

**CAPEL PARISH COUNCIL**

**050. MINUTES OF MEETING held on Monday 20<sup>th</sup> May 2013 in the Committee Room at Capel Village Hall.**

**ELECTION OF CHAIRMAN**

Mrs Mandy Schryver was proposed by Mr Dale and seconded by Mr McLachlan. There being no abstentions Mrs Schryver was unanimously voted Chairman and signed her Acceptance of Office of Chairman.

**ELECTION OF VICE CHAIRMAN**

Mr John Dale was proposed by Mrs Schryver seconded by Mr McLachlan and carried.

**APPOINTMENT OF INTERNAL AUDITOR**

Having agreed to continue in the position Mr Piers Cooke was re appointed Internal Auditor.

**APPOINTMENT OF COUNCIL COMMITTEES AND REPRESENTATIVES**

1) Finance: Mr Salter, Mrs Pearson, Mr McLachlan, Mrs Schryver, Mr Dale + the Clerk  
The Chairman to be appointed by Committee at its first meeting.

2) Planning: All members of the Council + the Clerk. The Chairman to be appointed by Committee at its first meeting.

3) Appointment of Working Groups and Representatives

As on attached list

Dates and venues of Full Council meetings, Finance and Planning Committee meetings having been circulated were agreed. It was agreed that the Annual Parish Meeting should remain as a separate meeting on Wednesday 12<sup>th</sup> March 2014 (In the main Capel Village Hall) and should be a Cheese and Wine evening to which volunteer organisations are invited.

There would be no monthly meeting of the Council during August 2014 and the August 2013 meeting scheduled for Monday 19<sup>th</sup> August was cancelled. The meeting of the Planning Committee in August 2013 and 2014 would remain on the first Monday in August.

**051. PRESENT:** Mrs Schryver (Chairman), Mr Dale, Mr McLachlan, Mr Salter, Mr Cox  
Mrs Coke the Clerk.

**052. APOLOGIES FOR ABSENCE:** Mr Garber, Mrs Pearson (Mr Roche had tendered his resignation from the Council)

**053. ALSO IN ATTENDANCE:** Cllr Murdoch. PCSO Pat Booker was in attendance for part of the meeting. Cllr Homewood and Cllr Osborne-Patterson had offered apologies.

**DECLARATION OF INTEREST:** None

**054. THE MINUTES:** Minutes of the meeting on April 15<sup>th</sup> 2013 were signed as a correct record.

**055. MATTERS ARISING:** None

**055a POLICE MATTERS:** Crime figures: A total of 21 Notifiable Crimes had been logged between 14.04. 2013 and 19.05.2013 - 7 offences in Capel; 10 offences in Beare Green and 4 offences in Coldharbour

Capel: 1 x each Assault, Communications offence, Threatening Behaviour, Vulnerable Adult, Criminal Damage, Dog Worrying Livestock, Poaching offence.

Beare Green: 1x Drink Driving, 1x Theft, 1x Assault, 1x Theft from motor vehicle, 1x Burglary, 2 x Criminal damage, 1 x Crime related incident, 2 x Domestic incidents

Coldharbour: 4 x Thefts

NI's MV/12/3407 – The Hurst and MV / 13/1262 Brook Cottage remained active.

**PUBLIC QUESTIONS – None**

**055b MINUTES OF PLANNING COMMITTEE:** 8<sup>th</sup> April 2013 were received and adopted by the Council.

**055c PLANNING APPLICATIONS:** Applications listed below include those considered and recommended to the Council by the Planning Committee 08.04.13 and at this meeting.

**Application Ref:** MO/2012/1777/PLAH                      **Date:** 18-Mar-2013  
**Case Officer:** Donncha Murphy  
**Ward:** Leith Hill    **PSH/Area:** Wotton, Within 20m of  
Capel Parish  
**Applicant:** Mr & Mrs G Haynes  
**Location:** Warren Farm, Broadmoor Road, Abinger Common, Dorking, Surrey,  
RH5 6JZ  
**Proposal:** Erection of two storey extension  
**Response:** A site visit had been made. The site is outside the Parish boundary, is  
remote and with only a small extension planned no response would be  
made.

