

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19 MARCH 2018 AT 7.30pm AT CAPEL PARISH HALL

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

**IN ATTENDANCE:** District Councillors Mrs Watson and Mrs Osborne-Patterson, Sally Bowler Treasurer of Beare Green Youth Club and Karen Brimacombe, CEO Mole Valley District Council (part).

- 1. APOLOGIES FOR ABSENCE:** District Councillor Mary Huggins.
- 2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 19 February 2018:** The minutes were adopted and signed by the Chairman.
- 3. MATTERS ARISING:**  
None.
- 4. DECLARATIONS OF INTEREST:**  
Mr McLachlan, item 9(vi).
- 5. PUBLIC QUESTIONS:**  
None
- 6. CLERK'S REPORT:**
  - i. Treeline have completed work on the second tranche of trees outlined on the Tree Risk Assessment along Newdigate Road, Horsham Road and Rusper Road. This was done at the beginning of March.
  - ii. The sight lines along Old Horsham Road have been cut back to ensure safety for drivers.
  - iii. The Horse Chestnut located along Horsham Road is due to be reduced in height on 12 April. Treeline have liaised with UK Power Network regarding the power lines which run through the tree. Power shutdown will be required whilst work is undertaken. UKPN have sent out letter to all interested parties advising this shutdown.
  - iv. One of the new floodlights recently installed on the tennis courts at Capel recreation ground has been vandalised. This has been reported to the Police and has been given a crime number, which the Tennis Club have.
  - v. A planning application to have the ash trees growing at the rear of Capel burial ground has been approved. Treeline will notify the Parish Council when the work will begin as it could be necessary to access one of the rear gardens in Old Barn Drive.
  - vi. A planning application to remove deadwood and thin the canopy of the Scots Pine in Coldharbour churchyard has been submitted.
  - vii. The Annual Parish meeting took place on Monday 12 March at Beare Green Hall. The guest speaker from Dementia Friends was well received and our thanks have been sent to the Alzheimer's Society for supporting our meeting.

**7. KAREN BRIMACOMBE, CEO MOLE VALLEY DISTRICT COUNCIL:**

The Parish Council was pleased to welcome Ms Brimacombe to the meeting. She explained that she was visiting as many Parish Councils as possible to introduce herself and give an overview of how she saw the District Council working. Ms Brimacombe said she had joined Mole Valley in October 2017 and give an overview of her past working history. She said she believed Mole Valley was a good authority with good quality staff. She said she wanted to make sure all core services are consistently good.

Mr McLachlan asked if there was any way the District Council could put pressure on Network Rail to invest in more parking at railway stations which were always full, and parking was continually spilling out onto the roads. More house building in the area would undoubtedly increase the demand for parking spaces.

Mr Margetts mentioned the length of time it takes for planning consent to be approved. The extension to the Sports Pavilion at Capel was a point in question. The consent had taken so long it will now not begin until later this year.

Mr Garber said that planning applications were sometimes inadequate and inaccurate. Planning Statements were not always included, and it would be beneficial if initial checks were in place before plans were submitted and registered.

Mr Margetts commented on the call for further dwellings to be built. He mentioned that two sites had been outlined in the Capel Neighbourhood Development Plan but had been excluded by Mole Valley. They were now likely to be included in the Local Plan and if these sites had not been rejected they could well have affordable dwellings on then now and be occupied. He commented that delays were adding to facilities being lost, namely the school in Ockley which has now been closed.

Mr Ball asked if there was anything the Parish Council could do to help Mole Valley do a better job. Ms Brimacombe said good communication was the key. Urgent matters should go through Customer Services as they would be directed to the appropriate teams immediately.

Mr Ball thanked Ms Brimacombe for coming to address the meeting.

- 8. TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING ON 5 March 2018:** The minutes were agreed as a true record of the meeting, but mention must be included that correspondence would be sent to Mr Jack Straw, Head of Corporate Services, Mole Valley, regarding planning application consultations. The Parish Council had not been advised of amendments and withdrawals to applications within the parish and this information is vital to enable the Parish Council to make accurate responses.

