

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 20 SEPTEMBER 2021 AT 7.30pm

PRESENT: Mrs Dale (Chairperson), Mr Ball (Vice-Chairperson), Mr McLachlan, Mrs Schryver, Mr Ashwood, Mr Cox, Mrs Ryan and the Clerk.

In attendance: District Councillors Mrs Salmon and Mrs Huggins. Mr Dan Ford and Mr and Mrs McNeill.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mr Salter. County Councillor Helyn Clack.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 16 AUGUST 2021:** The minutes were accepted as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 06 SEPTEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **TO RECEIVE AND ADOPT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 06 SEPTEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
5. **MATTERS ARISING:**
Mr McLachlan addressed the Council, mentioning planning application MO/2021/0045 relating to 2 Broome Hall, Broomehall Road, Coldharbour which had recently been approved by Mole Valley District Council. Despite receiving objections from neighbouring residents and the Parish Council this application was still approved.
6. **DECLARATIONS OF INTEREST:**
None.

The Chairman proposed that as Mr Ford representing Capel Comets (Item 13) and Mrs and Mrs McNeill, discussing Planning Application MO/2021/1635 – Jabez, Highland Road, Beare Green (Item 10 (iii)) were making representation at the meeting, these matters should be addressed first.

7. **PUBLIC QUESTIONS:**
 - **Financial Grant Capel Comets:** Mr Ford, the Club Chairman and Secretary addressed the meeting and gave the Council an overview of the Club from inception to date. It was confirmed that the Club was looking for a donation to keep fees down and improve facilities. The Parish Council was being asked to fund a grant for £250.00 and Mr Ford confirmed that the Metropolitan Police Sports fund was willing to match fund. However, there was still a shortfall of £77.00 which the Club would pay themselves. The Club was also proud to ensure that children with learning difficulties were included in all activities.
Mr McLachlan confirmed that the Finance Committee had approved the grant and asked the Council to support this and suggested that the extra £77.00 be included in the grant. All Councillors unanimously agreed to donate £327.00, and the motion was carried.
 - **Planning Application MO/2021/1635 – Jabez, Highland Road, Beare Green:** Mr McNeill addressed the meeting, objecting to the planning application as owners of the neighbouring property. Mr McNeill said that Jabez is one of 5 identical bungalows in Highland Road, and the only extensions to any of them was to convert them into chalet-type bungalows. Mr McNeill told the Council that he had concerns that if the extension was approved, the height of the

extension would reduce a substantial amount of natural light into his property. To extend this property as proposed would be out of character with the neighbouring properties.

8. The Chairman suggested this was an appropriate time for the Parish Council to discuss Planning Application MO/2021/1635 – Jabez, Highland Road, Beare Green.

This is an application for prior approval for addition of one storey to existing dwelling with a height of 7.75 metres. The proposal is to create a two-storey dwelling house with a substantial increase in the roof height. The predominant character of the location is of bungalows. The proposed alterations would therefore be wholly out of character and contrary to both Mole Valley and Capel Neighbourhood Development Plan policies.

Mole Valley Local Plan policies that should be considered - ENV 22 criteria 1 inappropriate in terms of scale, form and appearance; criteria 2 would harm amenities of neighbouring properties; criteria 3 does not respect character of the locality.

ENV 23 does not respect the setting having regard to criteria 1 –scale, character etc

ENV 32 House Extensions- in conflict with criteria 1-5

Capel Neighbourhood Development Plan policies that should be considered - ESDQ 3 poor design (in effect this would be a new dwelling); ESDQ 4 building style; CA BGPO1 In conflict with specific BG Policy in particular relating to extensions and alterations to existing dwelling.

The Councillors discussed the application and took all the above information into consideration. As the application does not match any of Mole Valley or Capel NDP policies the Council unanimously agreed to recommend this application be refused.

9. CLERK'S REPORT:

- i. A small CCTV camera has been installed above the Defib Cabinet and a battery-operated sensor light installed in the area between the Parish Hall and the Sports Pavilion.
- ii. The gate between the Parish Hall and Sports Pavilion has been installed.
- iii. The Parish Hall is open for business as usual and weekly recurring activities are beginning again.
- iv. The Council has received a complaint about the length of chain on the bucket swings in Capel playground. The complainant has suggested the chains are too high, but the annual risk inspection has never indicated any hazard. The complaint has been acknowledged and assurance given the Council complies with all playground safety standards and acts immediately on any risks identified.
- v. A copy of the published Draft Mole Valley Local Plan has been received. Information on how to obtain information online has been put on the notice boards and will be published on the Parish Council's website together with information on the next Parish Council Planning Committee meeting which will be given entirely to discussing this plan.

