

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 15 JULY 2019 AT 7.30pm IN THE JOHN VENUS HALL, COLDHARBOUR

PRESENT: Mr Ball, Mr McLachlan, Mrs Dale, Mr Cox, Mr Salter and the Clerk

IN ATTENDANCE: District Councillors Mrs Mary Huggins, Mrs Lesley Bushnell and Mrs Caroline Salmon, and Mr Matthew Hopkins.

- 1 **APOLOGIES FOR ABSENCE:** Mrs Schryver, Mr Garber, Mrs Ryan and Mr Ashwood.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 17 June 2019:** The minutes were adopted and signed by the Chairman.
- 3 **TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 1 July 2019:** The minutes were adopted and signed by the Chairman.
- 4 **MATTERS ARISING:** Mr McLachlan asked if the Clerk had a start date to begin the CiLCA course with SSALC. It was confirmed that this course starts with a training day on 17 September.
- 5 **DECLARATIONS OF INTEREST:** None.
- 6 **PUBLIC QUESTIONS:** Councillor Salmon mentioned completing the consultation for Gatwick Airport regarding the introduction of an extra taxi-way.
- 7 **CLERK'S REPORT:**
 - Signs will be erected in the car park fronting the Memorial and Parish Halls. They advise car park users the terms of parking in this area. This was agreed with the Memorial Hall, and they have agreed payment for one-third of the cost of the signs.
 - Dorking Cavy Club, the owners of the small shed immediate adjacent to the Parish Hall have been asked to look at the overall condition of their shed. It is being propped up at the back and could need some attention.
 - The Disabled Parking sign will be erected on the parking space immediately adjacent to the Parish Hall.
 - The Cricket Club have been made aware of the dates of Parish meetings and have been asked if they would consider leaving a few parking spaces for Councillors on the evenings these meetings take place.
 - The Parish Council has received a few complaints regarding a couple of allotments, which are very overgrown. The tenant of these allotments has been contacted, and asked, in the first instance, if they need any assistance with their plots. Other allotment holders have offered a helping hand.
 - The push-bar locking device on the back door of the hall is not working. To allow the door to be secured, the device has been removed. The door is warped and hinders security. If the lock cannot be fixed a decision on purchasing new door and lock will need to be made.
 - Surrey County Council have again been reminded that the hatching outside the GP surgery in The Street, Capel, still needs to be repainted. SCC have also been asked to include painting the hatching on the opposite site of the road. This will assist pedestrians to cross the road safely.
 - A meeting took place with Burleys on Thursday 4 July. The new Contracts Manager was introduced, and the Clerk was able to bring to Burleys attention the areas of their work that was not being undertaken satisfactorily.
 - A complaint has been received from a resident regarding Carters Garage parking their loan cars along The Street, when there is ample parking on the garage forecourt. The Parish Council has been asked if it would contact Carters and ask them to park giving residents consideration.
- 8 **MOLE VALLEY LOCAL PLAN – MODEST EXPANSION TO RURAL VILLAGES:**

The Chairman confirmed that the Local Plan was on schedule. He confirmed that Mr Garber, Chairman of the Parish Council Planning Committee had met with Jamie Gleeson at Mole Valley District Council

that morning. It was now necessary for the Parish Council to have a confidential meeting before the end of July to discuss further issues.

The Parish Council has already set a date for a public meeting, once the preferred sites are made public. This will be on 13 November 2019 at Capel Memorial Hall. Prior to that date, all Parish Councillors will have had an opportunity to meet with organisations proposing developments within the Parish. This will take place throughout the day on 9 October 2019 and an exhibition of proposed developments will be available for residents to view throughout the week beginning 7 November 2019. Exhibitions will be on display at the Parish Hall in Capel and the Village Hall in Beare Green. No organisations will be present at these exhibitions.

These dates will be posted on the Parish Council website.

9 PARKING DORKING RAILWAY STATION:

The Chairman confirmed there had been a small amount of progress with Govia Thameslink. Mr McLachlan confirmed that he had completed the Passenger Benefit Questionnaire on behalf of the Parish Council. He proposed that all monies available to Capel and neighbouring Parishes should be used to benefit Dorking Station with extended car parking facilities. It appeared that the questionnaire was proposing using the funds on maintaining the stations which they should be undertaking, nonetheless. It was agreed that all Councillors should complete the questionnaire independently, suggesting that the money should not be spent on regular maintenance.

The Chairman confirmed that Govia Thameslink had recently suggested a meeting. It was agreed that this should be taken forward, inviting neighbouring Parishes to attend. The meeting should not be arranged before the 21 October.

10 COMPLAINTS PROCEDURE:

A draft copy of a Complaints Procedure had been circulated to Councillors prior to the meeting. Mr McLachlan said he believed this was originally a SSALC procedure. In the meantime, the Clerk will forward the draft procedure to SSALC and ask them for consideration/approval.

11 PARISH EMERGENCY PLAN:

Mr McLachlan said that he was still waiting for an up-to-date copy of the Emergency Plan to post on the website. The Clerk will ask Mrs Bignell for the most up-to-date version to be forwarded to Mr McLachlan.

12 FOOTPATH – BEARE GREEN RECREATION GROUND:

Mr Hopkins had put together a proposal to have a pathway installed leading to and from Newdigate Road and the recreation ground car park, to allow pedestrians and cyclist safe passage, avoiding using the narrow pavement running alongside the A24. This information had been circulated to all Councillors prior to the meeting.

Mr Hopkins said that his main concern for proposing the path was safety. This path would also provide a dry route across the recreation ground during wet weather and the winter months.

Councillor Salmon said that she had obtained a quotation for the installation of the path from a Mole Valley preferred contractor. The total value of the quotation was £7,670.00.

