

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 NOVEMBER 2015 AT 7.30pm IN THE COMMITTEE ROOM AT BEARE GREEN VILLAGE HALL

PRESENT: Mrs A Schryver (Chairman), Mr P Garber, Mr C Ball, Mrs P Dale, Mr L Margetts, Mrs L Ford, Mr K Salter, Mr D Cox and the Clerk

1 APOLOGIES FOR ABSENCE: Mr S McLachlan, PC Gargini, MV District Cllrs Mary Huggins (Capel, Leigh & Newdigate) and David Mir (Leith Hill)

2 IN ATTENDANCE: MV District Cllrs Michelle Watson (Beare Green) and Corinna Osborne-Patterson (Capel, Leigh & Newdigate), Tina Black.

3 DECLARATION OF INTEREST: None.

4 MINUTES OF PREVIOUS MEETING: The minutes of the meeting of the Parish Council held on 19 October 2015 were agreed, adopted and signed by the Chairman.

5 POLICE MATTERS: There being no representative of the police available to attend, the crime figures for Capel, Beare Green and Coldharbour, for the period 18 October to 16 November were presented to the meeting (**below**). It was noted that there had been a reduction in reported crime in the area since the last meeting.

6 CLERK'S REPORT: The Chairman read the Clerk's Report which gave an update on matters raised at the previous meeting (**below**). There was a brief discussion about the following numbered items from the report:

3. The frontage to Surrey Hills Hotel was discussed where permission had been given in 2014 to create one entrance in place of two.
6. The Chairman had advised the Parish Clerk for Ockley about the overgrown vegetation in Coles Lane near the station as that area is in Ockley Parish.
7. Sample dog fouling notices were discussed and it was agreed to amend them and place them in Capel near the recreation ground.
9. Two quotes for tree/vegetation and ditching work in Misbrooks Green Road were considered and it was agreed that the PC would accept the quote from Bill Kear Plant & Agricultural Contractors Ltd.
10. The £2,000 offer for the water easement at Temple Lane was considered too low. It was agreed that the Parish Council would accept £5,000 plus all its legal costs.

7 PLANNING APPLICATIONS: To consider planning applications received since 20 October:

App Ref: MO/2015/1702 Case Officer: Mr R Brereton Applicant: Mr T Greenway

Location: Hillcrest, Misbrooks Green Road, Beare Green

Proposal: Erect two-storey side extension with single-storey orangery to rear

Decision: The proposed two-storey side extension is substantial and would compromise the proportions of the pair of semi detached dwellings. The proposal is not supported by a planning and design statement supporting an exception for development in the Green Belt being in conflict with both the NPPF and MVLP. The Parish Council's recommendation was that the application be refused.

App Ref: MO/2015/1783 Case Officer: Mrs H Rennie Applicant: Mr M Harverson

Location: Site at Broomells Yard, Misbrooks Green Road, Capel

Proposal: Prior notification for change of use of an agricultural building to a dwelling

Decision: The building is a utilitarian barn of modern construction and is wholly unrelated to Capel village. The proposed scheme lacks merit and justification. The Supporting Statement submitted with the application does not support an exception for development in the Green Belt being in conflict with both the NPPF and MVLP. The Parish Council's recommendation was that the application be refused.

App Ref: MO/2015/1743 Case Officer: Mr D Webb Applicant: Mr L Coombs

Location: Bradenham, Henfold Lane, Beare Green

Proposal: Erection of summerhouse

Decision: The application is for a substantial summer house to the side of the dwelling and is contrary to Green Belt policy. The proposal is substantial and disproportionate (excessive).

The Design and Access Statement submitted with the application does not support an exception for development in the Green Belt being in conflict with both the NPPF and MVLP.

The Parish Council's recommendation was that the application be refused.

Auclaye Brickworks: It was noted that following discussions with MVDC regarding the lawful use application it is now agreed in accordance with the Parish Council's position that the two buildings plus a toilet can remain but without any beneficial use i.e. they could not benefit from a proposal to change the use to residential.

Riverdale Farm, Rusper Road: Notification of appeals had been received on 12 November. It was decided to simply acknowledge these and make no comments.

