

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 21 OCTOBER 2024  
AT BEARE GREEN VILLAGE HALL**

1. **IN ATTENDANCE:** Mrs Dale, Mr Ball, Mrs Schryver, Mr Cox, Mr Salter, Mrs Taylor, Mrs Watson and the Clerk.

**APOLOGIES FOR ABSENCE:** Parish Councillor Mr McLachlan. District Councillors Mrs Malcomson and Mr Wellman.

**IN ATTENDANCE:** Mr Paul Garber, Capel Parish Council's Special Advisor on Planning matters and Mole Valley Local Plan. Surrey County Councillor Helyn Clack. District Councillors Mrs Hobbs and Mrs Van Den Bogerd. Mr Peter Palmer and Mr Chris Ransome.

2 **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 16 SEPTEMBER 2024**

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:**

- The trees adjacent to the bottom footpath leading from the recreation ground to Vicarage Lane will be cut back. These trees are making walking along the path difficult and are obscuring natural light to the property Holly Trees, on the other side of the footpath.
- The footpath outside 17 Carterdale Cottages has been cleared of mud and debris. Scalpings have been laid to improve the passageway.
- Treeline are scheduled to cut back the overhanging trees at the rear of 7 Bakers Way on 2 December 2024.
- Information regarding the adoption of the Mole Valley Local Plan has been forwarded to the Capel magazine and will appear in the November issue.

6. **MOLE VALLEY LOCAL PLAN:**

Mr Garber addressed the meeting, giving an overview of the current position of the Mole Valley Local Plan. The Mole Valley Local Plan 202-2039 was adopted on 15 October 2024. Within the Plan are a significant number of policies which now replace those in the 2000 plan. The new NPPF is due to be adopted some time before Christmas 2024 and elements within this document will impact on planning nationally. Mr Garber said he would expand on the contents of the Local Plan over the next few months and will address the Parish Council again after reading the fully adopted Local Plan 2020 – 2039 and the Sustainability Report.

Mr Garber mentioned sites within the Green Belt relevant to Capel parish and the alterations to the Settlement Boundaries. The following Capel Green Belt sites have been included in the Local Plan: land at Breakspear, Beare Green; Hurst, Vicarage Lane, Capel; Capel House Farm, The Street, Capel and Coles Lane, Capel. All sites have been included for housing development with the Coles Lane site comprising both dwellings and employment units.

Mr Garber mentioned that the Inspector will review the Local Plan in three years' time to ensure deliverability will be on a rational basis.

The Capel Neighbourhood Development Plan was mentioned which was adopted in 2017 and should now be revised. The Parish Council had already started this revision by commissioning a new Housing Needs Survey. Significant parts of the current NDP will remain but there may be variations.

## **7. TO CO-OPT COUNCILLOR VACANCY – CAPEL WARD**

The Councillor vacancy had been advertised, and two candidates had applied to be considered for the role. Mr Palmer and Mr Ransome were both in attendance, each was asked to address the Council individually, stating why they would like to be considered for the position and what strengths they believed they would bring to the Council.

The Chair thanked each applicant, stating that a vote would take place at the end of the meeting, and they would be made aware of the Council's decision by the end of the week.

## **8. PLANNING APPLICATIONS:**

- **MO/2024/1527 - The Hazels, Newdigate Road, Beare Green.** This prior notification for the erection of a single storey rear extension of 8.00 metres deep and 3.50 metres high with a height at the eaves of 2.30 metres. The Parish Council had no objection to this notification and decision was made by Mole Valley on 22 October 2024 that Prior Approval was Not Required.
- **MO/2024/1491 - 20 Oak Corner, Beare Green.** This is an application for the erection of a single storey rear and side extension. The Parish Council had concerns that this application was submitted without a Design and Access Statement. Comment was made that the extension would take away a parking bay in an area that was already experiencing parking issues. The installation of yellow lines on the corner of Highland Road could increase car parking in Oak Corner. After discussion the Parish Council offered no objection to the extension but had concerns regarding parking.

