

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 APRIL 2018 AT 7.30pm AT CAPEL PARISH HALL

PRESENT: Mr C Ball, Chairman, Mr P Garber, Mrs A Schryver, Mr L Margetts, Mrs P Dale, Mr K Salter, Mrs L Ryan, and the Clerk.

IN ATTENDANCE: District Councillors Mrs Watson and Mrs Huggins and County Councillor Mrs Clack.

1. APOLOGIES FOR ABSENCE: Mr S McLachlan and Mr D Cox.

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

3. MATTERS ARISING:

None.

4. DECLARATIONS OF INTEREST:

None

5. PUBLIC QUESTIONS:

Councillor Watson asked if the Parish Clerk was aware of who owned Beare Green courtyard. She mentioned that it is looking very run down and the signs and pillars at the front of the courtyard are rotting. The Parish Clerk was asked to contact Mole Valley to find the name and contact details of the owners.

Councillor Huggins asked if the verge on the entrance to Bakers Way, Capel could be cleaned up and residents allowed to plant shrubs. It was decided that this work should be deferred until the autumn. Councillor Huggins agreed to forward photographs of the proposed verge.

6. CLERK'S REPORT:

- i. Treeline will start work on the ditch clearing around Beare Green recreation ground on Thursday 17 May from 9:00. This will take approximately four days to complete. The Weald School will be informed, as there could be parking restrictions along Newdigate Road.
- ii. Now that planning permission has been approved, the ash trees in the Capel burial ground will be cut back on 26 April 2018. The residents of Old Barn Drive have been advised.
- iii. The sight lines along Horsham Road have been reported as dangerous. This will be dealt with when Treeline undertake the work on the priority trees in that area, early in May.
- iv. New seats for the swings at Capel playground have been ordered.
- v. A new delivery of play bark has been ordered for the playground at Coldharbour.
- vi. Planning permission has been given for the thinning of the Scots pine in the churchyard at Coldharbour and this work will be carried out at the beginning of May. The church warden has been informed.

7. PLANNING APPLICATIONS:

- i. **MO/2018/0179 - CPC/18/018. The Coach House, Taylors Farm, Rusper Road, Capel.** This is an application for the conversion of an existing summer house to domestic annex. The Parish Council wrote to the owners requesting further information and they responded to both the Parish Council and Mole Valley, confirming that the summerhouse will be used as an annex to the main house. Mole Valley have followed the Parish Council's recommendation and a specific occupation condition has been added in granting planning permission.
- ii. **Hill House Farm, Misbrooks Green Road, Capel, RH5 4QQ.** Mr Garber clarified the four applications that have been submitted:
MO/2017/2194 – Removal of hedgerow. This application has now been withdrawn.
MO/2017/2197 – Change of use of agricultural building. The original application was linked to the glamping proposal but is now being used for wholesale activity. (This application is linked to MO/2017/2199 which is yet to be determined.) This application was amended as free-

standing use and as such it met the NPPF policy for farm diversity and Mole Valley District Council has approved the amended application.

MO/2017/2198 – Car park. This is now submitted with a revised location and any coaches would be parked in the area in front of Hill House Farm. An objection was submitted to the new application which indicated parking for 12 cars on a track north of the farm. This application is unrelated to the glamping site and is still to be determined.

MO/2018/2199 - The application for the static camping facility has not been determined. There is strong objection on the ground of visual impact, traffic generation etc. No view has yet been formed by officers of Mole Valley.