- 8. NEIGHBOURHOOD DEVELOPMENT PLAN:** The Chairman of the Steering Group, Mr Garber, updated the meeting on the stage that has been reached in the Neighbourhood Plan process. The second cycle of village meetings was completed on 11 November. The Housing & Planning Bill is going through Parliament currently and expresses strong support for Neighbourhood Plans and the power that gives communities to decide what happens to their areas. Consultations are taking place and comments are coming through on the website. The third newsletter will be coming out shortly and a generic leaflet about the plan asking residents to get involved was in the process of being printed for distribution throughout the parish. People are writing in with suggestions about land allocations and the steering group were to meet on Wednesday to put in place the criteria for considering the proposals. Mr Garber referred to a "road map" setting out the process involved in creating Neighbourhood Plans. This is common to all Neighbourhood Plans and must include the opinions and suggestions of local residents at each stage. Only when it has been approved by a majority of voters can the Neighbourhood Plan be adopted. The process must be gone through as speedily as possible without avoiding any of the steps laid down by law. There was some concern that not all residents had seen newsletters and several new venues were suggested for distribution of the next newsletter. It was suggested that social media might be used and a reminder was given that if residents will provide their email addresses they will receive all up-to-date information available. **There will be a PUBLIC MEETING for all residents of Beare Green, Capel and Coldharbour on TUESDAY 26 JANUARY 2016 at Beare Green Village Hall starting at 7pm.**
- 9 COMMUNITY ASSETS:** The Chairman explained that this is where residents consider what is important to retain in their community and what they would like to have listed as Community Assets, such things as village halls, the church, shops, the post office, pubs, recreation facilities. If following listing the owner of a particular listed community asset then wishes to

sell it, the community has 6 months in which to raise the funds to put in a bid for it. The Chairman said that she would circulate the definition of Community Assets to all councillors and asked for emails to be sent to her with suggestions.

10 REPORTS FROM MEMBERS

Finance:

The accounts were agreed and signed for the period 20 October to 16 November and cheques were counter-signed by two councillors.

| PAYMENTS | £ | VAT |
|---|------------------|---------------|
| J Petts, Coldharbour Church hedges, July/Oct | 400.00 | |
| SSALC New Clerk Briefing 29 Oct | 87.50 | |
| Viking printer toner & stationery – refund LB | 59.91 | 11.98 |
| Burleys – monthly maintenance | 749.72 | 149.94 |
| C Griffin – Capel Rec & Bowls Club cutting | 675.00 | |
| HMRC – tax on LB less refund on JC’s salary | 109.00 | |
| Clerks salary/mileage – JC 290.29, LB 715.00 | 1,005.29 | |
| Y Christie - typing for P Garber | 140.00 | |
| F Evans – hole B Green & Capel playground | 250.00 | |
| RBL Poppy Wreath | 55.00 | |
| Wellers Hedleys – Old Bonfire field, water | 180.00 | 36.00 |
| MVDC – rates on Youth Hall | 136.00 | |
| Centrepoint DD – Parish phone | 20.15 | 4.03 |
| Total | 3,867.57 | 201.95 |
| RECEIPTS (Sept) | | |
| Groundwork UK – NDP Grant (11 Sep) | 2,500.00 | |
| MVDC Precept & Grant (14 Sep) | 22,795.00 | |
| Sherlocks, ashes interment (23 Sep) | 295.00 | |
| Total | 25,590.00 | |
| RECEIPTS (Oct) | | |
| Sherlocks (inscription, B&M Newton) (13 Oct) | 100.00 | |
| Refund water bill (allotments) (13 Oct) | 47.68 | |
| MVDC Grant (bench in Capel) (26 Oct) | 440.00 | |
| Total | 587.68 | |

Ward Matters:

- (i) **Beare Green:** An email from a concerned resident had been received regarding several areas where overgrown vegetation was causing problems for drivers and pedestrians. The writer had offered together with a group of volunteers to tackle the area in Old Horsham Road near Breakspear Farm. It was agreed that the PC check with MVDC to see if this would be permissible in future. In the meantime, it was agreed that the PC’s contractor would cut this back as soon as possible. The email also mentioned areas on the A24 some of which belong to private owners and some of which are the responsibility of SCC/MVD and the PC will look at these. In the area from Newdigate Road up to the Pavilion trees are overhanging and the grass is growing out further toward the road covering the footpath. There is still flooding near the junction of Newdigate Road and the A24 which is Surrey County Council’s responsibility. These areas will be inspected by the PC and further action taken where possible.
- (ii) **Capel:** A traffic calming strategy for Capel was discussed. The police had attended two public meetings in Capel and Beare Green and said that owing to shortage of resources they are unable to offer anything other than training and equipment for a group of residents who might wish to do a Speedwatch exercise. However, the PC considers that some action must be taken and that might involve renewing road

