

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 DECEMBER 2017 AT 7.30pm AT CAPEL PARISH HALL

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

IN ATTENDANCE: Mrs Lesley Bignell and District Councillor Michelle Watson.

1. **APOLOGIES FOR ABSENCE: Councillors Mr K Salter**, District Councillors Mary Huggins and Corrinna Osborne-Patterson.
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 20 NOVEMBER 2017:** The minutes were adopted and signed by the Chairman.
3. **MATTERS ARISING:**
 - Parish Wardens** –There has been no further information available on this matter. This item will be included on the January agenda.
 - Police** – There has been positive feedback from the local police constables, PC Lucy Marriott and Sue Garginin. They have engaged with the Capel Youth Club and have spoken to the proprietors of The Plough at Coldharbour.
4. **DECLARATIONS OF INTEREST:**
 - Mr McLaughlin - Europa Oil and Gas, Coldharbour.
 - Mrs Schryver - Concept House, The Street, Capel.
5. **PUBLIC QUESTIONS:** None
6. **CLERK'S REPORT:**
 - i. Treeline has now produced a detailed map of all trees highlighted in the original Burley report. Trees have been tagged for ease of reference for future work. This map will be put onto the Parish Council's website.
 - ii. The police have been extra vigilant in the area, and engaged with the Capel Youth Club meeting.
 - iii. Work is due to start on installing the new lighting at the Capel tennis club in February, weather permitting. Materials will be carried to the tennis club so as not to damage the ground.
 - iv. Following initial correspondence received from Mr Ben Brown's solicitors in September demanding action on the verge outside the field in Temple Lane, the Parish Council has now issued a letter stating that as no further communication has been received, the matter is now considered closed. The clerk will again contact the Water Company, asking for the water to be disconnected.
7. **PLANNING APPLICATIONS:**

Mr Garber reiterated the need for Councillor's to visit the sites in their wards where planning applications have been submitted so that reports are fully justified. Each planning application will now be issued with a Capel Parish Council number, for ease of reference in the future.

MO/2017/1923 – CPC/17/001 – 5-6 Beare Green Court, Old Horsham Road, Beare Green. This is an application for the change of use from retail (Use Class A1) to a mixed use of retail and tattooing and body piercing (Use Class A1/Sui Generis). These premises, previously a beauty parlour, have been vacant for a long time. Tattooing is very popular, and there will be a retail section, selling items relating to the body piercing. The Committee agreed that it would be beneficial to have the premises filled rather than leave them empty. There has been no marketing strategy supplied and nothing to demonstrate demand. There is also the question of opening hours and that the character of the courtyard should be in maintained. It was agreed to defer making any decision on this application

until further information is provided. Mr Garber will draft a letter to be sent to the applicant, with a copy to Mole Valley planning department.

MO/2017/2032 – CPC/17/002 - Briersfield, Horsham Road, Beare Green. This is an application for the Certificate of Lawfulness for the erection of a single storey side extension. The extension to the bungalow would provide a third bedroom and enhance the family accommodation. There is no impact on adjoining properties and the design is acceptable. There is no adverse impact on the Green Belt and this application is compliant with NDP policy CA-BGP01. The Parish Council recommends that this application is approved.

MO/2017/2048 – CPC/17/003 – The Knowle, Henfold Lane, Beare Green. This is an application for a two-storey rear extension and addition of pitch roof to garage block. This property is a large detached house in a rural Green Belt location. The extension will have no impact upon the adjoining owners (Little Knowle) and there is no adverse visual impact. The alteration to the garage roof will enhance appearance. The design is well integrated and is compliant to NDP policies CA-BGP01 and CA-ESDQ3. The Parish Council recommends that this application is approved.

MO/2017/2070 – CPC/17/004 – Fourays, Horsham Road, Beare Green, RH5 5LF. This is an application for the erection of a car port. Neighbouring properties have similar buildings and this building would have no adverse effect on the surroundings or neighbours. The Parish Council recommends that this application is approved.

MO/2017/2083 – CPC/17/005 – 1 Paddock Close, Beare Green, RH5 4QJ. This is an application for the erection of 1 No. terraced dwelling. The Committee considered this application and there is no effect on neighbouring properties. Although this will provide a much-needed starter home, parking in this Close must be considered. Parking congestion could be alleviated by the introduction of a parking permit scheme. However, the new build does have an allocated parking space and other properties in the Close have garages. The Parish Council recommends that this application is approved.