- iii. **MO/2018/0023 – CPC/18/011 – Rickwood Park, Horsham Road, Beare Green.** This is an amended planning application for the change of use of stables to accommodate one further park home. The Parish Council has already recommended this application be refused. There was no reason for the Parish Council to change its opinion.
- iv. **MO/2018/0426 – CPC/2018/021 – Wigmore Lodge, Ockley Road, Beare Green RH5 4PU.** This is a variation of Condition 2 of approved planning application MO.2017/0091 for the erection of a two-storey rear extension following removal of existing conservatory and erection of detached double garage following removal of existing single detached garage to allow development in accordance with amended drawing numbers 01 and 02. It was agreed that this is a straight forward extension and does not have any adverse effect upon parking or dwelling. The Committee recommended that this application be approved.
- v. **MO/2018/0451 – CPC/18/022 – Henfold Piggeries, Henfold Lane, Beare Green.** This is prior notification for the conversion of 2 no. agricultural barns to 3 no. dwellings (Use Class C3). The site is outside the settlement boundary but within the Green Belt. This application has not addressed the loss of agricultural activity or the redundancy of the barn. The site is not visible from the road but is quite isolated. The application should demonstrate the redundancy and a letter will be forwarded to the applicant's agent to address the concerns and have assurance that this barn is capable of conversion. An engineer's statement will be required. This application will be dealt with at the next planning meeting.
- vi. **MO/2017/0953 – SCC/2017/0064 – CPC/18/023 – Auclaye Brickworks, Capel.** EIA Consultation responses are still awaited. Mole Valley and County Highways details will be expanded upon at the forthcoming residents meeting. The determination date will not be before 23 May 2018. The impact of waste is a major issue and needs to be addressed. The Parish Council has made an initial response and there have been several other responses to the application. Surrey County Council have been very helpful.
- vii. **Europa Oil and Gas Traffic Management Scheme** – Representation will be made to PINS by 10 May 2018. The submission to PINS will be Parish Council based, not LHAG. PINS is dealing specifically with the Traffic Management Scheme.
- viii. **Melville House, Newdigate Road, Beare Green.** This is an appeal against a refusal of planning permission by Mole Valley. The Chairman attended the Mole Valley committee meeting and there was strong local objection. The Parish Council needs to respond, but copies of the Mole Valley Committee report and minutes, the refusal notice, letters of objection and notice of appeal to PINS will need to be obtained before the response can be forwarded.
- ix. **Bregsells Farm, Bregsells, Drive, Beare Green.** This is an application of prior notification for change of use of an agricultural building to 2 no. dwellings. This application was previously submitted MO/2017/2252 – CPC/18/002 and the Parish Council responded on 11 January 2018 recommending that planning approval be refused. No design statement has been submitted to either application.

Ruby's Café, The Hoyle, Beare Green. This matter has been an agenda item since November 2018. No progress has been made by the applicant or consultant. The proprietor has addressed the Parish Council confirming that he is waiting for a response from Mole Valley. However, Mole Valley has not received any information from either the proprietor or Planning Consultant. The Clerk will write to Mole Valley enforcement officer asking for further action as it appears the business is currently being run unlawfully.

Land adjacent to 62 The Street, Capel. This is being proposed as a development site. The Chairman and Chairman of the Planning Committee will meet with the promoters of the site. It should be noted that the site was excluded from the NDP. All previous planning applications have been refused. The site is outside the

village settlement boundary but within the Green Belt. There are concerns that access to The Street is dangerous. However, the site is being considered by Mole Valley. This will be discussed again at the next Parish Council meeting.

Mr Garber gave the Parish Council an update on current easements being discussed but stressed there have been severe delays in finalising these deeds. These have been caused by the Council's solicitor. The Parish Council is very disappointed by the performance that is being offered. It was agreed that although negotiations around easements are confidential all councillors need to be made aware of the sites being discussed and the financial easements which will be of material benefit to the Parish. Easements are being prepared for The Knoll, Horsham Road, Beare Green; Forge Cottage, Beare Green; Concept House, The Street, Capel; Surrey Hills Hotel site, Horsham Road, Beare Green.

The Chairman told the Council that there has been no further correspondence from Mr Brown owner of the field in Temple Lane Capel or his solicitor. The Parish Council has written to the solicitor again, asking for a response but no information has been received.

9. DRINKING WATER FOUNTAINS:

Following on from the discussion held at the March Parish Council meeting, the Chairman asked for approval to have fountains installed at a cost of up to £1,000.00. Two locations were discussed, by the allotments on Capel recreation ground and by the pavilion at Beare Green recreation ground. The Parish Council agreed to the costs and the installation of the drinking water fountains and the Clerk will work towards having these installed.

10. FOOTPATH UPGRADE – CAPEL PLAYGROUND

The Parish Council had been given an estimate to have this work carried out at the March 2018 Parish Council meeting. It was agreed that upgrading the footpath would enhance the entrance to the playground. It was agreed to accept this quotation and have the work completed as soon as possible.

11. BEARE GREEN SKATE PARK:

Mrs Ryan told the Committee the no costings or drawing were available for this skate park at present. A new Beare Green Youth Committee is still needed to be set up to take this forward. Tony Wynne at Mole Valley District Council has given advice on obtaining designs and the Parish Council needs to set up a portal to obtain designs and quotations from outside companies. Mr Cox confirmed he had spoken to residents living near the recreation ground about the possibility of a skate park and there has been positive support at this early stage.

12. PARISH COUNCIL FACEBOOK PAGE:

Mrs Ryan spoke to the Committee outlining the potential advantage of Parish Council Facebook page. This page would be used for information only and not allow comments and should follow the SSALC Social Media policy guidelines. It was agreed that a Facebook page would be useful to promote Parish achievements. This would be similar to the Charlwood Parish Council page. The Council agreed that a Facebook page could be beneficial. This item will be included on the agenda for the next full Parish Council meeting.

