

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 17 OCTOBER 2022
AT CAPEL PARISH HALL**

- 1 **IN ATTENDANCE:** Mrs Dale, Mr Ball, Mrs Schryver, Mr Ashwood, Mr Cox and the Clerk. Annemarie Wilshaw, Gerry Cavanagh and Kacie Thompson from SUEZ Recycling and Recovery UK.
- 2 **APOLOGIES FOR ABSENCE:** Mr Garber, Mr McLachlan, Mr Salter and Mrs Ryan. District Councillors Mrs Lesley Bushnell and Mr Charles Engel.
- 3 **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 26 SEPTEMBER 2022:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 4 **TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 26 SEPTEMBER 2022:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 5 **MATTERS ARISING:**
None.
- 6 **DECLARATIONS OF INTEREST:** None

As members of the SUEZ Recycling and Recovery UK group were present, the Chairman agreed that the presentation regarding the restoration of Clockhouse Quarry should be presented moved forward on the agenda.

- 7 **SUEZ RECYCLING AND RECOVERY UK Proposal for restoration of Clockhouse Quarry:**
Annemarie Wilshaw, Senior Planning Manager for SUEZ addressed the Council, and gave a PowerPoint presentation, which outlined the proposed restoration. SUEZ recycling and recovery UK, the current owners of the worked-out areas of Clock House Quarry off Horsham Road are proposing to restore the site to a final, sustainable landform that will support local wildlife. The site has been closed for many years. However, the existing mineral permission requires SUEZ to design and carry out a restoration scheme for the worked-out areas of the former clay quarry. Later this year, SUEZ will be applying for planning permission to restore the site in a way that will blend with the surrounding landscape and create a safe, sustainable landform with appropriate drainage. The proposed restoration scheme has a focus on biodiversity enhancement and rainfall storage, creating sustainable wetland habitats along with deciduous woodland and grassland. SUEZ has worked with expert ecological consultants to ensure that the proposed restoration plan benefits the existing wildlife of the area, including the great crested newts which have made the site their home. To complete restoration of the site, SUEZ will be applying for permission to bring in inert material, like soils and rubble, to fill the quarry void, raising the base levels to create a valley landform. This is a necessary step towards final restoration and closure of the site, making the area safer by reducing the area and depth of the ponds and protecting against bank collapse. A public information session has been arranged for 14 November, from 17:00 to 20:00 at the Parish Hall when representatives from SUEZ will be on hand to answer any questions.

The Chairman thanked Suez for taking the time to come along and address the Council.

Mr Ball asked about future management arrangements for the site. SUEZ confirmed they visit and maintain all sites for five-years after the completion of restoration works, and thereafter ensure the site continues to remain in good order.

8 PUBLIC QUESTIONS:

None.

9 CLERKS REPORT:

- Work is to be carried out on the copse at the bottom of Markham Road. Residents are asking for specific work to be carried out, but the Parish Council will not go above the budget agreed. The contractor will meet with Councillors to agree what work is to be prioritised.
- UK Power Network has confirmed that power will be shut down on 21 October so that work can take place on the tree obstructing the power lines outside Carterdale Cottages. Residents have been informed.
- The Parish magazine has been asked to include a statement reminding dog owners to clean up after their dogs, especially on the grassed area around the pond in Capel.
- The public meeting on 14th November arranged with SUEZ Recycling and Recovery UK for the proposed restoration of Clockhouse Quarry will be advertised on all Parish notice boards and has already been forwarded to the Parish magazine.
- The Henry Smith Charity Trustees are updating the list of Christmas voucher beneficiaries. Any residents living in the Parish who meet the criteria will be considered. The Parish Magazine will include information on how to apply and any referrals will be treated in the strictest confidence

