

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 17 DECEMBER 2018 AT 7.30pm AT CAPEL PARISH HALL

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

IN ATTENDANCE: Mrs Bignell and District Councillor Mrs Osborne-Patterson.

1 APOLOGIES FOR ABSENCE: Mr Garber, Mr Margetts, Mrs Ryan, Cllr Huggins and Cllr Watson

2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 19 November 2018: The minutes were adopted and signed by the Chairman.

3 MATTERS ARISING: None.

4 DECLARATIONS OF INTEREST: Mrs Dale – 7(i) MO/2018/2013 and 7(ii) MO/2018/1994

5 PUBLIC QUESTIONS:

Councillor Osborne-Patterson informed the meeting that a Rural Summit will be held on 26 February 2019 at Hartsfield Manor, Sandy Lane, Betchworth. Each Parish Council will be invited to send along representatives. Mr McLachlan will attend as the Parish Council's SSALC representative and both Mrs Dale and Mrs Schryver will attend for the Parish Council.

Councillor Osborne-Patterson then said that she will be asking Mole Valley District Council to confirm which sites have been included or removed from the Future Mole Valley consultation.

6 CLERK'S REPORT:

- The oak tree outside Carterdale Cottages has not been felled yet. All residents will be advised of the date when the work will be carried out once it have been confirmed.
- The drain adjacent to the GP surgery in The Street is still in dispute. The drain runs under the PC car park with the inspection chamber on GP land. The blockage appears to be tree roots which are from a tree in the garden of 164 The Street. The Clerk will contact Thames Water to find out who is responsible for the drain.
- There has been a request from a local resident for the Parish Council to consider taking on grounds maintenance around the Bennetts Wood, Carterdale area of Capel, as residents are being asked to contribute to the local housing association for this service. It is known that the Parish Council has taken on grounds work in Markham Park. The Clerk will meet with the resident to find out what is being proposed.

7 PLANNING APPLICATIONS:

(i) MO/2018/2063 - CPC/18/077: The Old Stone Barn, Anstie Road, Coldharbour. This is a planning application for the replacement of an existing temporary pool pump house. The Parish Council believed that the details submitted fail to give a clear demonstration as to the design quality for a property assessment to be given. It is believed the proposal does not supply enough detail to ensure safeguards can be agreed. The Parish Council therefore recommended that this application be refused.

(ii) MO/2018/2065 – CPC/18/078: 8 The Street, Capel. This is a retrospective application for retention of resurfaced hand standing area of driveway served by an existing access from The Street. The Parish Council considered that although the application is for a drive that is already in place, there were concerns that visibility would be limited and dangerous as access is on a corner. The Parish Council therefore recommended that this application be refused on highway grounds.

(iii) MO/2018/1994 – CPC/18/075: The Granary, Pleystowe Farm, Rusper Road, Capel. This is an application for the erection of a single-storey extension. Insertion of two roof lights to the east elevation and one opening to form a door. Insert opening in west elevation to form bifold doors. The Parish Council has considered this application. The property is not overlooked, and the

proposed alterations will not cause neighbours undue inconvenience. The Parish Council therefore recommended that this application is approved.

- (iv) **MO/2018/2013 – CPC/18/076: Lower Gages Farm, Rusper Road, Capel.** This is an application for the change of use of an agricultural building to one dwelling (Use Class C3). The Parish Council has considered this application and is aware that a previous application for two dwellings on the same site was refused. It is noted that the extra accommodation is for use by farm operatives. Offering extra accommodation will enable the farm to keep working. The Parish Council therefore recommended that this application is approved.

8 POLICE CRIME STATISTICS:

Crime Statistics for the local area had been supplied and the Chairman read them out, bringing to the attention of the meeting that, notwithstanding road related statistics, there appeared to be an overall reduction on the past two months.