markings, adding new and more obvious road markings and moving/removing signs. Painting zig zags on the road at blind bends was suggested as a way of discouraging parking around blind bends which forces drivers onto the wrong side of the road and into oncoming traffic. Staggered white painted parking bays would also give more space for drivers to pull over safely out of the path of oncoming traffic. It was suggested that Councillors for Capel and Beare Green prepare a plan to show areas that need traffic calming measures. Cllr Watson said she has regular meetings at MVDC about parking/traffic matters which will be going out for consultation next year and she would speak to Cllr Clack about it. Improvements in the timetable at Holmwood Station were also under consideration. It was agreed that these suggestions ought to be included in the Neighbourhood Plan. A further suggestion was that a traffic consultant might help to focus on what are the most effective and affordable measures to improve road safety in the villages. There was some doubt expressed about the police's assertion that they have no resources for road safety and traffic calming measures in the villages but are still regularly sitting in vans on the A24 to catch motorists driving over 50 miles an hour on what is a safe road in comparison to the village roads.

(iii) **Coldharbour:** Cllr Mir is taking independent action on parking and traffic matters in Coldharbour currently which may lead to a public consultation and concern was expressed that this might be confused with the Neighbourhood Planning process and what the Steering Group are doing.

11 CLERK'S 3-MONTH REVIEW: The Clerk is currently working 35 hours a week on average and being paid for 16 hours. She has asked for an increase in paid hours to 30 per week until an Assistant can be employed to do 10 hours per week at which time the Clerk would go down to 20 paid hours per week while continuing to work any extra hours unpaid. An Assistant Clerk will be hired once the Parish Office is ready for use. The Clerk also asked for an increase in hourly rate of pay. This will be considered at the Finance Committee on 23 November.

12 CORRESPONDENCE: Various emails and letters had been forwarded to Parish Councillors since the last meeting and the following were of particular interest:

- (i) A request for a donation from the PC to Capel Assist, a scheme to help people get to the hospital or the doctors, had been received. This will be considered in detail at the Finance Committee on Monday 23 November.
- (ii) A Dorking Cycle Club initiative had been forwarded by Cllr Huggins whereby the Club help residents with litter picking in Newdigate before going on their cycle rides around the local area. It was suggested that they be asked to help in Capel during the twice-yearly litter pick.
- (iii) A letter from the Office of the Police and Crime Commissioner for Surrey was noted.
- (iv) Minutes of the AGM of the Green Lanes Environmental Action Movement (GLEAM) were noted.

13 URGENT MATTERS FOR A FUTURE AGENDA: Cllr Watson asked what had happened about the flooding in Willow Close and the Chairman said this was being looked into. Any requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Finance Committee: 23 November at 7.30pm in Committee Room at Capel Village Hall.

Planning Committee: 7 December at 7.30pm, in the Committee Room at Capel Village Hall.

Parish Council Meeting: 14 December at 7.30pm, in the Committee Room at Capel Village Hall.

Capel Parish Council meeting to be held on Monday 16 November 2015

Clerk's Report

1. Burleys 5-year maintenance contract commenced on 1 April 2015. The invoices are presented between April and October and this year the annual cost was £5,248 plus VAT. This will increase by about 2.5 per cent next year. Between April and October Burleys cut twice monthly at Capel Rec, Bennetts Green, the junction of Coles Lane with The Street and up to the junction with Markham Road, Capel. In Beare Green they cut twice monthly both sides of the Weald School entrance and the area in front of Puffins, and all grass areas on Beare Green, and four times a year the pond banks and surrounds behind Beare Green Cottages.
2. The £81,000 loan from the Public Works Loan Board was paid into the Parish Council's account on 5th November. The interest rate is 3.02%. Repayments of £2,712.54 will be made half-yearly.
3. An easement was granted to Surrey Hills Hotel in 2013 and they were given planning permission in February 2014 to create a new single entrance and seal up the existing two entrances. One of the conditions if they carried out the work was that they must reinstate the verges and footpaths. The work must be done within 3 years of February 2014 and they were required to plant a hedge and maintain it for 5 years. They maintain the whole area in front of the hotel.
4. As requested, the overgrown shrubbery on one side of the bridge at Holmwood station has been cut back and stump poisoned by Clay Griffin, to enable cars to park more safely.
5. A letter was written to Stephen Stone, managing director of Crest Homes, regarding their undertaking to place posts on the northern side of Chorus Gardens. He replied on 30 October to say he has passed the letter to John Shelbourne, managing director of the Southern Division, but as yet no further reply has been received.
6. The overgrown vegetation in Coles Lane is not the responsibility of Capel PC, it is normally done by the landlord Lee Steer. Bob Weston, SCC's Highways Officer said he would look at the Station Approach/Coles Lane intersection and get it cut back, plus overhanging vegetation over the bridge signposts outside Ockley Court. A request has been received for road signs on Coles Lane to warn drivers about walkers on the road coming from Ockley station in the dark and this request is being dealt with.
7. There are a couple of previous warning notices regarding dog fouling on the Rec, plus a new notice with a picture, for the PC to consider. Also MVDC's 2012 leaflet about the problem, together with information about the Dogs (Fouling of Land) Act 1996 and steps local authorities can take to deal with the problem.
8. A grant of £440 has been received from MVDC to be used to provide a bench for residents opposite the post office in Capel.