**Application Ref:** MO/2013/0594/PLAH                      **Date:** 01-May-2013  
**Case Officer:** Miss Caroline Spencer  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr L Horwood  
**Location:** Northwood Cottages, Horsham Road, Capel, Surrey  
**Proposal:** Erection of single storey rear extension and conversion of  
conservatory to single storey rear extension. Erection of detached  
double garage /store with games room over following demolition of  
existing garage and outbuildings.  
**Response:**  
Cllrs. have no objection to the conversion of the conservatory but  
consider that the garage /games room is inappropriate in design and  
scale and likely to be used for accommodation. Councillors are also  
concerned that the intention may be to sell off the garage as a  
separate dwelling at some later stage.

**Application Ref:** MO/2013/0609/ECL                      **Date:** 03-May-2013  
**Case Officer:** Donncha Murphy  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mrs M Wilcock  
**Location:** Little Mill House, Rusper Road, Capel, Surrey, RH5 5HE  
**Proposal:** Certificate of lawfulness for an existing use in respect of the use of the building known as 'Little Mill House' as a separate, self-contained, residential unit for a period in excess of 4 years.  
**Response:** Cllrs. Have no objection and leave the application for Mole Valley planners to decide.

**Application Ref:** MO/2013/0375/PLA                      **Date:** 28-Mar-2013  
**Case Officer:** Mrs Helen Rennie  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr & Mrs D Fraser  
**Location:** Barn at 123, The Street, Capel, Dorking, Surrey, RH5 5JX  
**Proposal:** Conversion of existing barn to one new dwelling, retaining existing cladding and structure.  
**Response:** No objection in principal to the barn but consider it would be inappropriate to extend the domestic curtilage into the Nature Reserve. It is suggested that the proposed garden be located to the north-west and south of the driveway – as in attached map. The applicant states that the barn has become 'redundant to some extent' which means that it is still required to some extent. The building was erected to accommodate equipment relating to the Nature Reserve indicating that a future application may be made for an equipment / storage barn.

**Application Ref:** MO/2013/0479/PCL                      **Date:** 04-Apr-2013  
**Case Officer:** Mr Aidan Gardner  
**Ward:** Beare Green                                      **PSH/Area:** Capel  
**Applicant:** Mr R Boardley & Ms M Brewer  
**Location:** Brookwood Lodge, Moorhurst Lane, Beare Green, Dorking, Surrey, RH5 4LJ  
**Proposal:** Certificate of lawfulness for a proposed development in respect of the extension that was permitted under planning permission DHR/64/392 and the material start on the works that was the erection of a garage to the side of the dwelling.  
**Response:** No objection. Leave it to MVDC to establish its lawfulness.

**Application Ref:** MO/2013/0545/PCL                      **Date:** 18-Apr-2013  
**Case Officer:** Mrs H Clarke  
**Ward:** Beare Green                                      **PSH/Area:** Capel  
**Applicant:** Mrs R Cooper  
**Location:** 4 Leith Lea, Paddock Close, Beare Green, Dorking, Surrey, RH5 4QZ  
**Proposal:** Certificate of Lawfulness for the proposed development in respect of a loft conversion.  
**Response:** No objection

**Application Ref:** MO/2013/0346/PLAH                      **Date:** 08-Apr-2013  
**Case Officer:** Mrs H Clarke  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mrs J Killick  
**Location:** The Warren, Horsham Road, Capel, Dorking, Surrey, RH5 5JH  
**Proposal:** Erection of single storey rear extension and alterations to roof over garage, install solar panels (resubmission of approved MO/2012/0530)  
**Response:** No objection.

