

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 18 AUGUST 2025
IN JOHN VENUS HALL, COLDHARBOUR**

IN ATTENDANCE: Mr Ball (chair) Mr McLachlan, Mr Salter, Mrs Watson, Mrs Taylor, Mr Palmer, Mr Cox and the Clerk.

District Councillor Dineke van den Bogerd and Mrs Andrea Heffernan.

All attendees were reminded of the Meeting Etiquette printed at the top of the agenda.

1 APOLOGIES FOR ABSENCE: Parish Councillors Mrs Schryver and Mr Ransome.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 21 JULY 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 DECLARATIONS OF INTEREST:

None.

4 PUBLIC QUESTIONS:

None.

5. CLERKS REPORT:

- **Mole Valley Community Governance Review** - MVDC launched the first stage of public consultation on 25 July. The consultation will run for 12 weeks and close at 5pm on Friday 17 October 2025. Link to webpage www.molevalley.gov.uk/cgr. Printed versions of the survey can be collected from the Council offices or libraries.
- **Visit Mole Valley Campaign** - The new tourism website is now available, and Parish Councils were asked to encourage groups to add events or send details of events to hello@visitmolevalley.co.uk for inclusion.
- The broken drain cover outside 128 The Street, Capel has been reported to Surrey County Council for repair.

6. CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN – 2025 - 2039:

Mr Ball confirmed that the updated version of the NDP has been forwarded to Mole Valley. This version has been forwarded to all Councillors for comments. Mr Ball said that he has now arranged to meet with Mole Valley to discuss the NDP. It was mentioned that a Dark Skys Policy could now be included.

Councillors were reminded that the NDP was published nine years ago, and since then the Mole Valley Local Plan and NPPF have been published and adopted. The NDP had to be updated to reflect changes.

It was mentioned that Capel Parish Council receives 25% of all CIL payments within the Parish because of the implementation of the NDP. However, it was questioned whether this would still be recognised when the Surrey Local Government Reorganisation is established.

7. PLANNING APPLICATIONS:

- **MO/2025/1082 – Land to the rear of Redlands House, 62 The Street, Capel.** This is an application for the discharge of condition 8 of approved planning application MO/2023/1922 - **The approved drainage scheme shall be implemented prior to the first occupation of the development.** The Councillors discussed this application and agreed that as the Parish Council is not a drainage expert suggested this should be approved on the requirement that it meets building regulations.
- **MO/2025/1004 – Palmers Farm, Newdigate Road, Beare Green.** This is an application for Listed Building Consent for works to the Granary building to include rebuilding of wall on the north-east elevation with replacement timber sole plate, joists and repairs to bridging beam; rebuilding of half-hipped gable and replacement/repair of roof rafters and clay tiles. The Councillors discussed the application and had concerns that as these works would be carried out in the Green Belt and therefore should be refused.

8. LOCAL GOVERNMENT REORGANISATION PLANS FOR SURREY:

The Government is consulting on two options for Surrey. A two unitary council model is supported by Mole Valley District Council, Surrey County Council and Elmbridge Borough Council and a three unitary council model supported by nine other district and borough councils in Surrey.

Mr McLachlan reminded Councillors that SALC continues to represent and inform all Parish Councils on reorganisation matters.

Councillors discussed the need to protect all Parish assets and if possible, those owned by the District Council. It was mentioned that District Councils have been told they cannot sell off assets, as per a Section 6 Order. All Councillors agreed that Parish Council assets need to be protected now before any final unitary decisions are made. The Clerk will contact Surrey Hills Solicitors to establish legal protection for these assets. The Parish Councils Asset Register needs to be re-examined to include an appendix for Community Assets within the Parish.

9. MOLE VALLEY CONSULTATION REGARDING PARISH COUNCILS:

A Community Governance Review is a review of the whole of the council's area to consider:

- creating, merging, altering or abolishing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes including (the ordinary year of election, the number of councillors to be elected to the council; and parish warding)
- grouping parishes under a common parish council or de-grouping parishes
- other types of local arrangements, including parish meetings

MVDC is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area and
- effective and convenient

In doing so the Community Governance Review is required to consider:

- the impact of community governance arrangements on community cohesion. and
- the size, population and boundaries of a local community or parish

The aim of the Review is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the whole District will be treated equitably and fairly.

The consultation is open for 12 weeks and will finish on the 17 October 2025. There is background information and Frequently Asked Questions on the Mole Valley website.

10. PILOT NEIGHBOURHOOD AREA COMMITTEE:

Mr Ball informed the Councillors that he attended the first workshop on 29 July. This workshop was to pull together a group of people that are a mix of elected members, community voices, police, fire service, health etc. to discuss what the purpose and goals of the NAC are and what it will look like when unitary councils are in place.

The feedback was that representation was not quite right. Comments will all be reviewed at the first committee meeting scheduled to take place in September.

11. 12-MONTH STRATEGY:

This item was discussed at the last Parish Council meeting and will continue to be included as Councillors consider the Parish Council should be more visionary. All Councillors agreed the Parish council is reactive but needs to be more creative. This item is considered in conjunction with Agenda Item (12) when the continued administration of the Parish Council is agreed

12. PLAN OF SUCCESSION:

A Plan of Succession has been agreed. An advertisement for a trainee Clerk has been approved and posted on the Parish Council noticeboards. The Parish magazines have been sent a copy of the advertisement and asked for it to be included in the next magazine issues. The conditions of the appointment will be discussed at the next Finance Committee meeting, agreeing initial hours and pay scale. The next intake for the CiLCA qualification is in February 2026.