**9. PLANNING APPLICATIONS:**

- i. **MO/2018/0179 - CPC/18/016. The Coach House, Taylors Farm, Rusper Road, Capel.** This is an application for the conversion of an existing summer house to domestic annex. A request had been forwarded to the owners asking for further clarification and a reply has been received by the Parish Council and Mole Valley District Council. The summer house had three rooms two of which are double glazed and insulated. The third room will continue to be used as a storage area. A shower room and toilet will be installed if planning permission is granted. It was confirmed that occupation will be limited to family members only. The Committee agreed that planning permission should therefore be granted with conditions.
- ii. **MO/2018/0153 - CPC/18/015. The Knoll, Horsham Road, Beare Green.** This is an application for the erection of a single-storey side extension. This application was discussed at the last meeting when an accurate plan was requested before any further discussion could take place. It is confirmed that a Planning Statement has now been submitted and Mole Valley has all necessary information. Access is being discussed with the Parish Council. The Committee agreed that planning permission should therefore be granted.
- iii. **Hill House Farm, Misbrooks Green Road, Capel, RH5 4QQ.** The Parish Council has already made formal responses to the planning applications submitted for this property. Updates on these applications are being received from Mole Valley. Issues are still being raised especially regarding the increase in traffic along Misbrooks Green Road which could include coaches. It is envisaged that coaches will approach from the A24 and then drive along Vicarage Lane which is wholly inadequate. Consideration should be given to how large vehicles can be restricted. The narrowness of the roads must be considered along with visibility due to the existing high banks on either side of the roads.  
**MO/2017/2198** - This application regarding access to the site has been withdrawn as there are issues regarding car parking.  
**MO/2018/2197** - This application for the change of use of an existing farm building is viewed as diversification and therefore considered acceptable. It is anticipated that the change of use will be considered by Mole Valley on 4 April 2018.  
**MO/2018/2199** - The application for the static camping facility has not progressed and no opinions have been received from Mole Valley. Consideration should be given to the surrounding countryside and wider views. The Parish Council's view had not changed regarding this application.
- iv. **MO/2018/0023 – CPC/18/011 – Rickwood Park, Horsham Road, Beare Green.** This is a planning application for the change of use of stables to accommodate one further park home.

An amended application has just been received and will be an item for discussion at the next Planning meeting.

- v. **MO/2018/0288 – CPC/2018/018 – Kiklands Farmhouse, Anstie Lane, Coldharbour, Dorking RH5 6HQ.** The site is set within the Green Belt and AONB. This structure will have no visual impact as the property is hidden from view. The Committee recommended that this application be approved.
- vi. **MO/2018/0433 – CPC/18/019 - Coldharbour Sports and Social Club, Coldharbour.** This is a planning application for the installation of solar photovoltaics equipment on the roof of the pavilion. 21 panels in total are being proposed. Their installation will have no visual impact upon the wider area, as it is not overlooked by any properties. It will not impact on NDP Policy CA CAP 01 Natural and Historic Environment Sustainable Development or NDP Policy CA CLW 2 Standards meet NPFA policies. The Committee recommended that this application be approved.
- vii. **MO/2018/0355 - CPC/18/020 – Land adjacent to Leith Hill House, Ockley Road, Beare Green.** This is an application for the removal of Condition 8 of planning permission. This for the conversion of a summer house to a one-bedroom dwelling requiring compliance with BREEAM. In securing planning permission originally, the Condition 8 was accepted by the applicant. The original report had an issue regarding sustainability. The conversion will be seen as a one-bedroom dwelling which could be let. Access to this dwelling could be problematic. The Committee considered that compliance with BREEAM would be inappropriate and therefore recommended that this application be approved.
- i. **Clockhouse Brickworks, Capel** – Mr Garber said that he had been in communication with Forterra Building Project Limited. It was agreed that there would be no immediate benefit from arranging a meeting. The Parish Council will be kept informed on how matters are developing and progressing.

#### **10. COLDHARBOUR CRICKET PAVILION:**

Mr McLachlan gave an update on the installation of solar panels for this pavilion. A letter has been sent from the Parish Council to the Coldharbour Cricket Club confirming its intention to grant a donation of £5,000 towards these panels. This letter was necessary for Mr McLachlan to further his application for a LEADER grant which needs to be with Mole Valley before Easter.

#### **11. DRINKING WATER FOUNTAINS:**

Information was given to the Parish Council regarding the cost of installing drinking water fountains on Capel recreation ground. The committee agreed that drinking water fountain would be beneficial to the community, in reducing the use of plastic bottles. The installation was agreed in principle, once the extension to the Sports Pavilion has begun. It was discussed whether consideration should be given to installing a fountain alongside the playground and on Beare Green recreation ground by the adult gym equipment. A new water pipe is to be installed at the Beare Green recreation ground pavilion, and this would be an opportune time to install a fountain. It was agreed that the cost of installing this equipment would come out of the Community Projects budget.

#### **12. BEARE GREEN YOUTH CLUB:**

Mrs Ryan and Mrs Bowler addressed the meeting, asking for a donation towards funding for the Youth Club. The Club was struggling with costs, mostly the cost of hiring the hall, insurance and the cost of a youth worker. Each child pays £2 per session and there is a good support network. The Club has only managed to obtain £200 in grants this year, against £3,000 last year. The Committee discussed the cost imposed on the Club for hiring the hall and it was agreed that the Club was being treated as a client, not a community asset. The Parish Council agreed to make a donation of £1,000 to the Youth Club but suggested discussion should be held regarding the high costs of hall hire. It was agreed the Parish Council would also make representation to Beare Green Community Association regarding this matter on behalf of the Youth Club.

