

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 17 MARCH 2025  
IN BEARE GREEN VILLAGE HALL**

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

**APOLOGIES FOR ABSENCE:** Parish Councillor Mr Salter. District Councillor Malcomson.

**IN ATTENDANCE:** District Councillor Van den Bogerd.

**The Chair reminded all present of the Meeting Etiquette printed at the top of the agenda.**

**2. TO DISCUSS AND APPROVE THE DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 17 FEBRUARY 2025.**

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Chair.

**3. TO DISCUSS AND APPROVE THE DRAFT MINUTES OF THE PLANNING COMMITTEE COUNCIL MEETING HELD ON 03 MARCH 2025.**

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Chair.

**4. DECLARATIONS OF INTEREST:**

None.

**5. PUBLIC QUESTIONS:**

None.

**6. CLERKS REPORT:**

- The pool and table tennis tables have now found a new home. The equipment has gone to a club for disabled children in Farnham.
- The tennis club will be putting up their signs outside the Parish Hall again this year, with the promise to remove them on time.
- The delivery of the skip to take away rubbish accumulated on the allotments has been delayed because the ground is still too soft for the lorry to unload. As soon as the ground has dried out, allotment holders will be advised of the delivery.
- The Police and Mole Valley JET team have been advised of the anti-social behaviour that has taken place on Beare Green recreation ground. An electric scooter has been ridden over the ground, causing damage to the football pitch and pavilion door. The local PCSO has advised she will visit the culprit. A letter will be sent from the Parish Council indicating the damage that has been caused and the costs involved in reinstating the ground.
- The telephone boxes in Capel and Coldharbour will be removed and refurbished off site. A payment of 50% deposit is required before removal can be arranged. Once refurbished the Capel box will house a defibrillator and the Coldharbour box will house a library.

**7. GATWICK AIRPORT RUNWAY EXPANSION:**

Mr. Peter Barclay of GACC spoke at the Annual Parish meeting, advising that The Secretary of State for Transport has made a decision stating that she is "minded to grant consent" for the development of Gatwick Airport based on an amended plan. The Planning Inspectorate had recommended against the expansion plan. However, the Secretary of State's office suggested that if Gatwick complies with revised conditions relating to Surface Transport Access and Noise Mitigation, they will reconsider the application favourably. GACC feels there is no need for the proposed expansion and considers climate change has been downgraded to just another issue to consider after the Government indicated its desire to proceed. GACC will now move forward with a legal challenge on this decision and is looking for funding to help with legal costs. Councillors discussed

Capel being affected by noise and increased traffic through the village now and the possibility of these issues increasing if the airport expands. The Council agreed to support GACC's legal challenge and proposed a financial donation toward legal fees. A sum of £2,000 was agreed. This donation was proposed by Mr McLachlan and seconded by Mrs Schryver.

**8. TO APPROVE AND ADOPT THE ANNUAL RISK ASSESSMENT:**

Councillors discussed amendments discussed at the February meeting and approved the following amendments:

- The risk regarding staff has been upgraded from Medium to High.
- A further row has been included identifying payments to HMRC regarding Employers NIC.

The Annual Risk Assessment has now been approved and adopted by All Councillors and a copy will be published on the website.

**9. UPDATE ANNUAL ASSET REGISTER:**

Councillors were advised that the properties outlined in the Register were still awaiting revaluation. Once these updated values are received the Register will be presented to the Council for approval and adoption.

**10. TRIG STREET PROJECT:**

Further information has been received regarding the project but there are still issues that need to be answered. The Councillors needed a clear indication that the residents of Newdigate really wanted this project. The original estimate for the works was £80,000 but Councillors were concerned that the cost might have risen. It was agreed that Mrs Dale would arrange meeting between Newdigate Parish Council and Capel to discuss outstanding funding.

**11. SCOTT BROADWOOD INFANT SCHOOL MERGER:**

Despite asking the Chief Executive Officer of The Good Shepherd Trust and the headteacher of the school for further information, no further information has been received. Mrs Schryver confirmed she had spoken to the headteacher recently and he is not aware that there is any further information to share.

