

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 16 JUNE 2025
IN CAPEL PARISH HALL**

IN ATTENDANCE: Mr Ball, Mr McLachlan, Mr Salter, Mrs Watson, Mrs Taylor, Mr Palmer, Mr Ransome and the Clerk.

Emily Woods, Land and Planning Manager, Bewley Homes, Ian Gillespie, Director, Igloo Planning and Jason Wright, Ockley Parish Council. Mr Paul Garber, Special Advisor to Capel Parish Council on Planning matters.

1 APOLOGIES FOR ABSENCE: Parish Councillors Mr Cox and Mrs Schryver. Surrey County Councillor Helyn Clack and District Councillor Dineke van den Bogerd.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 19 MAY 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 APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 02 JUNE 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:

- Further to the request made by Capel Cricket Club to improve the quality of the outfield by spraying with weed killer and fertiliser, the Councillors concerns regarding safety of recreation ground users were forwarded to the Cricket Club. The Club has confirmed that it is seeking assurance that any chemicals used will be safe. Prior to any spraying being carried out notices will be erected informing recreation ground users that the area is being treated.

7. DEVELOPMENT OF LAND SOUTH OF COLES LANE. BEWLEY HOMES AND IGLOO PLANNING:

Emily Woods, Land and Planning Manager for Bewley Homes and Ian Gillespie, Director for Igloo Planning were welcomed to the meeting.

Ms Woods addressed the meeting stating that the application which is currently awaiting a decision by Mole Valley District Council is a detailed planning application. Mr Gillespie confirmed that he was working with the developers as their agent.

The site has approval for up to 60 homes, ranging from 1-bed to 5-bed houses. There will be a range of affordable and market homes. Affordable homes will include a selection of social housing and shared ownership, and a site plan was shown. Ms Woods showed the designs of the houses and said Bewley had worked hard to reflect the characteristics of the local area. A small compound and a board advertising "New Homes Coming Soon" will be erected on the site and it is hoped to begin works by October 2025.

Mr Ransome asked about the planting of hedgerows. Ms Woods confirmed Bewley Homes will work with the District Council and professional landscapers to secure native species.

Mr McLachlan said there were still concerns regarding access onto Coles Lane and access across the A24 into Capel. He mentioned the narrow railway bridge which pedestrians would have to go through to access Ockley.

Mr Gillespie said the speed limit along Coles Lane would be reduced and the speed limit on the A24 from Clarkes Green to Coles Lane reduced to 50-mph. There would also be the introduction of hatching leading to junction with Coles Lane to reduce the dual carriageway to single lane.

Mrs Watson suggested that the installation of traffic lights for pedestrians crossing the A24 should be seriously considered. She said that the hatching at the Coles Lane junction would mirror that installed on the A24 at Beare Green, but this has not eliminated fatalities and accidents. The A24 is due to have average speed

cameras installed from Holmwood to Beare Green, but it is anticipated that this would move the problem of vehicles using the A24 as a racetrack further along. All Councillors agreed that road safety is a serious concern. Mr Palmer asked if any consideration had been given to the water supply as the pressure at the south end of Capel is very low, and the new development would likely be using the same system. The developer was reminded that house building in Horsham was currently halted because of issues with the water supply. Ms Woods said that utility upgrades would need to be considered.

Mr Garber mentioned affordable housing and asked if the shared ownership properties would remain in perpetuity or would a staircasing strategy be permitted. Ms Woods confirmed that one Housing Association would be onboard, and it was hoped staircasing would be capped. Mr Garber asked at what stage affordable houses would become available for allocation. Ms Woods confirmed that this programme is being developed at present. Car parking was discussed and the allocation of the number of spaces per dwelling. Ms Woods said visitor spaces are being provided, and these could be used for overflow parking.

Mr Ball reminded the developer that public transport was very limited. The area was not serviced by any busses and trains from Ockley station only run 4 times a day. There is also limited parking at Ockley station. Mention was made of landslips on the train line at Ockley which had caused the line to be closed for weeks at a time. Mrs Watson mentioned the frequency of power cuts in the area and the fact that many households had generators because the problem was so common.