#### **13. PRUDENTIAL RIDE LONDON:**

The Prudential Ride London event takes place this year on the 28 and 29 July. The Chairman read out information to the Committee. It was agreed that this event had an adverse effect on isolated villages within Mole Valley and there was not compensation for inconvenience imposed on local businesses.

The Parish Council would contact Prudential Ride London asking for financial compensation for local villages and communities that are directly affected by this event.

**14. 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. It was agreed that the SSALC Social Media policy should be reviewed and guidelines read. Mrs Ryan agreed to set up a page for Committee agreement.

**15. BEARE GREEN TRAFFIC MANAGEMENT:**

Councillor Watson said that an option restrict speed a village gateway should be considered. It would be beneficial to install these at the top of Old Horsham Road approaching the village. This gateway would welcome people into the village and remind them they are approaching a rural environment. It was discussed whether any funding could be sought from Surrey County Council. In the meantime, Councillor Watson agreed to source a supplier and costs.

**16. REPORTS FROM MEMBERS**

**Finance:**

- (a) Mr Salter confirmed that the current account had a surplus, but the Parish Council had pledged funds to the following community projects; Capel Sports Pavilion £5,000; Coldharbour Cricket Club £5,000; Capel Memorial Hall toilet facility upgrade £2,500; Beare Green Youth Club £1,000; Capel Playground path upgrade £1,500.

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

	Net	VAT	Gross
<b>ADMIN AND OTHER PAYMENTS</b>			
Viking	107.59	21.52	129.111
The Image Company	8.00		8.00
HMRC	391.00		391.00
Mrs L Bignell salary	191.24		191.24
Mrs J Russell salary and mileage	1,407.80		1,407.80
Mrs J Russell postage	21.72		21.72
SE Heating and Plumbing	145.00	29.00	174.00
S Dixon for L Quirk	42.00		42.00
Treeline	2,210.00	442.00	2,652.00
SES Water	60.27		60.27
Treeline	930.00	186.00	1,116.00
Helpdesq	107.15	21.43	128.58
EDF Energy	32.20	1.61	33.81
Mrs J Russell reimbursement ICO Registration	35.00		35.00
Mrs L Bignell reimbursement Land Registry	12.00		12.00
Mrs Y Christie	60.00		60.00
OPUS Energy Electricity D/D	31.90	1.60	33.50
OPUS Energy Gas D/D	155.40	7.77	163.17
<b>TOTAL</b>	<b><u>£5,948.27</u></b>	<b><u>£710.93</u></b>	<b><u>£6,659.20</u></b>

Current Account reconciled to 31 February 2018 - £33,431.05

The Chairman spoke about the total precept request for 2018/19. He stated that the Parish Council had inadvertently included the Concurrent Grant into this amount and therefore a higher percentage was asked for than originally agreed. The Parish Council had agreed to keep the precept below the cost of living rise, but with the Concurrent Grant included this took the precept request for each household to 13.4%. A statement outlining the reason for the rise would be published onto the Parish Council’s website, indicating that the additional funds would be ringfenced and deducted from next year’s application.

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

- i. **Beare Green:** (a) The proposed skate park was mentioned and agreed that this should be included on the April agenda.

- ii. **Capel:** (a) Mr Garber said that a further had been received from Mr Brown's solicitor regarding the easement for access to the Old Bonfire Site, Temple Lane. A response will be drafted and agreed with the Parish Council's solicitor before it is forwarded. (b) It was confirmed the extension to the Sports Pavilion lease is still being worked on by the Parish Council's solicitor. (c) Mr Margetts said that the gas governor needs to be moved when work on the extension to the Sports Pavilion begins. It needs to go where the leylandii hedge is at present. This is a statutory requirement and there is no other area where it can be placed. (d) A road sign at Coles Lane needs to be erected, indicating it is unsuitable for heavy vehicles. (e) There is still no response from the Post Office regarding the installation of a post box in the south of the village.
- iii. **Coldharbour:** (a) Mr McLachlan said that the Parish notice board in is still in need of some refurbishment before it needs to be totally replaced. (b) The bench outside the pub is still work in progress. Both items will be addressed once the weather improves.

### **13 CORRESPONDENCE:**

The Chairman said that information had been received regarding the possible installation of radar speed signs. If there was interest it would be included on the April agenda.

A request had been received to ascertain whether Mr McLachlan would continue to represent the Parish Council on the Mole Valley District Council Standards Committee. Mr McLachlan agreed to continue on this committee.

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

### **DATES OF NEXT MEETINGS:**

<b>Planning Committee:</b>	<b>3 April 2018 at 7.30pm</b>
<b>Parish Council Meeting:</b>	<b>16 April 2018 at 7.30pm</b>
<b>Finance Committee:</b>	<b>14 May 2018 at 8.00pm</b>

**All meetings will take place at Capel Parish Hall.**