**12. SURREY UNITARY PROPOSAL:**

Mr McLachlan said that there was no firm information to be shared at the present time. Information is being provided from Surrey ALC and NALC regarding any issues that could affect Parish Councils, but District and Town Councils are still discussing options. Should Surrey move to a unitary model, the county and district and borough councils would all dissolve and a new unitary council or councils would deliver all the services. A new Strategic Authority created, led by a new Mayor. This would cover the whole of Surrey, or Surrey could join together with neighbouring councils with a mayor sitting across a larger geography. At present other areas that have recently transitioned are being studied.

The Clerk will again contact Mole Valley District Council asking if the title deeds for the following areas might be transferred to the Parish Council.

- Playground and car park adjacent to Beare Green Village Hall
- Merebank Pond.

**13. LAND ADJACENT TO SUNNYSIDE, THE STREET, CAPEL:**

Following discussion with the owner of Sunnyside and gaining information from the Council's solicitor is has now been agreed to forward with the lease.

The land will be leased to Sunnyside in perpetuity. The rental on the land will be £50 a year and the rental will be reviewed every 5 years. The lease will have a requirement stating Sunnyside will be responsible for the maintenance of the land. As the land remains common land, no fences can be erected.

The owner of Sunnyside has been made aware of the legal fees and has agreed to pay all costs.

The Clerk will contact the solicitor and commission the process.

**14. PROPOSED EXTENSION TO METROBUS ROUTE 93 HORSHAM/CAPEL:**

Councillor Van den Bogerd attended the meeting, sharing information on a proposal to amend the Metrobus route 93 to add a detour to include Ockley station and possibly further on into the village. At present public transport in Ockley is minimal and costly. A residential development of upward of 60 houses is planned for

Ockley and to extend the bus route would be beneficial to the village. Councillors were not averse and the idea of linking Ockley station with Capel village was particularly appealing. To achieve active support, it was suggested a meeting with Capel and Ockley Parish Councils should be arranged when Councillor Van den Bogerd will try to obtain an overview of current bus services, how they are managed, their timetables and if they are set to continue. Councillor Van den Bogerd confirmed that a petition had been set up for Ockley. However, this has not included Capel. Any future petition should include Capel as any detour would add to the overall journey times. Mr McLachlan suggested that if an extension to the route is proposed, then including Coldharbour could be considered.

The Councillors were not opposed to this proposal and agreed it should be included as an agenda item for the next meeting.

## 15. TO CONSIDER DONATIONS:

### Beare Green and Capel Parish Magazine:

The magazine had been receiving monthly donations of £100 from the Parish Council for the past year. Councillors discussed continuing the donation. Mr McLachlan reminded Councillors that the Coldharbour and Abinger parish magazine is also a free magazine, running on advertisements and donations. Councillors agreed that donations to the magazines would continue for a further year, giving £70 to Beare Green and Capel and £30 to Coldharbour.

### Beare Green and Coldharbour VE Day Celebrations:

Councillors were advised that no celebrations were being organised for Beare Green or Capel. Coldharbour had asked if Mole Valley was planning to donate to celebrations this year, but it was confirmed they were not. Due to the lack of village celebrations, it was agreed donations would not be necessary.

### Kent, Surrey and Sussex Air Ambulance Charity:

The Charity had contacted the Parish Council asking for a donation. Whilst the Councillors agreed to support the Charity, it was confirmed that a donation had already been made this current financial year. It was agreed to include this request on the agenda for the next meeting.

## 16. REPORTS FROM MEMBERS:

### (a) Finance

#### (i) To sign invoices for payment

Mr McLachlan addressed the Council advising that invoices to the value of £9,894.47 were to be passed for payment. This is the last month in the current financial year, and after all invoices are paid, the Parish Council will finish 4% over budget.

