

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 17 JULY 2023
IN JOHN VENUS HALL, COLDHARBOUR**

1. IN ATTENDANCE: Mrs Dale, Mr McLachlan, Mr Ball, Mrs Schryver, Mr Cox, Mrs Ryan and the Clerk.

IN ATTENDANCE: Surrey County Councillor Hazel Watson, District Councillor Rosemary Hobbs, Mrs Michelle Watson, Ms Nicky Taylor and Mr Sam Ward (Item 6(i)).

APOLOGIES FOR ABSENCE: Parish Councillors Mr Salter and Mr Ashwood. District Councillors Lesley Bushnell, Clayton Wellman and Clare Malcomson. Surrey County Councillor Helyn Clack.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE PARISH COUNCIL MEETING 19 JUNE 2023

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.

3 DECLARATIONS OF INTEREST:

None.

4 PUBLIC QUESTIONS:

None.

5. CLERKS REPORT:

Nothing to report.

6. PLANNING APPLICATIONS:

- **MO/2023/0751 – Swires Farm, Henfold Lane, Beare Green.** This is an application for the erection of a rural worker's mobile home. Mr Ward addressed the meeting, advising that the accommodation was required to support the expansion of the existing equestrian business. The Parish Council agreed that this was necessary to ensure round the clock monitoring of the horses, and recommended this application should be approved.
- **MO/2023/0805 – Leith Hill Service Station, Horsham Road, Beare Green.** This is an application for the installation of 4 No. EV chargers and associated infrastructure. The Councillors supports the application in principle but have concerns that reducing parking for those only using the shop could create further tailbacks onto the A24. Surrey County Council Highways are currently looking at ways to slow the traffic, by either incorporating hatching to create a single lane up to and beyond the service station and/or the introduction of average speed cameras. The Councillors therefore recommend this application should be refused on the grounds of safety.
- **MO/2023/0728 – The Mews, Osbrooks Farm, Horsham Road, Capel.** This is an application for the installation of 2 No. rear dormer windows to create larger loft space. The Councillors reviewed the application and as there are already dormer windows in place at the front of the property, recommend the application should be approved.
- **MO/2023/0799 – 32, Bakers Way, Capel.** This is an application for the change of use of garage from residential (C3) to Sui Generis to facilitate dog grooming activities. The Councillors considered the application and were satisfied that there would still be ample off-street parking if the conversation was allowed. The Councillors recommended the application should be approved.
- **MO/2023/0846 – Crackerbarrel Farm, Horsham Road, Beare Green.** This is an application for the erection of one 2-bedroom bungalow. Before the Councillors are able to make a decision, a request will be made to the owner and the agent for a Design and Access Statement providing justification for the property. A decision will be deferred until this information is received. The Clerk will advise Mole Valley and ask for an extension of time.
Information has been received giving a valid explanation for the bungalow. All Councillors have been made aware of the extenuating circumstances and have no objection to the application.

- **MO/2023/0907 – Land at Mulberry House, Henfold Lane, Beare Green.** This is an application for the erection of 1 No. single storey dwelling. The building would be within Green Belt and justification has been given for the application. However, before a decision is made, Councillors will be made aware of the response to MO/2022/2121.

7. PLANNING APPLICATION – LAND AT BREAKSPEAR, OLD HORSHAM ROAD, BEARE GREEN.

Oakford Homes have not submitted the planning application. They have served a planning notice on the Parish Council as part of the land is owned by Capel Parish Council.

8. ARK COTTAGE, HORSHAM ROAD, BEARE GREEN:

The owner of this property has confirmed that boundary issues are being discussed with a legal representative and information will be forwarded as soon as it is available.

9. OLD BONFIRE SITE, TEMPLE LANE, CAPEL

The Freedom of Information request has been fulfilled.

A further letter has been received from Englehart's who represent the owner of the field. The contents of the letter were discussed, and Englehart's have raised issues regarding the ownership of the verge, the legality of the bollards and the safety issues regarding restricting access onto the land should it be necessary for emergency services to attend. Englehart's have indicated that the bollards will be removed, with any costs incurred being passed to the Parish Council. However, a letter will be drafted responding to the all these issues, and emphasising that the bollards are Parish Council property, the hard standing has been erected on private land without the owner's permission or planning permission.

10. TREE SURVEY/TREELINE

A survey of all trees growing on Parish land has been undertaken by Treeline. Six trees have been identified as needing immediate attention. Treeline has been asked to price for this work. Councillors suggested that once the costing has been received, the work is put out to tender.

11. COUNCILLOR VACANCY

Following the resignation of Paul Garber, a vacancy for Capel ward has arisen. Nicky Taylor attended the meeting, with a view to applying for the position. Ms Taylor lives in Capel and works in Beare Green so has a knowledge of the area and is keen to take on the role. All Councillors agreed Ms Taylor would be a suitable candidate and she was duly co-opted onto the Parish Council.

