

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 15 SEPTEMBER 2025
AT CAPEL PARISH HALL**

IN ATTENDANCE: Mr McLachlan (Chair), Mr Salter, Mrs Schryver, Mr Palmer, Mr Cox and the Clerk.
In attendance District Councillor Dineke van den Bogerd and Claire Malcomson. Mrs Emma Jaques and Mr Gary Collins.

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

- 1 APOLOGIES FOR ABSENCE:** Parish Councillors Mrs Watson, Mrs Taylor, Mr Ball and Mr Ransome.
- 2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 15 SEPTEMBER 2025**

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

- 3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 01 SEPTEMBER 2025**

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

- 4 TO APPROVE THE ACCURACY OF MINUTES OF THE FINANCE COMMITTEE MEETING 01 SEPTEMBER 2025**

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

- 5 DECLARATIONS OF INTEREST:**

None.

- 6 PUBLIC QUESTIONS:**

Mrs Jaques and Mr Collins attended the meeting to provide the Parish Council with further information relating to the recent grant application submitted and discussed at the last Finance Committee meeting. The grant is to enable the Trustees of the Alms Houses, The Street, Capel to complete the refurbishment of the currently empty property.

Mr Collins gave some background to these properties saying they were Grade II listed and therefore any refurbishment had to be undertaken by qualified and skilled trades persons which was expensive. Currently three out of the six properties have been upgraded but there are insufficient funds to complete the current refurbishment. Donations to a total of £17,000 have been received but a further £24,000 is needed to complete the works.

The Vice-Chair thanked Mrs Jaques and Mr Collins for attending the meeting and providing the background information. It was agreed that the grant application would be an agenda item for the October Finance Committee meeting, and their recommendation will be put before the full Parish Council for a final decision.

- 7. CLERKS REPORT:**

- **Mole Valley Community Governance Review**

A reminder MVDC has 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.

- Mole Valley has asked if a Parish representative has been chosen to come along to the first NAC (Neighbourhood Area Committee) meeting. No date has been confirmed yet. The representative can be either a Councillor or the Clerk.
- The Beare Green sign will be moved from the junction of A24/Newdigate Road to the corner of Old Horsham Road/Merebank. Once the sign is relocated, the area at A24/Newdigate Road will be cleared of undergrowth and brambles.

- The date for reinstating the refurbished telephone boxes will be confirmed shortly.¹

8. CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN – 2025 - 2039:

Mr McLachlan informed the Council that information regarding the draft NDP has been published on the website. Residents can review the Plan by clicking on the link

<https://www.capel-pc.gov.uk/assets/documents/2025-draft-ndp-3c>

and any comments or suggestions can be forwarded to the parish clerk.

Mr McLachlan said that a meeting had been held with the owner and developer of the land at Brook Cottage, Capel. This site was not included in the Local Plan but considering the current difficulties with approved sites in Capel, Beare Green and Ockley, housing numbers now appear to be significantly reduced. Brook Cottage developers have asked if this site could now be considered for inclusion in the revised NDP. This would mean the settlement boundary of Capel village would have to be extended. As this site had previously been supported by the Parish Council and Capel residents, it was suggested that the developers be invited to the next Parish Council meeting to ascertain the support for any future application.² The possibility of a development at Brook Cottage was discussed and all Councillors agreed they would, in principle, still support an application for development of the site and support an extension to the settlement boundary.

Mr Ball has arranged a meeting with Mr Webb at Mole Valley District Council to discuss the updates to the NDP and the possible inclusion of the Brook Cottage site.

9. LOCAL GOVERNMENT REORGANISATION PLANS FOR SURREY:

Councillor Malcomson told the Council that the Government is consulting on two unitary 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. It is hoped that a decision will be made by mid-October. The Councillors were told that a Shadow Unity will be elected in May 2026 and will go live in May 2027. Councillor Malcomson reminded Councillors that there will be a webinar regarding LGR on the 30 September 2025.

There are still concerns as some areas in Mole Valley are not included within a parish and will not have Parish Council representation. There are also worries over the debt that Woking Borough Council has accumulated and how it will impact on the unitary council it is incorporated with.

Mr McLachlan again stressed the need to protect all Parish assets and if possible, those owned by the District Council in Capel parish. It was mentioned that District Councils have been told they cannot sell off assets, as per a Section 6 Order but it was agreed that Parish Council assets should be protected before any final unitary decisions are made. The Clerk has contacted Surrey Hills Solicitors to establish legal protection for these assets. Information has been received from Mole Valley District Council regarding the assets they hold within Capel parish. The Clerk will forward District Councillors Malcomson and van den Bogerd this information. The Parish Councils Asset Register is being updated and will include an appendix all all Community Assets owned by Mole Valley within the Parish.