Mr Wright, Ockley Parish Council Councillor, echoed Mr McLachlan's concern regarding safety on the highway and mentioned the lack of pedestrian footpaths, which is considered a major safety issue.

Mrs Taylor asked if solar panels would be installed on the homes, especially the affordable allocation. Ms Woods said the installation of solar panels would depend on the size of the house. All homes would be fitted with air source heat pumps.

Mr Palmer asked if there was any indication of the price of the affordable homes. Ms Woods said it would be a percentage of the market value, but this was something for the Housing Association to decide.

The Chairman thanked Ms Woods and Mr Gillespie for their time and hoped that the Parish Councils would continue to work with them to overcome any reservations.

8 CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN – 2025 - 2039:

Mr Garber confirmed that the Capel NDP is being updated to link with the Mole Valley Local Plan. The draft will also incorporate the most recent changes to the NPPF. It is hoped to submit the draft to Mole Valley by early next week (Monday 23 June 2025).

9. PLANNING APPLICATION MO/2025/0778 – LAND SOUTH OF COLES LANE:

This is a reserved matters application. It was agreed the application should be refused on safety grounds, namely the lack of pedestrian footpaths along Coles Lane; pedestrians crossing the A24; lack of street lighting; construction traffic once the development begins could cause serious traffic back-logs from Coles Lane onto the dual carriageway.

It was agreed a detailed letter of refusal would be forwarded to Mole Valley, but a draft will be shared with all Councillors before it is submitted.

10. SUSTAINABLE PARISH - SES Water Saving Grants:

This item was included as an agenda item to try to encourage conserving water. It was unanimously agreed that an application be made to SES Water for a grant to purchase rainwater butts for the Capel Allotment.

- ✓ The Clerk has made an application to SES Water for a grant of up to £500 which would cover the cost of 4 water butts and installation, to reduce the water bills on the allotments which have increased recently.

11. 12-MONTH STRATEGY:

The Chairman addressed the meeting suggesting that the Parish Council should be more visionary. The Parish Council should have more of a community feel with social engagement and cross-ward engagement. Councillors were asked to think about ways to begin to achieve this and bring suggestions to the next meeting.

12. PLAN OF SUCCESSION:

It has been suggested that a Plan of Succession be implemented to secure a future Parish Clerk. Although this has not been included in the current budget it seems an opportune time to begin looking for a Clerk to prepare

to eventually take over the full-time role. Surrey ALC will be contacted asking for advice regarding Clerk Apprenticeships, Locums and Trainees.

This matter will be included as an agenda item for the July meeting.

13. APPROVE AND ADOPT FINANCIAL REGULATIONS:

The Financial Regulations were circulated to all Councillors prior to the meeting. The contents were updated in accordance with the Auditors recommendations. All Councillors now approved the Regulations. These are accordingly adopted, and this version will be posted on the Parish Council website.

14. TO APPROVE AND ADOPT STANDING ORDERS:

The Financial Regulations were circulated to all Councillors prior to the meeting and the contents were updated. All Councillors now approved the Regulations. These are accordingly adopted, and this version will be posted on the Parish Council website.

15. TO APPROVE AND ADOPT THE TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

The Transparency Code for Smaller Authorities was circulated to all Councillors prior to the meeting. The contents were updated, and all Councillors now approved the Code for adoption. This version will be posted on the Parish Council website.

16. TO CONFIRM CONTINUED ENTITLEMENT FOR GENERAL POWER OF COMPETENCE:

Councillors were advised that as the Clerk is CILCA qualified, the Council is authorised to continue with this Competence, which the Council unanimously agreed to continue.

17. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 16 June 2025:

Mr Salter highlighted the spending for May and June to date and details of payments were circulated to all Councillors. There were no unexpected invoices and in the first 3 months of this financial year, 27% of the budget had been spent.

The current account balance on 16 June 2025 was £3,285.19 and the balance of the reserve account £110,940.75. The balance of the NS&I account was £610.89.

The Parish Council was delighted to be awarded a grant from the Gatwick Airport Community Fund for £3,750. This grant will be put toward the cost of upgrading the children's playground in Capel.

