. Surrey CC has adopted Temple Lane and the agent thought that might give SCC the right to give permission to the water company to install a water connection on the PC's land without referring the matter to the PC. She said she would do further research on the matter and check with her supervisor and give a response within two weeks.
2. At the previous meeting of the PC it was suggested that the Clerk should contact the PC's own solicitor asking how much they would charge to extend the National Trust's lease to Coldharbour Cricket Club. Either the National Trust or the Cricket Club needs to contact a solicitor to do this work. Details of the PC's solicitor can be provided but instructions must come from one of the parties to the lease. *(Contact details now provided to Mr McLachlan.)*
3. Clay Griffin has undertaken remedial work at Markham Park and on the oak tree overhanging the Bowls Club green.
4. During this month routine grass cutting and maintenance work has been carried out by Burleys in Beare Green and Capel.

**5 POLICE MATTERS:** Following the recent Police reorganisation there were no crime statistics provided and no police representative in attendance. It was agreed that while it was not essential for the Police to attend all Parish Council meetings it would be very useful to continue receiving the crime statistics for the Parish on a monthly basis. The Police have introduced a new computerised system which is supposed to make it easy to assemble these statistics on an area by area basis but the Clerk said she had been unable to access this information. It had previously been admitted by the Police that the data available online would be out of date compared to the statistics previously supplied by the PCSOs to the Parish Council at their monthly meetings. The Chairman asked if there were any comments to be noted. Mr McLachlan mentioned a recent incident where a resident had called the 101 service and been kept on hold for such a long time that they eventually gave up and the crime went unreported. Recent press reports about the inadequacy of the 101 service describe this delaying tactic by some forces as a method of discouraging people from calling the 101 service, which makes it very difficult to report any problems to the Police now that so many police stations have closed and there are no routine foot patrols. Another concern is that there are no updates being received from the Police from the Country Watch scheme and there was speculation that this service may also have been withdrawn. Following Inspector Hamlin's recent reply to the PC's letter detailing several complaints, it was suggested that a letter be written about these matters to the new Police and Crime Commissioner Mr David Munro.

**6 TO RECEIVE AND ADOPT MINUTES OF PLANNING COMMITTEE ON 4 JULY 2016:** These were adopted and signed by the Chairman.

- 7 PLANNING APPLICATIONS and other planning matters.** The following Planning Application had been received since the Planning Committee meeting on 4 July:  
**MO/2016/1038** Old Wattlehurst Farm, Horsham Road, Capel, Surrey RH12 3SD. This is an application to erect a detached dwelling with garage following demolition of an existing non-agricultural barn and commercial stabling. The proposed dwelling is in an unsustainable location unrelated to any development being located in the countryside and not supported by any community facilities. If MVDC were to grant planning permission, having regard to government policy in relation to affordable housing provision the Parish Council would seek a condition regarding a financial contribution towards affordable housing. *(Note: following a Court of Appeal decision, it was necessary to change the form of words in the PC's response to this application from "require a condition" to "seek a condition").*  
**Pear software.** The printed plan produced by Pear of the Capel burial ground is in the process of being checked against the on-site situation and the paper records kept by Mrs Coke. It was agreed that a meeting be arranged for Councillors to discuss how the PC uses this software and if there is any scope to provide it to other potential users in the Parish. Mr McLachlan undertook to look for suitable dates and set up the meeting.
- 8 NEIGHBOURHOOD DEVELOPMENT PLAN:** Mr Ball reported that the draft Plan had been online since 8 July and letters had been delivered to residents to advise that they could access the Plan online with hard copies following on 19 July. Comments by residents on the draft Plan were required by 19 August and the Clerk was asked to produce a poster reminding residents of this date for the public noticeboards in all three villages. Mr Garber said there would be a meeting with MVDC on 2 August to discuss the draft Plan.
- 9 TRAFFIC CALMING:** The traffic consultant Colin Davis had made a presentation to the Chairman and clerks on 12 July outlining a suggested scheme to enhance the central area of Capel which would engage drivers' attention and encourage slower and safer driving. The scheme has proved effective in similar Surrey villages. Mr Davis will be contacting various organisations regarding grants and funding for the scheme and enquiries would be made by the Chairman with other possible participants.
- 10 CCTV:** The prospect of installing CCTV to monitor the Capel playground and Mortimer Road car park following arson attacks by youths has resulted in some people expressing concern about the proposal. Everyone who might possibly view the footage would be subject to CRB checks. Only if an incident occurred would any footage be viewed and in reality this would just be the Parish Clerk and the Police. Possible options were discussed including having the CCTV on a timer to only come on during the early evening and overnight when young children are no longer using the playground. Quotations for the installation have been received and the matter will be discussed at the next Finance Committee meeting on 12 September.
- 11 Melville House:** Mr Garber will be conducting a site visit and reporting back to the Planning Committee on 1 August.
- 12 Gatwick Flight Path, Route 4:** It was agreed that the noise from aircraft on this flight path is now much louder than before. There had been changes to satellite navigation using P-RNAV equipment which automatically determines an aircraft's desired flight path but the current Route 4 is not acceptable either in the concentration or at the height it is now operating. There are 30 action groups over 4 counties all complaining about the concentrated route. The noise and nuisance level did not affect so many people previously because pilots decided where to fly within the Noise Preferential Route (NPR) and had more choice about height. Cllr Clack said she had been campaigning with Gatwick Airport to go back to dispersal routes. She suggested that it would be more effective to support one group rather than a number of other pressure groups as they all have their individual concerns within their defined areas. The Gatwick Area Conservation Campaign (GACC) has the technical expertise to campaign effectively on behalf of a wider area and it would be more beneficial for some of the smaller groups to join together and pool resources. Shifting the concentrated flight path from one area to another is not helpful and the way forward to help all residents is to look at a