9 FUTURE MOLE VALLEY – MODEST EXPANSION OF EXISTING VILLAGES:

The Chairman thanked all Councillors for their input in enabling the Parish's response to be sent to Mole Valley District Council. The Councillors had been unanimous in including maps and comments. The next step is the publication of the draft plan, which is due out in June 2019. Strategic sites might be released before June, but this was thought unlikely. The Chairman said that one site, Brook Cottage, appears to have already been rejected. The site had been submitted in the Parish Council's response, but Mole Valley appear not to be considering it. The Parish Council was concerned that a site for 83 houses in the Green Belt was being considered but not Brook Cottage. Enquiries will be made as to the reasoning behind this. If this site is not included to go forward to the draft proposal, it cannot be discussed. The Councillors voiced concerns that Brook Cottage may not be included but other more controversial sites could be. Questions were asked whether the Parish Council could seek legal representation and take matters to a higher level, taking decisions out of Mole Valley's hands.

It was unanimously agreed to formally write to Mole Valley seeking information about the next steps and ask for confirmation on what sites will be included and whether Brook Cottage is one of these.

Councillor Osborne-Patterson confirmed that no Mole Valley Parish Councils were satisfied with the procedure. She urged all Parish Councils to write a collective letter to Mole Valley emphasising disappointment at the entire process. The Clerk will write to all other Parish Clerks within Mole Valley, asking if their Chairpersons would be willing to contribute to a joint response.

10 EMERGENCY PLANNING

Mrs Bignell had been working on the Parish Council's Emergency Plan and presented the Councillors with two versions of the plan. A short version for public circulation and a full version for Councillors. This was still at the draft stage and Councillors were asked to review the document and let Mrs Bignell have comments. The Chairman thanked Mrs Bignell on a first-class piece of work. Information will be posted on the Parish Council website and forwarded to all Parish Magazines. The Chairman said that a WhatsApp group had been formed so that useful information on situations what were not deemed an emergency could be cascaded. This had been particularly useful when a water main had burst and water pressure in Beare Green had been affected.

11 PARISH COUNCIL ELECTIONS MAY 2019:

The forthcoming Parish Elections were discussed and as the Parish Council has a full quota of Councillors, any members of the public wishing to become Councillors would force an election. This would cost the Parish Council around £4,000.00. It was discussed whether the Parish Council would be allowed to insist that any prospective Councillors are politically neutral. It was deemed important that there was no conflict of interest. The Clerk will seek advice from SSALC before any statements are put forward.

12 PARKING DORKING RAILWAY STATION:

A further letter has been forwarded to the Ministry of Transport, suggesting additional parking spaces could be achieved by adding a further storey to the existing car park at the railway station. A response is still awaited.

13 FUTURE NEGOTIATION OF EASEMENTS:

The Councillors discussed whether a sub-committee or the entire Council should discuss future easements. It was decided that the responsibility of arranging easements should not rest with one person as the obligation could prove too daunting. Whenever discussions take place, and whoever is involved, information regarding the easement sum and the client must be kept confidential. It seemed desirable to form a sub-committee and then if necessary, the agreement could be outsourced to a professional. It was agreed that this arrangement would relieve the Parish Council of any accusations of wrong-doing. Further discussions decided against appointing another sub-committee and instead the Planning Committee should take on the responsibility. If they felt they did not have the skills to take this on, then a professional advisor would be sort. It was agreed that if a professional was employed, the easement should include not only the easement payment but also legal and professional fees.

14 RECYCLING CENTRE PUBLIC CONSULTATION:

A response has been put together and this will be circulated to all Councillors for their opinions. This response must be forwarded to Surrey County Council by 3 January 2019.

15 GATWICK DRAFT MASTER PLAN 2018 – PUBLIC CONSULTATION:

Mr McLachlan circulated a document received from GACC. GACC was asking questions from Gatwick Airport regarding the master plan. It was agreed Mr McLachlan would put together a draft response from the Parish Council. Councillor Osborne-Patterson agreed to forward a copy of the response Mole Valley had sent. All responses must be submitted by 10 January 2019.