13. TRAFFIC MANAGEMENT/DECLUTTERING BEARE GREEN:

Mrs Dale and Mr McLachlan both attended a Traffic Management/Decluttering workshop. They informed the Committee of recent traffic management and decluttering introductions by neighbouring parishes which included 20mph zones outside schools, speed humps, removing redundant road signs, white lines and cats' eyes. This emphasised passing the responsibility of traffic management onto drivers. It was discussed that in rural areas HGVs and farm machinery was damaging verges and roads. The condition of road surfaces should be included on the agenda for the next full Parish Council meeting.

14. REPORTS FROM MEMBERS

Finance:

- (a) Mr Salter confirmed that ringfenced amounts from the Community Budget would be paid when required. The monthly analysis would continue to be used as this gave all Councillors information on how funds were being spent and how the budget totals were calculated.

The end of year audit will take place on 30 April 2017 by the Parish Council's Auditor Mulberry and Company.

The accounts detailing receipts and payments were presented for approval and signature. Cheques were signed by two councillors.

	Net	VAT	Gross
RECEIPTS			
1 ST Half Year Precept	48,567.50		
1 ST Half Year Concurrent Grant	3,884.50		
1 ST Half Year Extra Grant	982.00		
Hall Hire	136.00		
Total	<u>£53,570.00</u>		
ADMIN AND OTHER PAYMENTS			
Surrey ACL 2018-19 Subscription			1,144.86
BT Line Rental	20.50	4.10	24.60
Treeline – Horsham Road, Beare Green	1,040.00	208.00	1,248.00
Treeline – Coldharbour Churchyard	325.00	65.00	390.00
SES Water – Capel Bowls Club			11.58
SES Water – Beare Green Sports Pavilion			44.34
SES Water – Capel Allotments			84.06
Mrs L Bignell – reimbursement			14.00
Helpdesq – telephone April 2018	52.34	10.47	62.81
Helpdesq – telephone March 2018	51.34	10.27	61.61
SSALC LCR Magazine subscription			17.00
Mrs J Russell – reimbursement			50.21
HMRC Income Tax			422.60
Mrs L Bignell April Salary			324.25
Mrs J Russell April Salary and mileage			1,397.80
S Dixon for L Quirk Hall cleaning			40.00
Zurich Insurance 2018-19			3,711.28
OPUS Energy Gas D/D	120.63	6.03	126.66
TOTAL	<u>£1,609.81</u>	<u>£303.87</u>	<u>£9,175.66</u>

Current Account reconciled to 31 March 2018 - £21,840.85

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

- i. **Beare Green:** (a) Mrs Ryan told the Committee that the lighting in the car park outside Beare Green Community Hall needed to be upgraded. It was established that the car park is owned by Mole Valley and rented to BGCA. Permission needs to be obtained from MVDC before any decision can be made and this information needs to be in writing. Once all information is received the Parish Council will discuss this further. (b) Further to recent discussions, prices have been obtained for rural gateway signs to try to reduce traffic speed. It was discussed that prices and drawings would need to be obtained and this information should then be passed to County Councillor Helyn Clack in the hope that she could consider match funding. Surrey County Council will need to grant permission for the installation of these signs.
- ii. **Capel:** (a) The leylandii hedge at the top of the car park outside the Parish Hall is to be removed. A letter will be sent to all properties in Mortimer Road advising this will happen and what is proposed. Once the hedge has been removed, the gas governor will be relocated by the Gas company to allow for the extension of the sport pavilion to go ahead. (b) Mr Garber asked if the further enquiries could be made to have a post box installed at the south end of the village. (c) It was agreed that Mole Valley Returning Officer should be contacted giving information about the disruption to through traffic on 4 May, the day of local elections. This obstruction could reflect on voting numbers. (d) Mrs Schryver said that a lot of fly tipping and litter on the A24 Capel by-pass had been reported, causing a hazard. Manhole covers have also been lifted and removed. The

Clerk will contact SCC to ask if the litter can be removed and the manhole covers replaced. Councillor Clack said she would take this matter to SCC on behalf of the Parish Council.

- iii. **Coldharbour:** (a) Work to reinstate the bench outside the pub and refurbish the Parish Council notice board will be carried out without delay.

13 CORRESPONDENCE:

None

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

DATES OF NEXT MEETINGS:

Planning Committee: 4 June 2018 at 7.30pm

Annual Parish Meeting: 21 May 2018 at 7.30pm

All meetings will take place at Capel Parish Hall.