## **9. PALMERS FARM AND CAPEL PARISH LAND, NEWDIGATE ROAD, BEARE GREEN**

The Council was made aware of the verge Mr Wates was offering to maintain. Councillors decided that until a price is obtained to maintain this area on a regular basis throughout the year, no decision would be made. This item will be included again as an agenda item for the November meeting.

## **10. SCOTT BROADWOOD COFE INFANT SCHOOL**

No further information had been provided by The Good Shepherd Trust regarding the possible relocation of Scott Broadwood CoFE Infant School to The Weald, Newdigate Road, Beare Green. It was agreed that this item would be included again as an agenda item for the November meeting, which Mr Kennedy and Mr Baguley have confirmed they will attend. It is hoped that the results of the consultation will then be available.

## **11. RIVERDALE PADDOCKS, CAPEL ROAD**

District Councillor Jo Farrar-Astrop circulated a letter to neighbours of the Paddocks and forwarded a copy to Capel Parish Council. There are concerns regarding the recent developments on the site. Mole Valley District Council (MVDC) Enforcement Team has been working hard to address the significant breaches of planning regulations occurring at this site. MVDC has taken decisive action and a coordinated team of Planning Enforcement officers, Environmental Health officers and Housing officers, supported by local police, visited the site and served 44 enforcement notices on named individuals involved in unlawful activities. This marks the beginning of a formal process aimed at addressing the unlawful development and environmental concerns that have been raised. The enforcement team is working hard to ensure that these planning breaches are dealt with swiftly.

The Council thanked Councillor Farrar-Astrop and Mole Valley for their efforts and hard work.

## **12. UPDATE ARK COTTAGE BOUNDARY ISSUES**

The boundary issues relating to Ark Cottage are still outstanding, with the Solicitor acting for the owner asking for the boundary to be slightly increased to include another small section of common land. The Councillors reviewed the land registry map and the revised boundary and agreed that this new section of land should be included. The Clerk will advise the Solicitor to complete on this matter.

## **13. REPLACEMENT OUTDOOR GYM EQUIPMENT.**

The outdoor gym equipment on the recreation grounds at Beare Green and Capel have recently been inspected and one Air Walker and an Air Skier Swing Arm need to be replaced. The Councillors agreed the replacement and the Clerk will action the work. This work will be carried out on the 19 November.

#### 14. ELECTRIC VEHICLE CHARGING POINTS

The Council has been made aware that the provider is keen to proceed with inspecting the area proposed for the installation of the 2 chargers. It is stressed that at this time nothing has been agreed and no decision will be made until a full inspection has been made and all information is made available to the Council.

#### 15. NEIGHBOURS WHATS APP GROUP

Suggestion has been made that a WhatsApp group for neighbours could be started as a way of resolving annoying situations without causing unnecessary upsets.

Councillors discussed the proposal and were not convinced this would be a useful tool. District Councillor Hobbs believed Mole Valley hosted mediation sessions for neighbour disagreements and agreed to find out more information.

#### 16. DONATION ROYAL BRITISH LEGION POPPY APPEAL

The Parish Council will again lay a wreath at the War Memorial on Remembrance Day. Mr John Dale Senior will be asked to undertake this on behalf of the Parish Council. The Councillors agreed a donation of £150 would be made to the Royal British Legion Poppy Appeal.

#### 17. REPORTS FROM MEMBERS:

##### (a) Finance

##### (i) To agree, adopt and sign accounts to 21 October 2024:

The spending for October was discussed and details of payments were circulated to all Councillors. Significant payments have been made to maintain parish maintenance. Mr Salter confirmed that spending was on target regardless of the maintenance budget current position. Councillors were reminded that the grounds maintenance contract only runs until the end of October so costs to this budget should start to reduce. The VAT refund for the months March to September 2024 has now been received.

The current account balance on 21 October 2024 was £12,992.93 and Reserve account £126,201.97. The balance of the NS&I account remains at £610.89.

The report from the External Auditors, Littlejohn and Notice of Conclusion was presented to all Councillors.