10 PLANNING APPLICATIONS:

- **MO/2022/1549 – 1 Broome Hall, Broomehall Road, Coldharbour.** This is an application for the erection of a building to be used as a flexible use as an art studio and ancillary residential accommodation to the main dwelling, following demolition of existing barn. The Councillors had already discussed this application and reminded that application MO/2022/0181 approved the erection of the art studio with the condition the development ***shall not be occupied at any time other than as an art studio ancillary to the residential use of the dwelling on the application site and specifically shall not be used as a separate unit of residential accommodation.*** As no justification has been given for this application which is in contradiction to granted planning permission the Parish Council recommended the application should be refused.
- **MO/2022/1513 – Land southeast of Stonehouse, Broomehall Road, Coldharbour.** This is an application for the erection of single storey dwelling following demolition of existing stable buildings. Councillors were reminded that a previous similar application MO/2021/2324 was refused by the Planning Committee on AONB grounds. The Councillors discussed the application, being reminded the stables were still in constant use. The proposed development is subject to specific Capel NDP Policy CA COPO1 which states that the highest levels of protection should be against any form of development. The proposal is also in conflict with NDP Policies ESDQ 2, 3 Design and 4 Building Style. The application is contrary to the Core Policies of the MV LP ENV 22 and RUD 8 as it is not a replacement dwelling. Although the building is outside the Conservation Area it would have an adverse impact being in such close proximity. The Parish Council considers the proposal fails to meet national and local policy requirements and objectives and recommends the application should be refused.¹
- **MO/2022/1686 – Amarda, 24 Leith Road, Beare Green.** This is an application for a Certificate of Lawfulness for the proposed development in respect of the erection of an ancillary outbuilding to provide garage and workshop. A similar application MO/2022/1238 was refused by Mole Valley earlier this year. The refusal was upheld because -
The scale of the proposed extension would be out of keeping with and not harmonise satisfactorily with the existing dwelling, which would be detrimental to the visual amenities of the area and in conflict with Mole Valley Core Strategy policy CS14 and Mole Valley Local Plan policy ENV32.

¹ The Parish Council received information from the Surrey Hills AONB Planning Adviser. Their objection has been forwarded to Mole Valley.

The proposed extension, by reason of its height and proximity to the boundary, would have an overbearing impact harmful to the neighbouring properties' amenities, in conflict with Mole Valley Local Plan policies ENV22 and ENV32 and Capel NDP policy CABGP01.

Considering the previous application and the District Council's recommendation for refusal, the Parish Councillors recommends MO/2022/1686 should not be considered until an application for full Planning Permission is applied for.

11 UPDATE MOLE VALLEY LOCAL PLAN EXAMINATION

Mr Ball informed the Councillors that a meeting had taken place last week between himself, Mr Garber, Mr Paul Uttley Director of Form Design Group and Mr Ned Helme legal barrister. The meeting discussed all the sites the Parish Council was supporting. Mr Garber, Mr Uttley and Mr Helme will attend the hearing session at Mole Valley offices next week. Agendas for the session will be made available later this week.

Councillors were advised that the date for the appeal regarding the proposed housing development at Coles Lane, Ockley is still to be arranged. The Parish Council has enlisted professional representation at the appeal. Mr Ball advised the Councillors that the developer for this site would be objecting to all site allocations included within the Local Plan.

Mr Ball informed Councillors that the site known as Brook Cottage, at the south end of Capel village, had been put forward for inclusion in the Local Plan. However, it was now too late to be considered.

12 TAX MADE DIGIAL ACCOUNTING PACKAGE:

The Councillors had been made aware that an online accounting package was now necessary to apply for future VAT refund requests. A quotation had been received from Rialtas. All Councillors were in favour of purchasing the software. The Clerk will make arrange to go forward with the purchase and installation.

13 GATWICK AIRPORT FUTURE AIRSPACE STRATEGY IMPELENTATION (FASI) SOUTH PROJECT:

Mr Ball had attended the online meeting representing the Parish Council. He outlined that these meetings are basically educational briefings meant to give background and early engagement regarding a massive exercise to review all aircraft routes in the Southeast and indeed all UK. This is a voluntary involvement and will look at the FASI process and methodology, so Parish Councils understand the process. Aircraft routes WILL change but there is a willingness to keep routes "as is" where possible. The process includes technical considerations. The journey is long, this is just the beginning and there are gaps at present. Trying to share and be transparent through engagement, public involvement comes later after stakeholders have been involved.

14 RESOLVE TO ADOPT THE GENERAL POWER OF COMPETENCE:

The Parish Council has achieved the three conditions for eligibility to adopt the General Power of Competence as given below -

1. **Resolution:** The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. **Electoral Mandate:** At the time the resolution is passed, at least two-thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. **Qualified Clerk:** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence.

Having agreed at this full meeting of the council that it meets the criteria for eligibility at that time, a resolution is hereby passed.

The council will revisit that decision and make a new resolution at every "relevant" Annual Meeting of the Council to confirm that it still meets the criteria. A "relevant" annual meeting is the Annual Meeting of the Council after the next ordinary election has taken place. The next "relevant" date for Capel Parish Council is May 2023.

15 TO REVIEW AND APPROVE THE UPDATED ASSESS REGISTER:

All Councillors had received copies of this register and resolved unanimously to agree the new version. A question was raised regarding disposal of assets and the Clerk confirmed that the Parish Council did have a current Asset Retention/Disposal Policy.