10. POLICE CRIME STATISTICS:

Police crime statistics were received and circulated to all Councillors. The Chairman read through the issues for each ward. However, one incident in Coldharbour, regarding off-road vehicles reported trying to remove the roadblock was of concern. Mr McLachlan said this was in regard to the TRO at Wolvens Lane which is awaiting the officers recommendation, due to be published on 29 September.

*Mr McLachlan has confirmed the officers recommendation has been received suggesting a TRO to ban motorised 4-wheel vehicles. The report brings into scope concerns about the wider impact motorised vehicles have on landscape, habitat and other users; not just the use and condition of the BOAT itself.

11. PLANNING APPLICATIONS:

- i. **Planning Application MO/2021/1439 – Greenstone, Moorhurst Lane, Beare Green.** This is an application for the erection of single storey side and rear extensions, enlargement of the roof and alterations to the existing dwelling including ground source heat pump plant. The Councillors discussed the policies that should be considered when recommending this application.

Mole Valley Core Strategy - CS 14 – Criteria 2 poor design.

Mole Valley Local Plan - ENV 4 - In conflict with the landscape character.

ENV 22 Criteria 1 scale, form and appearance; Criteria 3 does not respect the appearance of the locality; ENV 23 Criteria 1 does not respect the setting; Criteria 5 adverse impact of on the Green Belt.

ENV 32 (House Extensions); Criteria 2 prominent with new roof structure; Criteria 3 does not retain style and character

RUD 7 Outside the boundary of Beare Green village; Disproportionate addition to dwelling; Conflict site in the Green Belt.

Capel Neighbourhood Development Plan - Site outside Village Settlement Boundary

ESDQ 3 poor design; ESDQ 4 style unacceptable; CA BGPO1 In conflict with NDP Beare Green Policy
The overall impact of the increase in the roof size and form is significant in this rural setting. Furthermore, the scale of the extensions compromises the design of the existing dwelling which is in the Green Belt and the AONB.

After considering the above policy inconsistencies, the Councillors agreed that this application should be refused.

- ii. **Planning Application MO/2021/1589 – 37 Leith Road, Beare Green.** This is an application for the construction of 1 No. dormer window to side roof elevation. The Councillors discussed all the policies that needed to be considered when deciding this application. Although the overall appearance of the dormer window would give the appearance of being cramped, the Design and Access Statement gave valid justification for the installation, which would improve the facilities for the owners. The Councillors recommended this application should be approved.
- iii. **Planning Application MO/2021/1546 – The Clockhouse, Broome Hall, Broomehall Road, Coldharbour.** This is an application for Listed Building Consent to enhance existing bedroom accommodation on the second floor by providing a corridor enabling each bedroom to be independently used and to provide bathroom facilities. The proposal does not impact upon any external conservation matters and does not conflict with policy CA COP01 relating to Coldharbour. The Council recommended that this application should be approved.

12. TO CONSIDER ADOPTION OF ADDITIONAL CONDITIONS WITHIN CAPEL SPORTS PAVILION LEASE:

Mrs Schryver informed the Council that concerns had been raised regarding the unrestricted opening hours outlined on the alcohol licence issued to Capel Sports Pavilion, and the impact this was having on The Crown public house. She had recently met with members of the Sports Pavilion Committee and agreed a statement to be included in the current lease. The Chairman read the statement to the Council and after agreeing a few changes, the amended statement will be forwarded to the Sport Pavilion Committee for their consideration. Once the statement has been finalised, it will be legally incorporated into the lease.

13. TO DISCUSS EVENTS TAKING PLACE AT DORKING MICRO BREWERY:

The Council was informed that events had taken place at the brewery, and this has caused parking problems. Whilst the Council had no objection to such events, it was agreed that a letter should be forwarded to the proprietors of the Brewery, asking that prior notice be given when events were due to take place so that parking issues can be addressed.

14. TO CONSIDER FINANCIAL ASSISTANCE TO BYWAYS CAMPAIGN:

Mr McLachlan informed the Council that he had spoken at the recent Finance Committee meeting, asking that the £1,500.00 already agreed to fund maintenance works along Byway 527 be reappropriated to a blanket byways campaign. The Council was informed that Byway 527 maintenance project is currently on hold but in the meantime, it has become necessary to work toward getting a blanket TRO issued on all Byways within the AONB. Mr McLachlan explained that the Finance Committee had given approval for this redirection of funds and asked for the Full Council's agreement. Councillors had concerns that by obtaining a blanket TRO unsocial behaviour would be moved to other areas.

Since the meeting, Mr McLachlan has provided a more detailed explanation of the proposal.

