

CAPEL PARISH COUNCIL

050. MINUTES OF THE MEETING held on Monday 19th March 2012 in Beare Green Village Hall, Merebank.

051 PRESENT: Mrs Schryver (Chairman), Mr Dale, Mrs Pearson, Mr McLachlan, Mr Cox and Mrs Coke the Clerk. Mr Salter had been delayed and arrived at the end of the meeting.

052. APOLOGIES FOR ABSENCE: Mr Garber

053. ALSO IN ATTENDANCE: Cllr Homewood, Cllr Osborn-Paterson, Cllr Mir, Mr John Roche and initially 2 members of the public

DECLARATION OF INTEREST: Mr McLachlan declared a personal interest in the Europa Oil Appeal.

054. THE MINUTES: Minutes of the meeting on February 20th 2012 were agreed and signed as a correct record.

055. MATTERS ARISING: Min Ref: 025d(16.01.12), Godwins site - Planning application delayed until June after elections. There will be 2 applications 1) Wren Cottage & the Nursery 2) The demountable section. Howard Cundey negotiating the wording of the financial deal.

Min Ref: 036a (16.01.12) NPPF to become law within the coming week

055a POLICE MATTERS:

The Police were not in attendance but had submitted the Crime figures for the period 21.02.'12 to 17.03.'12:

Total Notifiable Crime = 12. Criminal Damage = 4; Theft (other) = 5; Other Offences = 3.

4 X Criminal Damage – relates to vehicles sprayed with white spray paint along The Street, Capel – these crimes have been linked to a series of crimes throughout the county

5 X Theft other- stolen groceries and fuel from LH Service Station, cables from the Brickworks, theft of outside lights in Beare Green + theft of credit card.

3X Other offences – including Drink Driving.

Police have recorded a Neighbourhood Issue in relation to a male causing anti social behaviour in Beare Green- ref. no MV/12/1040

PUBLIC QUESTIONS

1) The two members of the Public attending were assured that the Swires Farm application MO/2012/0150/SCC had been discussed and responded to at the PC meeting 20/02/2012

2) Mr John Roche has expressed an interest in becoming a Co-opted Councillor for Beare Green Ward and was invited by the chairman to say a few words about himself. John has lived in Hawkesmoore Drive, Beare Green for the last ten years, Mr Peter Collis being a neighbour. John is a civil

servant, working for HMRC. John's community interests include the misuse of the verges in Old Horsham Rd, litter and localism. He regards the possibility of a new / refurbished hall in Beare Green as a 'wonderful community asset' and thinks of Beare Green as an 'isolated community' because of its lack of late trains. John is keen to represent Beare Green ward.

055b. MINUTES OF PLANNING COMMITTEE 05.03.'12 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 05.03.12 and at this meeting.

Application No.: MO/2012/01111/ECL **Date:** 14-Feb-2012

Case Officer: Donncha Murphy

Ward: Beare Green **PSH/Area:** Capel

Applicant: Rockbridge Estates Ltd

Location: Adjacent to Leith House, Ockley Road, Beare Green, Dorking, Surrey,
RH5 4PU

Proposal: Certificate of lawfulness for an existing use in respect of the use of the cottage adjacent to Leith House as ancillary accommodation.

Response: The applicant has not demonstrated that the existing building is lawful. A formal application for planning permission should be made.

Application No.: MO/2012/0083/PLAH **Date:** 13-Feb-2012

Case Officer: Mrs Claire Alder

Ward: Capel, Leigh & Newdigate **PSH/Area:** Capel

Applicant: Mr & Mrs C Stuart

Location: 11, Bakers Way, Capel, Dorking, Surrey, RH5 5JS

Proposal: Erection of single storey rear extension.

Response: Councillors support the application but on the basis that not only will the conservatory be demolished but that it will not be added on again at a later stage.