Councillors questioned whether the contractor had properly surveyed the area, as the recreation ground inclined toward the ditches running alongside the A24. There are significant problems with the ground becoming saturated in wet weather. It was suggested that the path could hinder the ground draining into the ditches and exacerbating the problem. The quotation suggested that spoil from the works would be spread in either the wooded area or against the car park. The Councillors were very much against this. Having the spoil removed from site would therefore increase the price. Funding for the path was also questioned, and Councillor Salmon suggested applying for grants. The Councillors then asked who would be liable for the ongoing maintenance of the path.

It was discussed that there is a safe route leading from the car park, up past the pavilion and past the cottages leading to Newdigate Road. Crossing the road away from the junction was seen as a safer option than crossing just opposite The Weald School.

The suggested speed limits and pedestrian crossing was also discussed as the positioning of the proposed crossing could mean traffic stacking from Newdigate Road onto the A24.

The Councillors then suggested that hatching should be considered on the inside lane of the A24 from Newdigate Road, round the roundabout, ending as the A24 progressed southwards. This would make the area a single lane highway and cycle path. Councillor Huggins said that this had worked well when introduced at Mickleham and if this was possible at Beare Green, the footpath would be less dangerous. It was agreed that representation should be made to Surrey County Council Highways regarding considering installing hatching. Councillors Mrs Huggins and Mrs Salmon agreed to take this forward. The Chairman thanked Mr Hopkins for attending the meeting and presenting his proposal. It was agreed that the Parish council would bring this item back onto a future agenda to update on progress. The Councillors then discussed the problems with parking outside The Weald School and along the Newdigate Road, especially at school drop-off and pick-up times. It was agreed that the Clerk would write to the school outlining the problems and suggesting a meeting to discuss options to alleviate the situation.

13 REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 17 June to 15 July 2019 were presented for approval and signature. All invoices were signed by two councillors:

INCOME

Ashes interment **£240.00**

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
The Image Company	£127.50	£25.50	£153.00
Burley and Sons (June payment)	£904.21	£180.84	£1,085.05
S Dixon for L Quirk	£45.00		£45.00
The Image Company	£65.00	£13.00	£78.00
Helpdesq	£15.00	£3.00	£18.00
Burley and Sons (July payment)	£904.21	£180.84	£1,085.05
Wes Attridge	£815.00		£815.00
Printerland	£138.62	£27.72	£166.34
Treeline	£620/00	£124.00	£744.00
Treeline	£580.00	£116.00	£696.00
Mrs J Russell reimbursement	£41.76		£41.76
Mrs L Bignell July salary	£263.52		£263.52
Mrs J Russell July salary	£1,779.12		£1,779.12
HMRC Clerks income tax	£487.80		£487.80
BT D/D	£20.50	£4.10	£24.60
OPUS Energy Gas D/D	£14.83	£0.74	£15.57
OPUS Energy Electricity D/D	£38.61	£1.93	£40.54
Totals	£6,860.68	£677.67	£7,538.35

Current Account reconciled 28 June 2019 - £50,273.37.

- (i) The Clerk confirmed that the Annual Return for the year ending 31 March 2019 was forwarded to the external auditors Littlejohn, on time and the accounts are now available for public inspection at the Parish Office up until 20 July 2019. The AGAR return will be posted on the website.

b) Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** (a) Mr Cox has asked that the Clerk contact Mole Valley District Council and ask for the path, from The Weald School to the brickworks be cleared to make sure the path is wide enough for buggies and mobility scooters to use unhindered. (b) Mr Cox said that the verges along the A24 had been cut incorrectly. There should be growth left to encourage wildflowers to grow. Councillor Salmon said that there was a Surrey County Council policy covering this and it was on the SCC website. Unfortunately, there is no map indicating the areas that should left

uncut is available at present. (c) Mr Cox mentioned the numerous broken traffic signs around Beare Green and the loose cover of the manhole on the Beare Green roundabout.

(ii) **Capel:** (a) Mrs Dale mentioned that there was no safe crossing for horses between Mid Holmwood and Kingsfold. She confirmed that she had been in contact with Surrey County Council and had been told that the cost was too high to consider. The cost would include the installation of a Pegasus crossing across the Capel by-pass where there was already an established bridle path. It was agreed that Mrs Dale would forward all the information she had received to County Councillor Clack. (b) The Chairman told the Committee that two complaints had been received from residents in Mortimer Road regarding parking along the road when the car park outside the Memorial and Parish halls was full. This was regarded as an unsafe practice as it would not be possible for emergency services vehicles to pass through, should a situation arise. The Clerk will write to the Cricket Club and ask them to remind their members to be mindful of neighbours when parking.

(iii) **Coldharbour:** (a) Mr McLachlan confirmed that he would be attending a meeting on 25 July 2019 regarding traffic calming. The meeting was being hosted by Surrey County Council and there would be representation from other parishes. He needed to know what traffic calming measures Capel would like to see considered. (b) Mr McLachlan said that he was aware of the restriction on funding new projects until after the Mole Valley Draft Local Plan was finalised, but he had concerns regarding the equipment at Coldharbour playground. The climbing frame was derelict and had been repaired numerous times. It was agreed to obtain costings for a new climbing frame and discuss this at the next meeting.

14 CORRESPONDENCE:

The Police had provided the Parish Council with Crime Statistics for the Parish from March to July 2019. This information was circulated to Councillors at the meeting.

15 Requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Planning Committee: Monday 5 August 2019 at 7:30pm

Full Council Meeting: Monday 19 August 2019 at 7:30pm

Finance Committee: Monday 9 September 2019 at 7:30pm

All meetings will be held at Capel Parish Hall.