wider dispersal of aircraft so that no area suffers a constant barrage of unacceptable noise. 900 flights take off from Gatwick in August and although planes are bigger they are supposed to be quieter. It was pointed out that the 380 is flying lower than previously and the noise is so intense that it stops conversation. GACC have said that some planes are flying outside the NPR which may be caused by drift and wind speeds. It is clear that many planes are bigger and turning tighter which is making more noise. It was thought that the new technology ought to have improved the situation not made it worse. There was a brief discussion about the composition of Gatwick's Noise Management Board and it was suggested that Mike Ward of Plane Wrong should be on this to represent the Route 4 group. Unlike Heathrow, Gatwick allows a limited number of night flights which are causing extra distress. Cllr Clack undertook to forward a briefing on the matter which had been prepared by Peter Barclay for herself and Sir Paul Beresford. A further meeting was planned in September. The Chairman suggested that the Parish Council should throw its weight behind GACC and write to Chris Grayling and Sir Paul Beresford with a copy to Bo Redeborn at Gatwick.

- 13 Clerking Arrangements:** The Chairman said that Janet Russell would be taking over as Parish Clerk on 20 August 2016 and an Assistant Clerk would need to be found. *(Subsequently agreed that Mrs Bignell would return as Assistant Clerk after Christmas).*

**14 REPORTS FROM MEMBERS**

**(a) Finance:** The accounts detailing receipts and payments were agreed and signed for the period 21 June to 18 July 2016 and cheques were signed by two councillors.

<b>PARISH HALL &amp; OFFICE</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Nic Beaven, sound panels	£460.27		
Solomon Blinds, Hall blinds	£325.00	£65.00	
Stewart Collins Electrical	£80.00		
D Street, electrician	£170.00		
	<b>£1,035.27</b>	<b>£65.00</b>	<b>£1,100.27</b>
<b>NEIGHBOURHOOD PLAN</b>			
Letterbox/Greatbatch, del 19th (11/7)	£435.75	£87.15	
Vincent Press, 50 x A4	£611.00		
Helpdesq, duplex printer 10k toner	£249.00	£49.80	
Viking, paper, envelopes	£88.89	£17.78	
Viking, envelopes	£373.44	£74.69	
	<b>£1,758.08</b>	<b>£229.42</b>	<b>£1,987.50</b>
<b>ADMIN &amp; OTHER PAYMENTS</b>			
Viking, paper, key cabinet (11/7)	£93.88	£18.78	
Cleaner (22/6)	£40.00		
Cummins, handles, BG pavilion (22/6)	£24.80		
MVDC, dog bin Markham Park	£204.00	£40.80	
Clay Griffin, cutting Bowls Club etc	£700.00		
Playdale, parts for C'harbour play repair	£114.84	£22.97	
Naturescapes, cutting at burial ground etc	£815.00		
Mrs Russell, Asst Clerk, salary	£828.83		
Mrs Bignell, Clerk, salary & mileage	£1,408.73		
HMRC, tax	£550.00		
Stamps	£13.20		
Keys, postage	£108.81		
BT email address DD	£20.50	£4.10	
Opus, electricity, hall & office DD	£20.41	£1.02	
	<b>£4,943.00</b>	<b>£87.67</b>	<b>£5,030.67</b>
			<b>£8,118.44</b>