Application No.: MO/2012/0266/PLAH **Date:** 23-Feb-2012

Case Officer: Donncha Murphy

Ward: Beare Green, Within 20m of Capel, Leigh & Newdigate **PSH/Area:** Capel

Applicant: Mr & Mrs Dixon

Location: Thurbarns Rise, Newdigate Road, Beare Green, Dorking, Surrey, RH5 4QE

Proposal: Erection of front extension to existing garage and formation of pitched roof over to create workshop area above.

Response: Support the application provided that materials used match those of the existing house (no details of materials to be used given)

Application No.: MO/2012/0248/PLA **Date:** 22-Feb-2012

Case Officer: Miss Jenny Rushton

Ward: Capel, Leigh & Newdigate **PSH/Area:** Capel

Applicant: Mrs M Wilcock

Location: Land adjoining The Mill House, Rusper Road, Capel, Dorking, Surrey, RH5 5HE

Proposal: Change of use of former agricultural field to equestrian use and erection of stables.

Response: No objection

Application No.: MO/2012/0324/TFC **Date:** 05-Mar-2012

Case Officer: Mr Ron Howe

Ward: Holmwoods, Within 20m of Leith Hill Ward **PSH/Area:** Holmwood, Within 20m of Capel Parish

Applicant: Mr M Bower

Location: Highfield, Anstie Lane, Coldharbour, Dorking, Surrey, RH5 6HA

Proposal: Remove one Ash tree from garden, as indicated on plan submitted with application.

Response: No objection

APPEAL

Planning Application MO/2011/1102/PLA Appeal Site : Unit 1B rear of Oak Down, Horsham Road, Beare Green, Dorking	
Consultation Period Start Date	27 February 2012
Consultation Period Finish	09 April 2012
Appellant	Havenbury Garage

Appeal Reference	APP/C362/A/12/2170494/NWF
Proposal	Single storey front extension to existing garage to create office and storage space
Case Officer	Helen Rennie 01306 879367
Response:	We note that MVDC refused the application on grounds of conflict with Green Belt Policy, a view not shared by the Parish Council. The proposed use is not in an open environment which would cause harm to the 5 Green Belt tests. Its use would provide further employment in a rural location. The PC supports the appeal by the appellants.

045d UPDATE ON EUROPA OIL PLATFORM APPEAL

(i) Pre Inquiry meeting will take place at 2.00pm on Thursday 3rd May at County Hall. The meeting is open to the public.

(ii) It was agreed that Mr David Boswell, a leading Highways consultant known to the Planning Inspectorate, be asked to comment on the Highways Issues associated with Coldharbour Lane and relevant to the Appeal.

046A FINANCE

(i) Grant request for:

Europa Oil Appeal: LHAG has already raised a considerable amount from private donations and undertaking fund raising events but a shortfall in funding is expected. The PC will have its own level of expenditure to consider for key witnesses if there is a strong case to argue re Coldharbour Lane. MVDC, Cllr Clack, The Roundtree Foundation should also be approached for funding. Cllrs. agreed a £2,000 allocation from reserves to cover the PC's costs with any remaining funds going towards LHAG costs.

Capel Youth Club: Comparative data relating to 2008/9, 2009/10 and 2010/11 had been submitted and it was agreed that the £250 grant plus hire of minibus to the value of £99.00 should now be paid. (copy on file)

(ii) Accounts and Audit regulations for Internal Control and the Management of Risk.

1) The above Briefing note from BDO (External Auditors) had been circulated to all Councillors. The items listed were addressed in order.

2) The Council continues to undertake a six monthly internal audit (April and October). An audit plan is in operation.

3) Review of Internal Audit- The internal Auditor is appointed annually at the Annual Meeting, the IA is independent of the Council's financial controls and procedures, the IA reports to the Council after each audit by means of a written report, the IA is professionally qualified although he is not required to be. The IA assists in the end of year process.

3) An annual Risk Assessment was conducted in September. A copy of the check list and outcomes was presented to Councillors.