(ii) To agree and sign the AGAR for the financial year 2024/2025:

The accounts to 31 March 2025 had been audited by Mulberry and Company, and the Annual Governance and Return signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Chair signed the statement which will be emailed to Littlejohn with all necessary information once the minutes have been completed. All information will then be uploaded onto the Parish Council website.

(iii) To review End of Year Internal Audit Report.

All Councillors had received a copy of the Report. The Audit highlighted some issues which will now be addressed.

- The Parish Council will sign up for a gateway account. <https://www.gov.uk/log-in-register-hmrc-online-services> to obtain details of an historic debt of £58.15.
- This gateway will show any outstanding amounts unpaid to HMRC regarding employer's national insurance.
- The Parish Council was reminded of its legal requirement to make available background papers to the agenda, as outlined by the Information Commissioner's Office. This also includes website copies.
- As recommended, all pages of all minutes will be initialled/signed by the Chair once they have been approved and adopted.
- A recommendation was made to review financial regulation 5, to ensure compliance. This has been actioned and the new Financial Regulations updated, approved and adopted.

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

Payment Received

Grant Gatwick Airport Community Fund £3,750.00

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
AHS play bark Coldharbour playground	£260.00	£52.00	£312.00
SES Business Water	£215.02		£215.02
EDF Energy	£48.79	£2.44	£51.23
Defib Wall sign	£29.95	£5.99	£35.94
Helpdesq Invoice 19206	£19.65	£3.93	£23.58
Clovers Ground maintenance Invoice 2453	£1,306.71	£261.34	£1,568.05
Clovers Ground maintenance Invoice 2487	£105.00	£21.00	£126.00
Clovers Ground maintenance Invoice 2486	£110.00	£22.00	£132.00
J Russell June salary	£2,594.80		£2,954.80
HMRC Clerk's Income Tax	£648.80		£648.80
HMRC Employers NIC	£423.99		£423.99
Mulberry and Co End of Year Audit	£158.85	£31.77	£190.62
Fred Evans - Ditch works	£645.00		£645.00
Helpdesq Invoice 18963	£19.09	£3.82	£22.91
Fred Evans – Wolves Hill footpath	£2,985.00		£2,985.00
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
	£6,733.35	£404.29	£7,137.94

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan said the water purification system at Coldharbour Cricket Club has now been installed and certified.

Capel – (i) Mr Palmer informed the Councillors that painting Beare Green pavilion would take place soon. This will be undertaken by volunteers, under supervision. (ii) Mr Palmer mentioned that the plaque commemorating those who lost their lives fighting in the World Wars has now been cleaned and re-erected on the wall of the Sports Pavilion. (iii) Mr Palmer asked if the bench on the recreation could be repaired as the wooden supports are rotting.

Beare Green – (i) Mrs Watson mentioned that Mole Valley District Council have now withdrawn funding to Gatwick Green Space which used the funding to maintain the footpaths in Great Turners Wood. It was confirmed the land is owned by Mole Valley and it will now be their responsibility to maintain the wood. Until Mole Valley confirm they will continue with the maintenance, the Parish Council will not consider offering financial assistance. (ii) Mrs Watson said the bridge leading into Great Turners Wood is now a safety hazard and she asked if Surrey County Council could be contacted and asked to undertake repairs. (iii) Mrs Watson mentioned that e-bikes and e-scooters were being ridden around Highlands Road and the surrounding area at speed, at night, without lights. The residents are feeling vulnerable. The Police will be advised of this anti-social behaviour and asked to include this area for frequent surveillance drive throughs. (iv) Mrs Watson asked if BT could be contacted again, asking for the telephone box in Beare Green to remain in service.

18 CORRESPONDENCES:

An email had been received advising the airspace change proposals regarding London Gatwick Route 4 SID. It could be that from next summer, aircraft departing 26L will commence the turn approximately 2nm earlier which used to be the case until 2016. The proposed change could have consequences for Capel and surrounding villages. Mr Ransome agreed to keep the Parish Council up to date with any further information.

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

- 12-Month Strategy
- Plan of Succession.

Dates of Next Meetings:

Planning Committee: Monday 30 June 2025

Full Parish Council: Monday 21 July 2025 in John Venus Hall, Coldharbour

Finance Committee: Monday 1 September 2025