

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 20 OCTOBER 2025
IN CAPEL PARISH HALL**

IN ATTENDANCE: Mr Ball, Mr McLachlan, Mr Salter, Mrs Schryver, Mr Palmer, Mrs Taylor and the Clerk.
In attendance District Councillor Rosemary Hobbs. Mrs Emma Jaques (Agenda Item (7)).

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

1 APOLOGIES FOR ABSENCE: Parish Councillors Mrs Watson, Mr Cox 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 Chair.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 06 OCTOBER 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 footpath and overhanging tree branches along Old Horsham Road, Beare Green will be cut back by Treeline as traffic management is required.
- A Health and Safety breach has been reported by Clovers, the Ground Maintenance contractor. One of their operatives has been reported working without proper PPE. Clovers have given their operative a verbal warning and apologised to the Parish Council.
- The allotment tenancy agreement has been updated and circulated to all plot holders. Allotment fees will be raised in 2026 due to the increase in water charges.
- Emergency plumbing repairs have been carried out in the Beare Green pavilion.

7. CAPEL ALMS HOUSES GRANT APPLICATION

Mrs Jaques had been invited to the meeting to try and establish an alternative method of raising funds to refurbish the alms houses. Previous discussions had been held regarding suggestions as the financial costs involved to finish refurbishing the vacant property were still significant. It is likely funds will be needed in the future to refurbish other properties when they become vacant.

Suggestions had been made to try to increase funds, which included possibly extend the current loan from the Alms Houses Society; a merger with Charlotte Broadwood flats; sell a parcel of land to the side of the Alms Houses. There is a need for long term sustainability to keep the Alms Houses in good condition.

It was agreed that a spreadsheet of income and expenditure would be requested from the Trustees to enable the Finance Committee to agree a grant. Councillors were made aware that the Trustees of the Alms Houses will now ensure that in future, new tenants will pay rent equivalent to charges made by Mole Valley to persons on housing benefit.

8. PLANNING APPLICATIONS:

- **MO/2025/02316 – Hurst, Vicarage Lane, Capel.** This application is for the discharge of condition 10 of approved planning application MO/2024/0335 for the Demolition of existing buildings and redevelopment of the site to provide 13 No. dwellings (Use Class C3) with associated landscaping, parking and access. The application had already been determined and Condition 10 discharged.

- **Vehicle Operators License Application – Copse Farm, Moorhurst Lane, Beare Green.** This is a new application for 3 vehicles and 2 trailers to operate out of Copse Farm, Moorhurst Lane, Beare Green. The Councillors were made aware that they should consider
 - (a) the technical suitability of access on to the public highway for the goods vehicles for which the application is made;
 - (b) the capacity of the site to accommodate the vehicles for which the application is made;
 - (c) adverse environmental impact caused in the vicinity of the site using the site as an operating centre - this can include noise, dust or visual intrusion caused using, or maintenance, loading and unloading of authorised vehicles at or in the vicinity of the operating centre;
 - (d) fitness, good repute or financial standing of the applicant.
 Councillors agreed that the Capel NDP supports local business and therefore offered no objection.
- **MO/2025/02207 - Land south of Coles Lane, Ockley.** Mole Valley had recently made a decision on this application which was recorded as **SPLIT DECISION (TREE OR CONDITIONS)**. District Councillor Hobbs was unable to explain what this decision meant. Councillors suggested that this might be a reference to the objection put forward by the Mole Valley Tree Officer regarding the ancient woodland on the edge of this site. A request will be made by the Clerk to the Case Officer to offer an explanation.

9. **BROOK COTTAGE, CAPEL:**

Mr Ball told the Councillors that discussions had taken place with the developers of Brook Cottage. It was agreed that the Parish Council was probably still minded to support an application for housing development on this site, provided the land was not over developed.

Mr Ball said that during discussions with Mole Valley, it had been suggested that this development be included in the revised NDP as other housing developments within the parish were presently in abeyance. Mole Valley had rejected this suggestion, stating that the land was outside the village settlement boundary and the boundary could not be extended until a new local plan is adopted.

Brook Cottage development team disagreed with this advice and will now take legal advice to challenge this decision.

A planning application for the development could now be submitted to Mole Valley.

10 **CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN – 2025 - 2039:**

Mr Ball confirmed he had met with Mole Valley to discuss the draft document. Mole Valley had suggested an appendix to the document should be added, outlining how future CIL money could be spent. It was agreed that because CIL income was sporadic, outlining project that might not come to fruition could be misleading. As there had been material changes to the Plan, it will need to be publicised and go out to consultation to statutory bodies, such as the National Trust and Forestry Commission.

Consultation will take up to 7 weeks, and a further 6 weeks for Mole Valley to consider the document. It is therefore unlikely anything will be agreed until after Christmas.

To ensure the consultation is undertaken correctly, a Planning Consultant might need to be commissioned for this work. An initial enquiry will be made and a decision made once the Parish Council has been made aware of costs.

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.

11. **LOCAL GOVERNMENT REORGANISATION PLANS FOR SURREY:**

Mr McLachlan 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 assets, as per a Section 6 Order but the Parish Council wishes to ensure its assets are fully protected before any final unitary decisions are made. Surrey ALC will be contacted for advice on ensure all Parish owned assets are secure and if is possible District Council assets within the Parish can be protected.