13. FOI REQUEST TO MOLE VALLEY DISTRICT COUNCIL:

Councillors were given details of the FOI request that had been made to Mole Valley District Council. The request asked for a definitive and itemised list of all assets currently owned or managed by MVDC within the Capel Parish boundary and the Holmwood area (including North and South Holmwood). Information is still outstanding.¹

The Clerk was asked to make a FOI request to Surrey County Council asking for the final cost of installing the average speed cameras along the A24 between Holmwood and Beare Green.²

14. PARKING RESTRICTIONS OLD HORSHAM ROAD, BEARE GREEN:

Mrs Watson had circulated a map of Old Horsham Road, showing possible parking restrictions. These restrictions took into consideration residents living in Old Horsham Road and the best way to ensure they have unrestricted access to and from their properties. All Councillors considered the proposed layout, and it was agreed the Clerk would forward the map to Surrey County Councillor Helyn Clack asking for her assistance.

15. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 18 August 2025:

Mr Salter highlighted spending for August to date and details of payments were circulated to all Councillors. All budgets are within agreed limits. A grant was awarded to Temple Lane allotments which has now been paid. An easement payment has been received and the second half of the present is due in September. Councillors were reminded of the grant awarded to St John the Baptist Church toward the new Garden of Remembrance. The sum of the grant will be transferred upon request in September.

The current account balance on 18 August 2025 was £456.03 and the balance of the reserve account £101,888.36. The balance of the NS&I account was £610.89.

(i1) To approve and authorise payments of outstanding invoices:

Receipts

Reimbursement utilities Stoolball	£72.76
Easement	£3,800.00
Hall Hire	£58.50

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
Grant Payment Temple Lane Allotments	£1,600.00		£1,600.00
Helpdesq	£19.07	£3.81	£22.88
Clay Griffin Groundwork	£1,100.00		£1,100.00
EDF Energy	£53.26	£2.66	£55.92
Peter Palmer Reimbursement	£36.25	£7.25	£43.50
Peter Palmer Reimbursement	95.81	£19.19	£115.00
British Gas	£38.91	£1.95	£40.86
Clovers Ground works	£1,196.71	£239.34	£1,436.05
J Russell August salary	£2,594.80		£2,954.80
HMRC Clerk's Income Tax	£648.80		£648.80
HMRC Employers NIC	£423.99		£423.99
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
	£7,955.60	£274.20	£8,229.80

¹ A response has been received from MVDC stating they do not hold all the information requested but links to further research details have been supplied.

² A FOI request has been submitted to Surrey County Council and an acknowledgement received.

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan referred to the unkempt condition of the verges around the village which needs attention from the National Trust. (ii) Mr McLachlan mentioned the outstanding order for 2 new benches from the National Trust. Orders were placed over 6 months ago, and an anticipated delivery date will be requested. (iii) The Forestry Commission will be contacted asking for the 2 dead trees in the centre of the village to be removed and replaced. A tree is leaning precariously just behind the Parish Council notice board in the centre of the village. The Clerk will arrange for this to be repositioned.

Capel – (i) E-bikes continue to cause a nuisance throughout Capel and Beare Green villages. They are travelling at high speeds, at night, without lights with operators wearing dark clothing. The Police are constantly being informed of this anti-social behaviour which is intimidating to the local community.

Beare Green – (i) Mr Palmer asked if the Parish Council would consider installing a footpath along the side of Beare Green recreation ground, adjacent to the A24. Councillors were reminded this had been discussed previously and dismissed. The Parish Council funded Surrey County Council Highways to undertake a feasibility study to reduce the traffic to a single lane round Beare Green roundabout. It was anticipated this would reduce traffic speed and increase pedestrian safety. The Clerk was asked to contact Surrey County Councillor Helyn Clack to ascertain the current situation of this project. (ii) Mr Salter suggested the Beare Green village sign be moved to a more prominent position. (iii) Mr Cox asked for the trees along the recreation ground adjacent to Newdigate Road to be surveyed and new trees planted to replace those which had died³. (iv) Mr Cox thanked the football club for undertaking maintenance work on the ditch around the recreation ground and for all the work undertaken on the pavilion. (v) Mr Palmer said the football club had asked for permission to install some fixings to secure the dugout. Councillors asked for further information before making a final decision.

16 CORRESPONDENCES:

The Councillors were informed that two exceptionally talented young female footballers from Capel have both been awarded a sports scholarship at the prestigious Royal Russell School, Croydon which is renowned for its elite football programme. This achievement is a testament to their determination, passion, and talent. More information has been requested, and details will be passed to the Parish Magazine for inclusion.⁴

District Councillor Dineke van den Bogerd mentioned the Capel Show which was another highly successful event. Takings for the day were in the region £19,000 and the footfall for the day was over 3,200. All involved were thanked for their hard work.

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

- 12-Month Strategy
- Plan of Succession.
- Relocation of Beare Green sign

Dates of Next Meetings:

Planning Committee: Monday 1 September 2025

Finance Committee: Monday 1 September 2025

Full Parish Council: Monday 15 September 2025

³ Agreement for another Tree Survey is on the agenda for the September Finance Committee meeting.

⁴ Information and photograph received and forwarded to the Parish Magazine.