**RECEIPTS (bank statement 30 June)**

Receipt for FoI request re NDP	£140.67
MVDC refund rates on Hall	£38.88
Henry Smith Charity for vouchers	£20.00
HMRC refund VAT	£9,849.89
Allotment renewal	£30.00
Hall booking	£67.50

**Cheques received since statement**

Zurich insurance, playground damage	£2,500.00
CAG contribution to NDP	£1,402.36
	<b>£14,049.30</b>

**Current a/c, reconciled 30 June** **£20,677.81**

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

- (i) **Beare Green:** (a) Mrs Ford said members of Beare Green Community Association had asked who was responsible for verges in the area. This information is contained on a large plan and it was suggested that BGCA members attend the Parish Office in Capel to view this. This information will be added to the Pear system in due course and available to view online. (b) Mr Ball said there had been positive feedback about the outdoor gym equipment on Beare Green. (c) Mr Cox said there had been an ongoing problem with overgrown verges affecting sight lines for motorists. Cllr Clack said she had met with Paul Anderson of MVDC that day who explained that there had been little growth before the first cut in April but after that there been very substantial growth and they were working hard with the second cut to catch up. There will be a third cut in the autumn. Cllr Clack had complained that the quality and extent of the cut was not good enough and walkers were also finding it difficult to walk along footpaths on the verges particularly where the overgrown grass and brambles are covering ditches. A further meeting with the contractors was to be held later that week. It was agreed that the cut was too late and the quality of the work was not good enough. Mrs Dale asked about cutting of bridleways. These are not covered by the council's contractor but Cllr Clack said she might be able to fund equipment if enough volunteers to do the work could be found. It was suggested that if areas are not properly cut a photograph should be taken and sent to Paul Anderson at MVDC and he will contact the new contractors.
- (ii) **Capel:** (a) The Chairman said the outdoor gym installation on Capel recreation ground was being well used and very popular. (b) The need to improve signage at Mortimer Road car park had been raised so that visitors could see where the various sports clubs and other activities on Capel Recreation Ground are located. The Chairman said the PC should write to the Village Hall Committee asking if they would contribute to the provision of improved signage. It had been suggested that a "You Are Here" board be installed at the entrance to the car park with a plan showing where the various facilities and activities are located. Mrs Dale said she was the Chairman of the Village Hall Committee and would take this up with her colleagues. (c) A suggestion had been made about offering the enclosed area at the Bowls Club for owners to exercise their dogs off the lead. However, a further suggestion had been made that the Bowls Club might also be a suitable place to relocate the allotments as there is a locked building providing facilities for allotment holders which they do not have at the present location. It was agreed that these ideas would be discussed further at forthcoming meetings. (d) The Chairman said that the PC had had to take responsibility for the Copse, which is a woodland area in the middle of Markham Park, as there has been a lot of rubbish dumped and overgrown saplings need to be removed. Neither Surrey CC nor MVDC were taking responsibility for the area. It was suggested that a budget of £1,000 a year might be allocated from PC funds to enable the proper management of the Copse so that it can be used by residents. This will be discussed by the Finance Committee at its meeting on 12 September.

The Horticultural Society will be going into the Copse in October to tidy and improve the area. When the saplings are removed they can be chipped and the chipped wood used to provide pathways. The Chairman asked Cllr Clack if there was money available in any of the budgets that she knew about to assist with this work and Cllr Clack said she could raise the matter with Paul Anderson.

- (iii) **Coldharbour:** Mr McLachlan asked if some of the £1,000 allocated in the budget for Coldharbour matters could be used for legal expenses in connection with getting the playing fields designated as a Fields In Trust Centenary Field. This matter will be discussed at the Finance Committee on 12 September.

**15 CORRESPONDENCE:** None.

**16 URGENT MATTERS FOR A FUTURE AGENDA:** The Chairman said that Gatwick should be on the agenda for all future Parish Council meetings until further notice.

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: 1 August 2016 and 5 September at 7.30pm in the Parish Hall, Capel.**

**Finance Committee: 12 September 2016 starting at 8pm in the Parish Hall, Capel.**

**Parish Council Meeting: 19 September 2016 at 7.30pm in the Parish Hall, Capel.**