4) Budget Monitoring of spend against budget allocation is undertaken quarterly at the Finance Committee meetings and reported back to the Full Council for approval.

- 3) Details of insurance cover were given. Insurance cover is reviewed annually and when new equipment is purchased. The Clerk to establish from SCC the current situation re the MUGA insurance which was to be financed out of grant funds for 5 yrs.
- 3) Copies of the Council's Register of Assets were circulated; the Register is updated annually and if necessary during the year. One strip of land is to be added for Coldharbour to represent the small plot of Common Land owned by the Council.
4. The Council's Control systems are monitored as part of risk assessment and internal audit as above.

046B HIGHWAYS MATTERS

Cable laying in The Street, Capel

- 1) Date of completion remains end of March.
- 2) Reinstatement of all affected verges will take place once all the works are complete.
- 3) A request has also been made for the 'jetter' lorry to jet through the gullies along The Street, Rusper Road, Vicarage Lane and Temple Lane.

Flooding in Temple Lane

- 1) Agreement has been reached regarding the clearance of the first section of blocked field ditch.
 - 2) The PC will have debris removed from either side of the two road bridges
 - 3) Highways have agreed that the sides of the ditches will be built up with bagged concrete.
 - 4) The PC will replace the broken drain under the field entrance at this point – to take flood water from the ditch, under the entrance and into the brook.
- Richard Brown (The Garden) is quoting £3,195 (ex VAT) to:
Install a new pipe as above, to clear ditches and dig gullies at suitable points and remove spoil from site, plus lay concrete footings for brickwork pipe surrounds. Councillors agreed to accept the quote.
- 5) Highways propose to build up the side of the bridge with concrete sacks and will jet through blocked drains in this area to try and get rid of surface water and enable some of the potholes to be filled.

046F WARD MATTERS

Capel: (i) Parking at Ockley Station: Any action at Ockley station to increase parking space would have a positive knock on effect in reducing 'on street' parking in Coles Lane and Old Horsham Road, Beare Green. The Clerk to reply to Ockley Chairman re parking at Ockley station to effect that preference would be for Mr Marshall to lay out his goods yard for parking with an agreement that it could revert back if PP were given for development. If a £1,000 split charge was involved Capel would look for some form of self funding. If the triangle of Mr Lee Steer's land were used for parking spaces it should be screened by trees from the neighbours and shared costs over a number of years would be preferable to a permanent annual fee. Permit Holding might be used. If herring bone style parking were used for the existing parking spaces better use would be made of the space.
Mr McLachlan to be informed when discussions planned with Mr Marshall.

(ii) FP 190 / 197 off Vicarage Lane, Capel – problems with the path becoming almost impassable had been reported to Claire Sauders, Countryside Access Officer who had already taken positive action.

046D PARISH MAINTENANCE

1) Bridlepath 214 – Misbrooks Green

- (i) Bill Kear contractors have agreed to re scarify and roll several sections of the path that have shown unusual deterioration since resurfacing in June '11.
- (ii) The two posts to mark the entrance of the path have now been installed

2) The PC will be working with the Horticultural Society clearing litter in Capel on Saturday April 14th.

The Clerk to write to MVDC asking that:

- (i) Something be done about the vast amounts of litter on the highway verges in Mole Valley and that when contractors are employed on roadworks in the district eg Landbuild in Rusper Road that they are under contract to leave the site clear of litter.
- (ii) That greater care should be taken not distribute / re distribute re cyclables on the pavements / in the roads on bin emptying days.

047 CORRESPONDENCE

Dates

Action Surrey – Green Homes Weekend 24th / 25th March

Monday 16th April 16th - Monthly meeting of PC – Trevor Leggo CEO of SCAPTC to present on Localism JV Hall Coldharbour.

Friday 20th April – Localism Conference, for Councillors, Chairmen, & Clerks, Meridian Hall, East Grinstead, West Sussex.