Surrey ALC is offering bespoke Devolution Training. Due to the high cost of this training, all Parish Councils in Mole Valley have been contacted asking if they would be interested in joining forces to organise a training

session and share the cost. So far two other Parish Councils have registered an interest. An alternative could be for Capel Councillors to join with Horsley Parish Councils, if places are available.

12. GROUNDS MAINTENANCE CONTRACT 2026:

The current grounds maintenance contractor has submitted a tender for next year. The increase in the total cost was considered and accepted by all Councillors. The Clerk will inform the contractor of the decision.

It was discussed that the contract could be extended to include 2026, 2027 and 2028 if the price increases were kept in line with the rate of inflation. This would be to the benefit of the contractor, being assured future work is secure.

The Clerk will contact the contractor and ask if he would be prepared to price for the years 2027 and 2028.

13. 12-MONTH STRATEGY:

Ensuring the Parish Council is seen as visionary, the Council has made enquiries regarding the installation of solar panels to all three buildings: Memorial, Sports and Parish Halls. Plans and costs have been requested.

Mrs Schryver has suggested that all styles on footpaths throughout the parish should be changed for kissing gates making access to all easier.

14. PLAN OF SUCCESSION:

Three applications have been received, and it was agreed that interviews, to be undertaken by Mr Ball and Mr McLachlan should take as soon as possible with the successful applicant recruited before Christmas. This would ensure the new member of staff is in place before the February 2026 start date for CiLCA training.

Copies of all candidates applications will be forwarded to all Councillors.

15. TO REVIEW AND ADOPT ZERO TOLERANCE POLICY:

All Councillors had received copies of the Zero Tolerance Policy prior to the meeting. It was agreed by all Councillors that an escalation procedure be added to the end of this policy. Once this has been approved the policy will be published on the web-site.

16. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 20 October 2025:

Mr Salter highlighted spending for October to date and details of payments had been circulated to all Councillors. To date £68,000 has been spent, with £59,000 remaining. Mr Salter mentioned that spending was £10,000 higher this time last year. Councillors were aware that the coming winter months could see an increased spend on grounds works due to inclement weather.

The current account balance on 20 October 2025 was £1,880.37 reserve account £129,101.48 and the newly opened higher interest account £20,000.00. The balance of the NS&I account was £610.89.

Mr McLachlan mentioned the £1,000 received from the company filming on location in Coldharbour. This money will be used in part payment for the refurbished telephone box and the new bench, ordered from the National Trust.

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

Receipts

Hall Hire	£172.50
Film Location donation	£1,000.00

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
Talk Window Company	£55.00		£55.00
Helpdesq Invoice 19874	£86.95	£17.39	£104.34
PKF Littlejohn	£420.00	£84.00	504.00
PT Plumbing Beare Green Pavilion	£120.00	£24.00	£144.00
British Gas	£102.41	£5.12	£107.53

SES Water Bowls Club	£0.70		£0.70
SES Water Sports Pavilion	£109.55		£109.55
SES Water Allotments	£168.63		£168.63
Helpdesq Invoice 20126	£18.95	£3.79	£22.74
Clay Griffin Grounds Works	£1,470.00		£1,470.00
Clovers Grounds Work	£1,196.71	£239.34	£1,436.05
J Russell October salary	£2,672.67		£2,672.67
HMRC Clerk's Income Tax	£668.20		£668.20
HMRC Employers NIC	£438.58		£438.58
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
	£7,696.85	£377.74	£8,064.59

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan asked if the National Trust ranger for Coldharbour will be contacted and a delivery and installation date for the new bench obtained. (ii) A delivery date for the telephone box still needs to be agreed.

Capel – (i) Mrs Schryver mentioned the ongoing problems with dog fouling on the recreation ground. Some dog owners do not keep a close watch on their animals whilst they are being exercised and therefore are not aware where their dogs have fouled. It is impossible to police the area without the assistance of a dog warden.

Beare Green – (i) Mr Salter asked if there had been any further response to the FOI request made to Surrey County Council Highways regarding the installation of the average speed cameras along the A24. Councillors are doubtful that a budget had not been set before the works began. The Clerk will contact Surrey County Councillor Helyn Clack and ask if she could supply any further information. (ii) Mr Salter mentioned that trotters were out again at the weekends. The Police will be informed and asked to maintain a presence as this practice causes traffic delays.

17 CORRESPONDENCES:

Mrs Schryver mentioned a request had been made to replace the Capel signs with something more attractive. An outline design and costing had been circulated to all Councillors prior to the meeting. All Councillors agreed to the replacement but were not sure the tree depicted on the sign was appropriate. It was suggested the tree be replaced with oak leaves and an acorn as this would be a continuation of the Village sign. The Parish Council also agreed to match fund half the total cost of the new signs.

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

- 12-Month Strategy
- Plan of Succession.

Dates of Next Parish Council Meetings :

Finance Committee: Monday 27 October 2025

Planning Committee: Monday 03 November 2025

Full Parish Council: Monday 17 November 2025