Councillor Malcomson confirmed that Mole Valley has an Asset Management Team who are working on assuring all assets remain secure.

10. MOLE VALLEY CONSULTATION REGARDING PARISH COUNCILS:

A Community Governance Review is being undertaken to review the whole of Mole Valley. 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 are Frequently Asked Questions and background information on the Mole Valley website.

11. A24 HORSHAM TO DORKING CORRIDOR FEASIBILITY STUDY STAKEHOLDER DECEMBER 2024 WEBINAR:

This is a summary report of a stakeholder webinar regarding the feasibility study for the A24 Horsham to Dorking corridor, detailing feedback, intervention proposals, and next steps.

¹ Both boxes will be reinstated on 2 October 2025.

² An invitation to the October meeting will be extended.

A24 Corridor Feasibility Study Background. West Sussex and Surrey County Councils are conducting a feasibility study for the A24 corridor to address transport issues and gather stakeholder feedback.

- The study spans from the A24/A264 Great Daux Roundabout near Horsham to the A24/A25 Dorking Deepdene Roundabout.
- Objectives include addressing transport issues, supporting net zero targets, and facilitating economic growth.
- Key issues identified include road safety, traffic congestion, and public transport access.

Highway Interventions in Capel, Beare Green and Holmwood Areas:

Interventions in the Holmwood area focus on improving road safety and traffic management.

- Proposed junction restrictions to reduce conflicts at A24/Spook Hill and A24/Mill Road.
- Wider shared paths for cyclists and pedestrians are planned.
- A reduction of the A24 to a single lane is considered to enhance safety.

Highway Interventions in Beare Green Area

The Beare Green area interventions aim to enhance safety and traffic flow.

- Reduction of southbound A24 to one lane with improved pedestrian and cycle path set back.
- Gap closure at A24/Wigmore Lane junction to limit vehicle movements.
- 50 mph speed limit cameras proposed for safety.

Highway Interventions in Capel-Ockley Area

The Capel-Ockley area focuses on junction improvements and speed limit reductions.

- Proposed measures at A24/B2126 Coles Lane junction include lane reduction and traffic management.
- Ongoing negotiations with Network Rail for safe pedestrian crossings.

Highway Interventions from Clark's Green to Great Daux

This section includes various road safety and traffic flow improvements.

- Speed limits to be reduced from 50 mph to 40 mph in specific areas.
- Traffic signal and roundabout options considered for junction improvements.
- Proposed pedestrian and cycle route enhancements along Station Road, Warnham.

12. 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 ideally needs to be more creative. This item continues to be considered in conjunction with Agenda Item (12) as the ongoing administration of the Parish Council remains to be resolved.

13. PLAN OF SUCCESSION:

A Plan of Succession has been agreed. An advertisement for a trainee Clerk was posted on the Parish Council noticeboards and included in Parish magazines. The response has been disappointing. Further guidance and information has been sought from a neighbouring Parish Council regarding their recent recruitment. Taking this information on board, the original advertisement will now be reviewed and reworded.

14. ALLOTMENT COMPLAINT AND FEES:

Councillors were made aware of the recent complaints received from a female allotment holder. The complaints were made regarding continued interference from an existing plot holder known to the Parish Council for his behaviour, attitude and inability to adhere to warnings. Information was given to the Councillors that the complainant has resulted in bullying and harassing Parish Councillors and staff, and the situation had created an extremely unpleasant atmosphere.

The allotment Sub-Committee had discussed this matter prior to the meeting, and proposed that as Section 5 subsection (b) of the tenancy agreement has been breached by both parties, under Section 7 of said agreement, both tenancies should be terminated, and one month's notice given to vacate the allotments. All Councillors agreed with this action. Both plot holders will be notified by letter and advised that this decision is final. It was further agreed that the tenancy agreement should now be revised. Once completed, the updated tenancy agreements will be sent to all existing plot holders.

The allotment Sub-Committee further recommended that the allotment fees should be increased from April 2026 to include the rise in water charges. It was agreed that full plots should be increased to £60.00 per year with half plots £30 and third plots £20.00. Any plot accommodating a polytunnel will now be charged £75 as these facilities use more water to sustain produce. All Councillors agreed with the recommended increases.

15. TO REVIEW AND ADOPT DATA PROTECTION POLICY:

All Councillors had received copies of the Data Protection Policy prior to the meeting, and it was unanimously agreed to adopt the Policy for a further year. The adopted Policy will be published on the website. Councillors agreed that due to the unpleasant situation which occurred from the allotment complaints (see Item 14 above) a Zero Tolerance Policy should be adopted. This will be included as an agenda item for the October Full Parish Council meeting.