Wednesday 25th April, SCAPTC Local Councils Forum, Denbies Wine Estate. 9.15 am till 15.00pm

- 1) Notification of SCC's Statement of Case for diversion of FP 111 & 114 Dorking.
- 2) Road Traffic Regulations Act 1984 notification of temporary Road Closures in Mole Valley
- 3) Receipt of written question from an Anstiebury Close resident complaining about rate increases.
- 4) Notification of Rural Economy Grant (REG) to enable significant 'game changing', transformational performance in farm, forestry, tourism, agri-food businesses in rural areas in England.
- 5) Transport for Communities: Request for information re what locally organised transport services are operating in the parish and who the contacts are to find out more about them eg Dial-a-ride services (District Council)

Local minibus services run by community groups

Private minibus services –operated by local school, company, school sports club, Youth Group

Voluntary Car Schemes (operated with voluntary drivers by a local group, church, club for elderly.)

Car share schemes (putting car drivers & passengers in touch to share journeys)

Any other scheme that is locally organised to improve the mobility of residents (eg school bus, taxi club etc)

6) We have been recently notified that within the SCPTC training day at Reigate on March 24th there will be two Interactive Housing Workshop sessions. Each workshop will include: Community land Trusts, Successful small scale Affordable Housing Schemes, Housing Needs' surveys, Working with Housing Associations, Sources of funding, Rural Exception Sites, How do we get started.

7) Surrey Transport Plan - Consultation on the Draft Road Safety & Anti-Social Driving Strategy. The following consultation activity is now open for responses until May 15th:

<http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3/surrey-transport-plan-consultations-on-the-plan>

8) Further information re Olympics Torch Relay, Road Races and Time Trials.

9) Request from Capel Music Festival 2012 to use the Capel Recreation Ground to stage the festival on Sunday August 19th 2012 from 11.30 am to 7.30 pm.

048 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR INCLUSION ON A FUTURE AGENDA – (i) Trevor Leggo to be asked to speak for half an hour on Localism matters at next meeting. (ii) Mr Roche to be Co-opted as a Parish Councillor for Beare Green ward at the April meeting

049 PAYMENTS AND RECEIPTS FOR MARCH 2012

(Payments were made on March 19th 2012 except where otherwise stated)

PAYMENTS

Payable to:	£	VAT
Mrs JM Coke (Clerk's salary Min.046G'09 +ess. car + mileage)	847.23	
HM Revenue & Customs (NI + PAYE mnth 12)	112.83	
BGCA x 3 meetings – 2hrs @ £6 /hr	36.00	
Capel Youth Club (Grant for /'11/12 £250. 00 + Minibus hire 10/10 & 3/11)	349.00	
Sutton & East Surrey Water (Burial Ground water 01.4.12 to 31.3.13)	52.56	
LRC annual subscription	15.50	

100X 1 st class stamps (J Coke)	46.00	
EDF Energy (Bowls Pavilion) pd 24/2	27.04	1.35
Fred Evans (BG & Coldharbour play area maintenance) pd 12/3	210.00	
Sussex Assoc.Local Councils (x3 localism conference) pd 12/3	255.00	51.00
Howard Cundey (Godwins site consultancy) pd 12/3	1,500.00	300.00
Fred Evans (BG & Coldharbour play area maintenance) pd 12/3	475.00	
SCAPTC (Surrey Local Councils Forum) pd 21/3	36.00	
BT Business (telephone a/c for DD 25'03)	84.74	16.94
Total	4,046.90	369.29
	4,416.19	

RECEIPTS		
P Harbord (extension of reservation)	240.00	
Total	240.00	

Payments and Receipts were adopted as an accurate record.

050 DATE OF NEXT MEETING: THE NEXT MEETING OF THE COUNCIL IS ON MONDAY 16th APRIL 2012 AT 7.30 pm in the John Venus Hall, Coldharbour. The Planning Committee will meet on Monday 2nd April 2012 and again on Monday 30th April at 8.00pm in the Committee Room at Beare Green Village Hall.