##### (iii) To approve and authorise payments of outstanding invoices:

##### Payment Received

Hall Hire	£75.00
VAT Refund	£3,541.66
Ashes Interment	£150.00
Utilities Refund	£0.97

##### Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£47.98		£47.98
Treeline Invoice 28360	£1,921.00	£384.20	£2,305.20
Littlejohn External Audit	£420.00	£84.00	£504.00
SES Business Water Beare Green pavilion	£96.98		£96.98
SES Business Water Capel Bowls Club	£0.66		£0.66
Wes Attridge – Capel Burial Ground maintenance	£1,080.00		£1,080.00
Wes Attridge – Capel Playground maintenance	£270.00		£270.00
FreshAir Fitness Outdoor Gym Inspection	£332.00	£66.40	£298.40
Helpdesq Invoice 17330	£62.04	£12.41	£74.45
Talk Window Cleaning Parish Hall	£55.00		£55.00
PJM Repairs Parish Hall sensor light	£150.44	£30.09	£180.53
Fred Evans Ditch and ground works	£1,345.00		£1,345.00
J Russell October salary	£2,594.80		£2,594.80
HMRC Clerk's income tax	£648.80		£648.80

HMRC Employer's NIC	£343.01		£343.01
J Russell Reimbursement stationery	£40.97		£40.97
J Russell Reimbursement postage	£37.50		£37.50
Donation Royal British Legion Poppy Appeal	£150.00		£150.00
Helpdesq Invoice 17106	£28.70	£5.74	£34.44
Capel and Beare Green magazine	£200.00		£100.00
BT DD	£20.50	£4.10	£24.60
	<b>£9,745.38</b>	<b>£586.94</b>	<b>£10,332.32</b>

**(b) Ward Matters for discussion**

**Beare Green** – (i) Mrs Watson mentioned the pond in Merebank requires maintenance as it overgrown with weed. Although the pond is the responsibility of Mole Valley, once a quotation for the maintenance has been received the Parish Council could be asked to consider making a grant to cover the cost. (ii) Mr Cox confirmed that the brambles and bushes have been cut back around the edge of the recreation ground. (ii) Mr Cox asked if a "Slow Down" could be erected at the exit of the recreation ground car park. The Clerk will organise.

**Capel** – (i) Mrs Schryver mentioned the green at Misbrooks needs topping but suggested the residents fronting the green should be asked for their thoughts before any work is carried out. (ii) The path around Capel recreation ground and fronting Rose Cottages still needs the weeds at the edges removed.<sup>1</sup> (iii) The tennis club will be asked to remove their A-frame advertising outside the Memorial Hall.<sup>2</sup>

**13 CORRESPONDENCES:**

A letter has been received from the resident of the property Sunny Side, The Street, Capel asking the Parish Council to consider the future maintenance of the land adjacent to this property This will be an agenda item for the November meeting.

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

- **Scott Broadwood school. on further developments.**
- **Palmers Farm**

**Co-Option Parish Councillor Vacancy**

The Councillors discussed the two applicants and agreed that both candidates would be a significant asset to the Council.

Mrs Dale then mentioned that she had recently moved out of the village and was therefore no longer eligible to stand as a Parish Councillor. She offered her resignation.

The remaining Councillors discussed the matter and agreed that

- Both Mr Palmer and Mr Ransome be formally invited to join the Parish Council.
- Mrs Dale was asked to remain as a Special Advisor for Footpaths, Bridleway and Byways and Chairperson until the Annual Meeting in May 2025.

Both Mr Palmer and Mr Ransome will invited to join the Council, and it was hoped both would accept the offer.

**Dates of Next Meetings –**

**Planning Committee: Monday 4 November 2024 followed immediately by the Finance Committee meeting.**

**Full Parish Council meeting: Monday 18 November 2024**

**All meetings will be held in Capel Parish Hall**

<sup>1</sup> Mr Evans and Mr Attridge will work together to clear the pathways.

<sup>2</sup> The tennis club advertising has been removed.