16. REPORTS FROM MEMBERS:**(a) Finance****(i) To agree and approve accounts to 15 September 2025:**

Mr Salter highlighted spending for September to date and details of payments were circulated to all Councillors. September is the halfway point for the financial year, and the second half of the precept has now been received. To date £60,000 has been spent, with £67,000 remaining. This month has seen a large outlay for ground works which included a further tree survey. The Clerk's salary has been increased in line with NALC pay scale increment, with backpay from 1 April 2025 awarded. Councillors were reminded that the grant awarded for the memorial garden at St John the Baptist Church Chapel has been awarded but not yet paid. The Finance Committee is still considering a grant for Chapel Alms Houses.

The current account balance on 15 September 2025 was £1,044.23 and the balance of the reserve account £148,488.99. The balance of the NS&I account was £610.89.

Precept request for 2026/2027

The Finance Committee discussed the precept for the next financial year at the last meeting and were mindful of the financial pressures residents are currently experiencing. The Finance Committee agreed any increase in the precept request should ideally be kept under the rate of inflation, which will result in some budgets being trimmed to keep the request consistent with the Finance Committees recommendation. A sum of £125,746 was proposed, which does not include any concurrent or extra grants awarded by Mole Valley District Council. This was agreed and accepted by all Councillors.

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

Second half Precept	£69,137.00
Allotment subscription	£22.50

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
EDF	£113.90	£5.70	£119.60
Pear Technology Invoice 147143	£250.00	£50.00	£300.00
Clovers Ground Works Invoice 2571	£1,196.71	£239.34	£1,436.05
Clovers Ground Works Invoice 2573 Verge Newdigate Road	£105.00	£21.00	£126.00
Community Heartbeat Defib Pads	£142.95	£28.95	£171.54
Treeline Tree Survey	£600.00	£120.00	£720.00
Spar Logistics – Telephone box refurbishments	££4,558.33	£911.67	£5,470.00
Clay Griffin ground works	£1,175.00		£1,175.00
Fred Evans ground works	£1,275.00		£1,275.00
John Dale Topping Mizbrooks Green	£120.00	£24.00	£144.00
EDF	£54.99	£2.75	£57.74
J Russell September salary inc. payback from 04/25	£3,061.82		£3,061.82
HMRC Clerk's Income Tax	£765.40		£765.40
HMRC Employers NIC	£511.53		£511.53
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Chapel and Beare Green Magazine	£70.00		£70.00
	£14,078.63	£1,403.05	£15,481.68

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan asked if the tree which is leaning precariously just behind the Parish Council notice board in the centre of the village will be staked. The Clerk confirmed this work will be undertaken within the next 2 weeks. (ii) The National Trust ranger for Coldharbour will be contacted and asked for a delivery and installation date for the new bench. (iii) The base for the refurbished telephone box has been made ready for the delivery of the box on the 2 October.

Capel – (i) Mrs Schryver asked for the footpath outside Wayside and Charlotte Broadwood Flats, Vicarage Lane to be cut back to ensure wheelchair users can use the pathway unobstructed.

Beare Green – (i) Mr Palmer circulated information received from the football club regarding the installation of fixings to secure the dugout. The information and design showed that the fixings would not be visible or create a trip hazard when not being used, as the fixings would be covered by Astroturf. All Councillors approved the request for installation. (ii) Mr Salter mentioned the response to an FOI request made to Surrey County Council Highways regarding the installation of the average speed cameras along the A24. SCC advised that the information requested is not currently held by Surrey County Council but responded:

1. *The final costs are not yet known as this includes all the signage and traffic management that is taking place.*
2. *We have seen a positive impact in the speeds since the cameras were installed - will carry out after surveys once the scheme has bedded in.*
3. *It's too soon to know if the collisions have been reduced due to the installation of the cameras.*

All Councillors agreed this information was not acceptable. The Clerk will contact Surrey County Councillor Helyn Clack and ask if she could supply any further information. (iii) Mr Cox mentioned some areas on the boundary of the recreation ground needed to be cut back. The Clerk will arrange for Clovers Grounds Maintenance to contact Mr Cox when they are on site and discuss the matter with him.

17 CORRESPONDENCES:

District Councillor Dineke van den Bogerd addressed the meeting, reminder Councillors of the proposal she had put forward regarding extending and re-routing Metrobus 93, Horsham to Dorking, to include Coles Lane, Ockley. She said she was disappointed the proposal had not been approved by Surrey County Council and unfortunately would not be discussed any further.

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

- 12-Month Strategy
- Plan of Succession.
- Development at Brook Cottage
- Zero Tolerance Policy

Dates of Next Parish Council Meetings -

Planning Committee: Monday 6 October 2025

Full Parish Council meeting: Monday 20 October 2025

Finance Committee: Monday 27 October 2025

All meetings commence at 7:30 pm in Capel Parish Hall