12. COST OF LIVING/WELFARE FUND AND MID SURREY COMMUNITY FRIDGE

The Councillors were reminded that a community fund is held by the Vicar of St John the Baptist Church Capel to assist individuals and families in need of financial assistance. This fund is not widely advertised, but it was agreed that the GP surgery, Evergreens, preschool and primary school should all received information to ensure these groups are aware of the fund and can advise if necessary. The Clerk will prepare a leaflet to forward to these groups, but it will not be advertised. The Vicar will be made aware that this information is being circulated. Councillor Schryver mentioned Capel Assist which does advertise and is available to anyone in the parish. The Henry Smith Charity was also mentioned, which distributes vouchers pre-Christmas which can be used in the local shops. It is known the yearly allocation is not always spent and therefore some advertising might be necessary.

13. PARKING VICARAGE LANE, CAPEL

A resident had contacted the Parish Council asking if anything could be done to improve parking along Vicarage Lane, especially outside Carter's filling station and at the junction of Vicarage Lane with The Street, next to the school. Vehicles continually park on the corner of Vicarage Lane making visibility impossible. District Councillor Hazel Watson suggested the Parish Council should submit a Parking Review request to Surrey County Council, suggesting the installation of double yellow lines or hatching to alleviate this practice.

14. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 17 July 2023:

Mr McLachlan highlighted the current spending for July to date. At the present time, just over 30% of the total budget has been spent. The budget for parish maintenance has so far only spent £11,000 out of a budget of £35,000. There will be a significant spend once the work on the trees identified on the survey is completed.

The current account balance on 17 July 2023 was £27,756.28 and the balance of the reserve account £50,353.31.

(ii) To approve and authorise payments of outstanding invoices:

Payments Received

Burial Plot reservation	£110.00
Hall Hire	£120.00
Allotment subscription	£10.00

Payments

		VAT	TOTAL
Horsham Fencing, recreation ground Capel	£2,953.00	£590.00	£3,543.60
Treeline – Tree survey	£520.00	£104.00	£624.00
J Russell Reimbursement miscellaneous	£34.40		£34.40
Surrey Sports and Turf Grounds maintenance	£1,554.00	£310.80	£1,864.80
Fred Evans groundworks Capel and Coldharbour	£825.00		£825.00
J Russell Reimbursement postage	£13.94		£13.94
J Russell July salary	£2,479.40		£2,479.40
HMRC Clerk's Income Tax	£619.80		£619.80
EDF Energy	£68.10	£3.41	£71.50
BT DD	£16.50	£4.10	£24.60
OPUS Energy Gas DD	£18.56	£0.97	£19.53
OPUS Energy Electricity DD	£55.96	£2.94	£58.90
	£9,158.66	£1,016.82	£10,179.47

Although approved, payment to HAGS for playground repairs - **£501.30** continues to be withheld until all spares have been received.

The grant awarded to Temple Lane allotments is approved but remains unpaid.

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan mentioned that a blanket speed limit has been applied to Coldharbour and neighbouring lanes with 30 mph outside of the village and 20mph within, and wondered how it was going to be enforced. New speed limit signs have been installed. There is still a problem with speeding cyclists as the speed limit does not apply to them and there is no way to get them to comply. A suggestion was made that the Police be invited to a Parish Council meeting and this problem could be raised.

Capel – (i) The glass in the bus stop opposite the GP surgery in Capel has been broken. It is dangerous and is causing a hazard. Mole Valley have been contacted to repair the damage, but it still needs to be attended to. (ii) The telephone box outside Nunns Field on The Street is in a poor condition. The Clerk will contact Mole Valley and/or BT to find out who is responsible for the upkeep. The telephone box is still in working order, but it could be decommissioned due to lack of use.¹

Beare Green – (i) Mrs Watson asked if the Parish Council would contact Mole Valley regarding the works being carried out at the property Jabez on Highland Road. The footpath is impassable, a wall has been damaged and there are concerns that there could be a breach regarding the depth of

¹ BT Customer Services have been contacted. Awaiting a reply.

footings. (ii) Mr Cox mentioned the undergrowth along the footpath on Newdigate Road needs to be cut back as pedestrians are having to walk in the road. (iii) The contractors working on the refurbishment of The Dukes Head pub on Horsham Road are no longer parking along Newdigate Road thanks to a visit by the local Police. (iv) Mr Cox mentioned that 2 of the new trees on the recreation ground have died and ask if Treeline could be contacted to replace them.

15 CORRESPONDENCES:

An email had been received from Surrey County Council Countryside Access Officer Anne Wood regarding the proposed upgrade of Public Footpath 218 Capel/Newdigate Trig Street. A Dedication Agreement will need to be signed by the Parish Council to create the short section of bridleway across Capel Parish Council land. Once dedicated, the bridleway will be maintained by the County Council. The Councillors were made aware that the Parish Council had agreed to some match funding for this project. The Clerk will contact Newdigate Parish Council and try to ascertain the total cost of the project and what funding is still to be found.²

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

Co-opt new Beare Green Councillor – August Full Parish Council meeting.
Trig Street Project – September Finance Committee meeting
Invite the Police Borough Commander to the October Full Parish Council meeting.

Dates of Next Meetings -

Full Parish Council: Monday 17 August 2023 in John Venus Hall, Coldharbour

Planning Committee: Monday 4 September 2023

Finance Committee: Monday 11 September 2023

² Richard Tyson-Davies from Newdigate PC has advised that the total cost of the project is likely to be £80,000 of which £30,000 has been pledged. SCC have already undertaken some works to the project.