9. Other maintenance work for the month includes hedge cutting at Coldharbour church, cutting at Capel Rec and Bowls Club, and maintenance work at Beare Green and Capel playground. Tree work was done at Fir Tree Cottage, Newdigate Road and the householder has paid half the cost of this. Two quotes have been obtained for work at Misbrooks Green Road and the PC needs to decide which of these to accept.
10. A reply has been received from Ben Brown regarding the water supply installed at Temple Lane. He is offering £2,000 for the easement and to pay half our legal costs. A response to this offer needs to be discussed by the PC.

Correspondence

1. Request from Dot Thorp for a donation from the Parish Council for Capel Assist, a scheme to help people get to the hospital or the doctors.
2. Information from Mary Huggins about Dorking Cycle Club's initiative to speak to Newdigate residents and help with a litter pick before their cycle rides.
3. Letter from the Office of the Police and Crime Commissioner for Surrey.
4. Consultation on Surrey Hills C of E Primary School.
5. Minutes of GLEAM AGM. Not forwarded to all Councillors.

**SAFER
NEIGHBOURHOODS**



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POLICE**
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Surrey safer*

**Police Figures for Capel Parish Council
18th October 2015 to 16th November 2015**

Crime figures incorporate the villages of Capel, Beare Green and Coldharbour

| Crime | Latest | Previous |
|---------------------------------------|---------------|-----------------|
| Assaults (inc. public order offences) | 2 | 7 |
| Burglary Dwelling | 1 | |
| Burglary Non Dwelling | | |
| Theft from/Theft of Motor Vehicle | 1 | |
| Robbery | | |
| Criminal Damage | 1 | 3 |
| Drugs offences | | |
| Theft other | 2 | 2 |
| Other offences | 3 | 3 |
| ----- | | ----- |
| Total Notifiable Crime | 10 | 15 |

CAPEL

1 x dwelling Burglary

Occurrence ref45150097707 date 26/10/15 between 1600-2030 hrs, Dwelling burglary 148 The street Capel - Offender forced entry via front door, untidy search and stole Jewellery before leaving location. Crime reduction adviser has been in contact with victim.

1 x Criminal damage

Occurrence ref 45150097671 – 26/10/15 – Criminal damage to motor vehicle. Street offence, outside Hatchlands, Capel.

3 x Other Offences – details below

Arson Occurrence ref 45150095149 Date 17/10/15 – Fire to tarmac in playground Mortimer Road Capel, suspected to be youth related offence. No offenders identified.

Malicious communications - Occurrence ref 45150097703 – 26/10/15 – malicious communications, Capel

Harassment Occurrence ref 01/02/2014 Date 22/10/15 – Harassment course of conduct relating to neighbour issue, Capel

1 x public order (associated public order incident 45150098335 dated 19/10/15 due to street obstruction in lane, Capel)

BEARE GREEN

2 x Theft other

Occurrence ref 45150095582 May 2014-October 2015 – Theft – abuse position of trust- Victim elderly couple.

Occurrence ref 45150100674 dated 3/11/15-5/11/15 Siam Gardens, newdigate road, Beare green – theft of York stone

1 x Theft from motor vehicle

Occurrence ref 45150095598 Date 20/10/15 – Horsham Road Beare green – theft from motor vehicle.

1 x Public order

Occurrence – re 45150102096 Dated 7/11/15 – Leith road Beare green – public order incident between neighbours.

COLDHARBOUR – No recorded incidents

Contacts

PC 2799 Sue Gargini, PC 40162 Claire Stubbs, PCSO 12316 Pat Booker

For all non-urgent enquiries, please contact Surrey Police Phone on 101 but if your call is urgent then dial 999. You can also report minor crimes using the online crime reporting facility available at www.surrey.police.uk

For local news, dates of local surgeries or your next Police-Public panel meeting please visit www.surrey.police.uk and go to 'My Neighbourhood'.

Surrey Police can be contacted in writing. Send correspondence to Surrey Police at PO Box 101, Guildford, Surrey, GU1 9PE