"Our only intention with the byways project is to challenge SCC Rights of Way team over the definition of the policy which they use to grant TRO's on the BOAT's under their jurisdiction in Surrey. This would mean that the surface condition would be only one of the many conditions which are specified in the 1984 Road Traffic Regulation Act. TRO's can be granted for any type of user (normally motorised) and can be temporary, permanent, or seasonal. If we succeed it will still then be the responsibility of local authorities to apply for TRO's on specific byways and to go through the lengthy and rigorous process which is required by law."

iv. **REPORTS FROM MEMBERS:**

(a) Finance:

- (i) The accounts detailing income and expenditure for the period 16 August to 20 September 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

All invoices were authorised for payment by two councillors.

Bank reconciliation 20 September 2021 – Current Account £71,539.69. Reserve account balance £40,302.93.

Mr McLachlan told the Committee that the current account was 3% over budget at present, but the grounds maintenance payments will cease in October, and not start again until April 2022. The account was expected to finish on budget. The Clerk will now arrange for the half-year VAT refund.

The Clerk informed the Council that the half-year audit would be undertaken during the first week in October.

INCOME

| | |
|------------------------|--------------------------|
| Easement | £500.00 |
| Second half precept | £51,507.00 |
| Hall Hire | £30.00 |
| Allotment subscription | £10.00 |
| Total | <u>£52,047.00</u> |

EXPENDITURE

| | Net | VAT | Gross |
|--|--------------------------|-------------------------|--------------------------|
| S Dixon for L Quirk | £45.00 | | £45.00 |
| Landmark Chambers – Coldharbour Byways | £1,000.00 | £200.00 | £1,200.00 |
| Helpdesq – i33665 | £49.57 | £9.91 | £59.48 |
| Fred Evans | £475.00 | | £475.00 |
| Littlejohn End of Year External Audit | £600.00 | £120.00 | £720.00 |
| Helpdesq – i33869 | £52.07 | £10.41 | £62.48 |
| PJM – as per estimate | £491.00 | £98.20 | £589.20 |
| The Image Company – MVLP printing | £336.20 | £67.24 | £403.44 |
| Treeline | £1,915.00 | £383.00 | £2,298.00 |
| Dave Guy – Grounds Maintenance | £160.00 | | £160.00 |
| Surrey Sports – Grounds Maintenance | £1,550.00 | £310.00 | £1,680.00 |
| Mrs L Bignell September salary | £267.80 | | £267.80 |
| Mrs J Russell September salary | £2,479.40 | | £2,479.40 |
| Capel Comets – Grant | £327.00 | | £327.00 |
| Mrs J Russell – reimbursement | £14.80 | | £14.80 |
| Capel Magazine – reimbursement | £80.00 | | £80.00 |
| HMRC | £664.20 | | £664.00 |
| PWLB Payment Sports Pavilion | £965.69 | | £965.69 |
| OPUS Energy – Electricity DD | £34.86 | £1.74 | £36.60 |
| OPUS Energy – Gas DD | £7.17 | £0.36 | £7.53 |
| Total | <u>£11,364.56</u> | <u>£1,170.86</u> | <u>£12,535.42</u> |

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

- (i) **Beare Green:** (i) Mrs Ryan told the Council that children had been seen swimming in the pond at Merebank. There were safety concerns as the middle of the pond is very deep. Councillor Salmon agreed to mention this to Mole Valley and ask for some signs to be erected. (ii) There were reports of drivers being harassed along the A24 for abiding by the speed limits. There were also concerns regarding noise for motor bikes racing along the A24. It was agreed these matters should be reported to Surrey Police. (iii) There have been reports of garden waste being deposited in Turners Wood. Suggestion was made that the increase in this type of fly tipping could be the result of the garden waste bin collections being suspended. (iv) Mr Ball mentioned the verges and central reservation along the A24 had just been cut. The length of

the grass had been causing safety concerns obstructing sight lines. (v) Mr Cox mentioned that trees had been cut back around the bus stop along Horsham Road and the branches left in the ditches. It was suggested that this work had been carried out by the bus company. He also mentioned that the streetlights and road signs were being obscured by overhanging trees. (vi) Mr Cox said that the drains at the junction of the A24 and Newdigate Road were still blocked. The Clerk will report this matter again.

(ii) Capel: Mrs Schryver asked for some assistance to be given clearing areas in the burial ground. The Clerk will arrange this.

(iii) Coldharbour: (i) Mr McLachlan mentioned the overgrown condition of the burial ground. As none of the local grounds keepers were available to carry out this work it was suggested the Clerk contact other contractors, asking for quotations to carry out the initial work and then on-going maintenance.

v. CORRESPONDENCE:

None.

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

DATES OF NEXT MEETINGS:

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| Planning Committee: | Monday 4 October 2021 Mole Valley Local Plan Only |
| Finance Committee: | Monday 08 November 2021 |
| Full Council Meeting: | Monday 18 October 2021 |