**Application Ref:** MO/2013/0473/PLAH                      **Date:** 16-Apr-2013  
**Case Officer:** Miss Jenny Rushton  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr A Griffin  
**Location:** Taylors Farm Cottage, Rusper Road, Capel, Dorking, Surrey, RH5 5HF  
**Proposal:** Erection of single storey rear extension.  
**Response:** No objection

**Application Ref:** MO/2013/0526/PLAH                      **Date:** 12-Apr-2013  
**Case Officer:** David Webb  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr B Brearley  
**Location:** 112, The Street, Capel, Dorking, Surrey, RH5 5JY  
**Proposal:** Erection of part single/part two storey side/rear extension and insertion of 2 No. dormer windows to rear elevation.  
**Response:**  
Too large an extension for the site. Design would lose the integrity of a terraced property. Right of access to the property would be compromised. The property is situated on a bend on The Street- the reduction in parking space would make parking even more hazardous than currently. Would make a three bedroomed house into 4 b/r thus reducing the amount of smaller, more affordable accommodation in the village. The property is in a Conservation Area.

**Application Ref:** MO/2013/0535/PLAH                      **Date:** 15-Apr-2013  
**Case Officer:** Donncha Murphy  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr G Hobbs  
**Location:** Parsonage Farm, Vicarage Lane, Capel, Dorking, Surrey, RH5 5LN  
**Proposal:** Erection of a detached double garage.  
**Response:** Size and scale of the building is inappropriate. This is the size of a 3 car garage, more than required.

**Application Ref:** MO/2013/0493/PLA                      **Date:** 19-Apr-2013  
**Case Officer:** Miss Jenny Rushton  
**Ward:** Beare Green, Capel, Leigh & Newdigate, Within 20m of Beare Green Ward, Within 20m of Capel, Leigh & Newdigate                      **PSH/Area:** Capel, Newdigate, Within 20m of Capel Parish, Within 20m of Newdigate Parish  
**Applicant:** Mr A Phillips  
**Location:** The Black Hut, Henfold Lane, Newdigate, Dorking, Surrey, RH5 5AF  
**Proposal:** Erection of single storey timber fishery lodge at side of fishing lake.  
**Response:** The caravan shown relates to the potential for residential association with the activity. Use should be shown to exclude any form of use other than what is proposed. I.e. other than residential.

**Application Ref:** MO/2013/0495/PLA                      **Date:** 25-Apr-2013  
**Case Officer:** Mrs Helen Rennie  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr S Wyles  
**Location:** Osbrooks, Horsham Road, Capel, Surrey, RH5 5JN  
**Proposal:** Conversion of barn into 1 No. residential dwelling.  
**Response:** Originally built as a stable but current owner has already started to turn it into a dwelling. Councillors consider there is no justification for turning it into residential and that it should remain as its extant use. The proposed building is of poor design and not in keeping with others in the vicinity. The Council objects to the proposals.

**Application Ref:** MO/2013/0546/PLAH                      **Date:** 18-Apr-2013  
**Case Officer:** Mrs Helen Rennie  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr & Mrs P King  
**Location:** 7, Mortimer Road, Capel, Dorking, Surrey, RH5 5LB  
**Proposal:** Erection of single storey front, side and rear extensions, conversion of garage to habitable accommodation and erection of part upper storey, part two storey extension.  
**Response:** Councillors consider this to be over development and object to the size and scale of what is proposed. The development will impact on the overall street scene and on the private amenity space. Councillors recommend that the applicant review what is proposed and limit the development to being on one side of the property with nothing at the back.

**Application Ref:** MO/2013/0548/PLAH                      **Date:** 23-Apr-2013  
**Case Officer:** Miss Jenny Rushton  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Newdigate, Within 20m of Capel Parish  
**Applicant:** Ms V Chapple  
**Location:** The Carriage House, Rusper Road, Capel, Dorking, Surrey, RH5 5HG  
**Proposal:** Replacement of existing flat roof over sun room with pitched roof with central glazed lantern  
**Response:** No objection.

**Application Ref:** MO/2013/0577/PLAH                      **Date:** 03-May-2013  
**Case Officer:** Miss Jenny Rushton  
**Ward:** Beare Green    **PSH/Area:** Capel  
**Applicant:** Mr & Ms P&C Alloway & Penny  
**Location:** Briarwood, Henfold Lane, Beare Green, Dorking, Surrey, RH5 4RW  
**Proposal:** Creation of habitable accommodation in roofspace, following removal of existing roof and roofspace accommodation. Erection of garage/store, following removal of existing outbuildings. Erection of summer house/store in garden to replace existing outbuilding.  
**Response:** Councillors consider the proposals to be out of scale and proportion and that the plans amount to overdevelopment. The Council objects to the plans as submitted and suggests that they be reduced in size and scale.