#### (iii) To agree, adopt and sign accounts to 17 March 2025

The accounts at the 17 March 2025 were confirmed –

Current Account - £6,732.20

Reserve Account - £73,906.37

NS&I Account - £617.02

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

##### Payment Received

VAT refund	£1,791.69
Capel Sports Pavilion	£965.69
Ashes interments	£741.00
Allotment subscription	£15.00

##### Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£45.00		£45.00
Treeline invoice 28915, Bakers Way, Capel	£800.00	£160.00	£960.00
J&J Franks Skip Hire, Allotments	£370.83	£74.17	£445.00
Mulberry LAS Councillor Training Invoice 0783	£135.00	£27.00	£162.00
Clay Griffin Groundwork	£1,000.00		£1,000.00
Fred Evans Groundworks Capel and Coldharbour	£495.00		£495.00
Beare Green Recreation Ground Verti draining	£388.20	£77.64	£465.84

J Russell March salary	£2,594.80		£2,594.80
HMRC Clerk's income tax	£648.80		£648.80
HMRC Employer's NIC	£343.01		£343.01
SES Water, Parish Hall and Office	£215.02		£215.02
Spar Logistics Telephone boxes refurbishment (50%)	£2,290.00		£2,290.00
Payroll Services	£90.00		£90.00
Surrey Hills Society	£30.00		£30.00
Surrey Playing Fields	£10.00		£10.00
Helpdesq Invoice 18467	£18.95	£3.79	£22.74
GACC Donation	£2,000.00		£2,000.00
Capel and Beare Green Magazine	£100.00		£100.00
	<b>£11,574.61</b>	<b>£342.60</b>	<b>£11,917.21</b>

**(b) Ward Matters for discussion**

**Beare Green** – (i) Mr Cox mentioned drains in Newdigate Road remain blocked and the footpaths overgrown. It was agreed that this matter is will again be reported Surrey County Council and Surrey County Councillor Helyn Clack will be asked again for assistance. (ii) Mrs Watson asked if the grassed area at the corner of Merebank and Old Horsham Road could have some small posts installed to stop people walking on the crocus bulbs. Councillors agreed this work should be carried out. (iii) Mrs Watson mentioned the telephone box at the corner of Merebank and Old Horsham Road. She said the door needed attention and asked if BT could be asked to carry out the repairs. (iii) Mr Palmer mentioned repainting Beare Green pavilion. Volunteers would carry out the work, if the Parish Council could pay for the paint. It was agreed that both the internal and external of the pavilion would be repainted and the Parish Council would pay for the paint and equipment. (iv) Mr Palmer mentioned that the football clubs had asked if the benches in the pavilion could be partitioned. The Councillors were unable to see this would add any benefit to the interior and therefore refused the request.

**Capel** – (i) Mrs Schryver asked if maintenance work could be carried out to the wooded area in Markham Park. Although an annual budget has been previously agreed, this work cannot be carried out at present as this is the official bird nesting season which runs from February to the end of August. The work will be carried out later in the year. (ii) Mr Palmer mentioned irresponsible riding of e-scooters and bikes and the damage being done to Beare Green football pitch. These scooters are also being ridden through Capel village, on the pavement at night without lights. Although the Police and Mole Valley JET team has been advised, it was agreed that a letter to the residents responsible should be sent, advising that they would be invoiced for any further damage incurred. (iii) Mr Palmer had been asked by residents of Markham Park if the bush on the roadside at the entrance to the estate could be removed. Again, due to it now being the official bird nesting season, this could not be approved. (iv) Mr Palmer spoke about fund raising for new playground equipment and confirmed that the Cricket Club has agreed to host a match in August to help boost funding.

**17 CORRESPONDENCE/INFOMATION:**

None.

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

- **Trig Street Project – meeting with Newdigate Parish Council**
- **Scott Broadwood School**
- **Metrobus Route 93 – meeting with Ockley Parish Council**

**Dates of Next Meetings:**

**Planning Committee: Monday 31 March 2025**

**Full Parish Council: Monday 28 April 2025**

**Finance Committee: Tuesday 6 May 2025**