16 TO REVIEW AND APPROVE THE CURRENT FINANCIAL REGULATIONS AND STANDING ORDERS:

All Councillors had received copies of these policies and resolved unanimously to adopt the new versions. The website will be updated accordingly.

17 TO REVIEW ALLOTMENT FEES:

All Councillors were made aware of the current allotment fees and had received a copy of the up-to-date allotment tenancy agreement. It was agreed the current charge of £30 per plot and £10 per one-third will remain unchanged for the year 2023/24. Fees will be reviewed again before the 2024/25 subscription requests are made.

18 REPORTS FROM MEMBERS:

(a) Finance

(i) To agree, adopt and sign accounts to 17 October 2022.

Councillors were made aware of the income and expenditure to date and were also advised of the invoices for legal fees relating to the Mole Valley Local Plan. It was again emphasised that the fees are still lower than originally budgeted.

The current account balance on 17 October 2022 was £45,872.77 and the balance of the reserve account remains at £50,307.10.

INCOME

Sports Pavilion PWLB	£965.69
Hall Hire	£60.00
Total	<u>£1,025.69</u>

PAYMENTS APPROVED

		VAT	TOTAL
Mrs L Quirk	£45.00		£45.00
SES Water Bowls Club	£17.31		£17.31
SES Water Allotments	£41.18		£41.18
39 Essex Chambers Invoice 253806	2525.00	£505.00	£3030.00
Form Design Group MVLP and Coles Lane	£665.00	£133.00	£798.00
Form Design Group MVLP and Coles Lane	£3,206.25	£641.25	£3,847.50
Surrey Sports and Turf	£1,640.00	£328.00	£1,968.00
Mrs J Russell October salary	£2,479.40		£2,479.40
HMRC Clerk's income tax	£619.80		£619.80
Treeline Invoice 26141	£1,240.00	£248.00	£1,488.00
Naturescapes Capel Burial grounds work	£600.00		£600.00
Defibshop Replacement defib pad	£56.45	£11.29	£67.74
Helpdesq Invoice 12089	£51.23	£10.25	£61.48
Repayment in full Jubilee Fund	£731.94		£731.94
BT DD	£20.50	£4.10	£24.60
Public Works Loan DD	£2,712.54		£2,712.54
OPUS Energy Gas DD	£28.20	£1.48	£29.68
OPUS Energy Electricity DD	£57.07	£3.07	£60.14
Total	<u>£16,796.47</u>	<u>£1,897.36</u>	<u>£18,693.83</u>

(b) Ward Matters for discussion

Beare Green – (i) Mr Cox mentioned the post at the entrance to Beare Green recreation ground car park which has been broken. The clerk will arrange to have it replaced. (ii) White lines along Newdigate Road, which indicate driveways need to be repainted. The lines are hardly visible and do not deter drivers from obstructing driveways. The Clerk will contact Surrey County Council. (iii) The drains at the junction of the A24 and Newdigate Road are still creating offensive smells and need to be cleared. This has been reported numerous times to Surrey County Council with no effect. The Chairman suggested C J Uden be contacted to find out if the drains just need clearing or if there is some potential hazard. (iv) The pavement from Beare Green to Capel is now so overgrown it is down to single pedestrian use making it impossible to use with buggies or mobility scooters. The Clerk will report it to Surrey County Council.

Capel – (i) Mrs Schryver mentioned the condition of the path leading up from Capel Pond. This area becomes almost inaccessible during the winter and should be monitored by Surrey County Council. (ii) The Jubilee Committee has now been replaced by the Coronation Committee. This item will be included on the agenda for all future full Parish Council meetings.

19 **CORRESPONDENCE:**

The Chair advised the Council that the Memorial Hall will increase its hall hire charges from 1 January 2023 as below:

	Current hourly rate	Hourly rate from 01.01.23
Regular hirers	£15.00	£17.25
Ad hoc hires weekday	£17.50	£20.00
Ad hoc hires weekend	£20.00	£23.00
Ad hoc hires weekend local residents	£17.50	£20.00
Children's 4-hour party	£60.00	£65.00

As the Parish Hall wishes to keep rates comparable, it was agreed these increases should be included as an agenda item for the next meeting.

20 **URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:**

None.

Dates of Next Meetings:

Planning Committee: **Monday 7 November 2022**

Finance Committee: **Monday 7 November 2022 immediately after Planning Committee**

Full Council Meeting: **Monday 21 November 2022 in Beare Green Village Hall**