**Application Ref:** MO/2013/0595/PLAH                      **Date:** 01-May-2013  
**Case Officer:** Mrs H Clarke  
**Ward:** Leith Hill    **PSH/Area:** Capel  
**Applicant:** Ms H Potter  
**Location:** 2 Chasemore Cottages, Broomehall Road, Coldharbour, Dorking, Surrey, RH5 6HF  
**Proposal:** Erection of single storey side and front porch extensions following demolition of existing outbuilding.  
**Response:** Cllrs. note that No 1 has been extended similarly and have no objection. However the applicants should be informed that a first floor proposal if submitted in the future would not be supported. Such a proposal would be out of scale and would prejudice the design integrity of the dwelling.

## **056A. FINANCE**

1) Minutes of the Finance Committee 08.05 2013 had been circulated and were adopted.

a) Profit and Loss comparisons showed a balance of £3,928 for 2012/13 compared with a deficit of £11,394 for 2011 /12. This was largely accounted for by the down payment on the sale of Godwin's easement amounting to a total of £14,011. Investment income was fractionally up and a grant of £303 had been received towards the cost of the Jubilee Elm trees. Also, £10,144 less than 2011 /12 had been paid out in grants by the Council

2) Annual Return year end 31.03.13

(i) Councillors approved the signing of Section 1 Accounting Statements

(ii) Councillors approved the signing of Section 2 Annual Governance Statement.

3) Internal Audit–The six monthly internal audit had taken place on 12/04/2013 as per the Internal Audit Plan 2012. The Local Government annual return was completed where applicable and boxes 7 & 8 had been reconciled as required.

An Audit Note recommended that the balance of £411.99 in nominal account 3160, the item described as 'McFarlane's balance of JR Funds.(Clockhouse Incinerator JR) be written back to miscellaneous income. The Finance Committee had recommended that this be done.

### **056B. COMMUNITY INFRASTRUCTURE LEVY**

A document had been drawn up and circulated listing the effects of the CIL on CPC:

a) It will allow developers (or applicants) to provide onsite or off site infrastructure in return for their CIL liability i.e. payments in kind in lieu of contributions.

b) The consultation included plans to remove the CIL requirement where a development's planned use has not been abandoned.

c) LPAs are required to have CIL in place by April 2015.

Proposals include:-

Where a planning permission is phased, levy payments are also phased to get development under way.

LPAs will have an obligation to demonstrate they have struck an appropriate balance between needing to fund infrastructure from CIL and the effects on the levy in relation to economic viability.

Relief will be provided for self-build homes

It is amending the relationship between CIL and Section 278 Highway Agreements so they cannot be used to fund infrastructure for which a levy is earmarked i.e. double counting. It tackles double tipping where developers are charged both CIL and 106 obligations

Making it easier to apply exceptional circumstances relief provisions through the removal of the requirement for a planning obligation greater than the value of CIL.

New affordable housing floor space will be exempt from CIL; the same will apply to new leisure facilities

In MV housing schemes will require the following contributions on or off site:

1 dwelling	20% financial contribution in lieu of affordable housing
4 dwellings	ditto
9 dwellings	ditto
14 dwellings	30% on site affordable provision
24 dwellings	40% ditto

Dwelling sizes are also taken into account with contributions based upon cost per sq. metre based upon market value.

The base point will about £3600 per sqm but may range up to £5500.

The Code for Sustainable Homes is also important with new housing having to be CL 4 and by 2016 CL 6. Added costs for the Code will be applied and maybe discounted.

Mr Garber to be invited to elaborate on the above at the June 17<sup>th</sup> meeting

### **056C. HIGHWAYS MATTERS**

1) It is hoped that meetings of both Dorking Rural Highways Forum and Dorking Rural Highways Hub can be arranged during June– Meetings of both the Highways Hub and the Dorking Rural Highways Forum are pending.