16 NOMINATIONS/ELECION OF CHAIRPERSON FOR PLANNING COMMITTEE:

The Chairman had asked for nominations to take on the role of Chairperson for the Planning Committee in the light of Mr Garber's resignation. The Chairman was proposed by Mrs Schryver and the Committee unanimously agreed the nomination.

17 REPORTS FROM MEMBERS:

(a) Finance: The accounts detailing receipts and payments for the period 19 November to 17 December 2018 were presented for approval and signature. Cheques were signed by two councillors:

Admin and Other Payments

	Net	Vat	Gross
PJM Complete Building Service Limited	£250.00`	£50.00	£300.00
Treeline – Old Horsham Road, Beare Green	£420.00	£84.00	£504.00
Mrs J Russell reimbursement – postage	£16.80		£16.80
HMRC	£463.20		£463.20
Mrs L Bignell December salary	£323.00		£323.00
Mrs J Russell December salary and mileage	£1,569.30		£1,569.30
Jane Roberts Payroll services	£90.00		£90.00
S Dixon for L Quirk hall cleaning	£42.00		£42.00
Viking – stationery	£94.88	£7.38	£102.26
Capel Memorial Hall – 50% external light	£285.39		£285.39
Clay Griffin – groundwork	£625.00		£625.00
Fred Evans - groundwork	£445.00		£445.00
EDF Energy	£38.95	£1.95	£40.90
OPUS Energy Electricity D/D	£44.67	£2.23	£46.90
OPUS Energy Gas D/D	£108.48	£5.42	£113.90
Total	<u>£4,816.67</u>	<u>£150.98</u>	<u>£4,967.65</u>

Bank reconciliation at 31 November 2018 - **£54,940.14**

Copies of the monthly budget analysis were circulated. Mr Salter said that the draft budget for 2019/20 had been discussed at the recent Finance Meeting and the total for the precept and budget figures had been approved by the Finance Committee. As these figures had been agreed and the final version signed off, they must not be altered.

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

- (i) Beare Green:** (a) Mr Cox said that the laurel hedge in the car park at the recreation ground has been cut back and sight lines have been improved. (b) The ditches which were cleared earlier in the year are now filling with dead leaves. (c) The diversion in Newdigate is for new water main replacements and the diversion is likely to be in place well into the New Year.
- (ii) Capel:** (a) Mrs Schryver asked if any further information had been received from Surrey County Council regarding the uneven pavement outside Charlotte Broadwood flats in Vicarage Lane. The Clerk confirmed that Surrey County Council had been contacted again and County Councillor Clack had been asked to assist. Councillor Osborne-Patterson agreed to ask Councillor Helyn Clack if she was able to assist with having this problem dealt with. (b) The car park outside Capel Memorial Hall is often full to capacity as it was being used by those not using the Memorial Hall, Parish Hall or recreation ground. A notice will be put up advising of parking restrictions. (c) The canopy over the fuel pumps at Carters was discussed. Mole Valley had advised that a planning application should have been sought for the removal of the canopy but as it was removed a matter of health and safety, no further action will be taken. Mole Valley confirmed that they cannot enforce any replacement. The Clerk will contact Murco Fuels to enquire if they have any plans to erect a replacement canopy.
- (iii) Coldharbour:** (a) Mr McLachlan said that the protestors had now left the site, but they had left a caravan, a shed and other rubbish. A further letter will be sent to the Forestry Commission, asking them to take these items away. The police are no longer able to get involved as all the protestors have gone. It was discussed whether this could be reported to Mole Valley as fly tipping, but they would not respond as Leith Hill is Forestry Commission land.

18 CORRESPONDENCE: None

19 Urgent matters at discretion of Chairman for note or inclusion on future agenda: None

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 7 January 2019 at 7.30pm
Finance Meeting: Thursday 17 January 2019 at 8.00pm
Full Council Committee: Monday 21 January 2019 7.30pm.
All meetings will be in Capel Parish Hall.