2) Highways Officers are to be asked for dates to be attached to the Project Horizon regarding re surfacing phases.

3) It is hoped that Insp. Rundle will attend the next DRHF meeting to cover safety aspects of the various cycle races July to September 2013.

4) The road works in Newdigate Road are poorly barricaded, unlit and considered a safety hazard. Clerk to progress with Highways.

### **056D. WARD MATTERS**

*Beare Green:* Project OverHall; Date for a meeting between the Project Committee and PC is yet to be agreed.

### **056E PARISH MAINTENANCE**

1. Driveway to Beare Green Cottages - J Greenwood considers that concreting the entrance to the driveway would result in the badly potholed area moving further back. The Clerk to establish the cost of installing a speed hump into the Bill Kear quote. + seeking a grant from SCC Local Committee towards the damage incurred by school traffic turning.

2 Blocked drain outside The Firs, Horsham Rd, Beare Green. Richard Brown has been asked to quote for clearing the drain under the driveway. Awaiting a written quote. It is hoped that a contribution will be forthcoming from the resident.

3. Enquiry re asking the Council's permission to allow rams to be folded on the Bowls Green. Further details awaited.

### **057 CORRESPONDENCE**

#### Dates

Tuesday 21<sup>st</sup> May – Surrey Local Council's Forum, Dorking Halls, 9.30 – 15.00.

Wednesday 26<sup>th</sup> June – SCAPTC Neighbourhood Plans Briefing and Update. East Horsley Village Hall 13.00 till 16.00.

Tuesday 15<sup>th</sup> October – Surrey ALC's AGM East Horsley Village Hall. 9.30 to 13.30

Tuesday 3<sup>rd</sup> December – Surrey Local Council's Update. Centenary Hall, Smallfield, 9.30 to 13.00

1 New Flight Paths for new Gatwick runway and Press Release

2 Altered Race Day plans for Vachery Triathlon

3.MVDC Welfare Reform Programme. - Welfare Reform Member Briefing note  
 4.Temporary Prohibition of Traffic Orders: Coldharbour lane; Standon Lane, Ockley and Mole Street.

**058. URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OR INCLUSION ON A FUTURE AGENDA – None.**

**059. PAYMENTS AND RECEIPTS FOR APRIL 2013**

(Payments were made on May 20<sup>th</sup> except where otherwise stated)

**PAYMENTS**

Payable to:	£	VAT
Mrs JM Coke (Clerk's salary Min.046G'09 +ess. car + mileage)	843.63	
HM Revenue & Customs (NI =36.71; Payee =72.80 mnth 2)	109.51	
Zurich Municipal (annual insurance premium)	3,861.57	
P Cooke 2 visits to fix print spool error, re install printer; resolve problem with MVDC downloads, resolve scanner, carry out training	167.50	
Mrs Y Christie (work relating to Europa Oil Inquiry)	140.00	
Gleam membership renewal	15.00	
AVG security renewal	49.16	9.83
Burleys Grounds maintenance	745.03	149.01
DD BT broadband (May 7 <sup>th</sup> )	92.97	18.59
Capel Cricket Club (Grant for interior works)	294.00	
Capel Youth Club (Annual Grant	250.00	
Clay Griffin(replacement Cricket Club shutter)	492.00	
Clay Griffin (mow & tidy bowling green area)	140.00	
<b>Total</b>	<b>7,200.37</b>	<b>177.43</b>
	7,377.80	

<b>RECEIPTS</b>	
4x £20 allotment rental	80.00
<b>Total</b>	<b>80.00</b>

**Statement Balances (unreconciled) at May 20<sup>th</sup> 2013**

<b>Current Account</b>	34,758.15
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**Payments and Receipts were adopted as an accurate record**

**060. DATE OF NEXT MEETING:** The next meeting of the full Council is on Monday 17<sup>th</sup> June 2013 at the John Venus Hall, Coldharbour. The Planning Committee meets on Monday June 3<sup>rd</sup> 2013 at 7.30pm in the Committee Room at Capel Village Hall.