MO/2017/1989 – CPC/17/006 – Oak Lodge, Anstie Lane, Coldharbour. This is an application for a single-storey rear extension, accommodation in roof void and dormer window. This property is in a rural Green Belt location and is a sensitively designed extension with no adverse impact on neighbouring properties. An ecology (bat) report has been submitted. NDP policy CA-CAOP01 is not detrimental to the area; CA-ESDQ3 agrees the extension is high quality and CA-ESDQ4 is appropriate to historic context. The Parish Council recommends that this application is approved.

Proposed Development at Surrey Hills Hotel – This application will be considered at the next Planning Committee meeting on 8 January 2018.

Ruby's Café, The Hoyle, Beare Green – Mr Garber has recently set out a few concerns for the proprietors of the café to consider. A response has just been received. It has been noted that there are now caravans on site which need to be licenced, storage portacabins and fishing needs proper environmental management. Detailed access arrangements, parking and lighting also need to be considered. There does not appear to have been any consultation with neighbouring properties. Permission for the café still needs to be obtained. Mr Garber will draft a letter to the proprietors and ask for their response by 22 January 2018.

Europa Traffic Management – Mr Garber told the Committee that the Parish Council had hosted a meeting with the CEO and Principal Engineer of Europa Oil and Gas and Alan Hustings representing LHAG. The Parish Council had forwarded a letter to Europa after the meeting, which had been drafted by LHAG, asking precise questions but to date there has been no response. This letter was copied to Surrey County Council and it was confirmed that all future communications need to go through the Parish Council. This is to ensure that all communications are comprehensive, transparent and open. It has been noted that Europa had circulated letters to selected individuals in Coldharbour but this is not an acceptable practice.

Mole Valley Local Plan – 22 January 2018 – Mr Gaber confirmed that a presentation regarding the future of the Mole Valley Local Plan will be made to the Parish Council and residents at the January meeting. This will be presented by Mr Guy Davies. Proper informed notification must be given to the community via the parish notice boards and magazines. Further to the presentation, once sites for future development have been identified, a public meeting will be held.

8. UPDATE TREE RISK ASSESSMENT

Treeline have completed the process of tagging trees identified as requiring work to eliminate any danger to pedestrians or traffic. They have also quoted for the work, submitting a price for each risk group. The Committee agreed that those trees identified as high risk should be attended to without

delay. The Clerk will let all Councillors have sight of the risk groups, prices and locations and the quotation from Treeline will progressed.

9. BOWLS CLUB PAVILION REFURBISHMENT

The Committee agreed that as all other options for the use of the building have been explored thoroughly, it was now necessary to finalise matters and move forward. An initial quotation had been received for a sum of £11,000 to ensure the pavilion is safe, weatherproof and fit for purpose as a community storage facility. A further quotation has now been received. This quotation is for the total sum of £8,000 and covers the same specification as the original quotation. After deliberation the second quotation, which was the lowest price, was accepted and the contract was awarded. A deposit for half the total cost will be issued so that work can begin early in 2018.

10. EMERGENCY PLANNING

Mrs Bignell addressed the Committee giving useful and current information regarding Emergency Planning. It is a statutory requirement that the Parish Council has a plan in place for unforeseen emergencies, such as flooding, fire, chemical spillages, rail or plane crashes, so that normal services can continue to be offered. The Parish Council should provide for temporary emergency services, in line with the District Council. Mrs Bignell circulated copies of the Emergency Planning Legislation and the Mole Valley document: *Preparing for an Emergency*. It was agreed that an Emergency Planning Committee should be formed and then a register set up to identify resources.

11. NEIGHBOURHOOD DEVELOPMENT PLAN

The Chairman said that this would be the last time this item would appear on the agenda. It was agreed that responses to planning applications should set out all NDP planning considerations and policies. It was agreed that a mistake had been made with the recent application regarding Willow Close, Beare Green, as Mole Valley planning officers had not emphasised the weight of the NDP. It was apparent that the first test case had not gone according to plan with regard to NDP policies.

12. CAPEL BURIAL GROUND UPDATE

Mrs Bignell informed the Committee that she had been working on updating the PEAR software system and database with information regarding the burial plots within the Capel burial ground. Further information had been found, pre-1957 and all information is being sent to PEAR. Once the on-line plan is finalised, the database system can be installed and there will be an electronic record of all burials which can be easily updated. It was suggested that once this work is complete, there could be an opportunity to show the benefits of this system and offer it to other parishes.

13. EUROPA OIL AND GAS, COLDHARBOUR

All councillors were happy with what meetings and correspondence the Parish Council is undertaking with Europa. Mr McLachlan said he was content that Mr Garber has proposed the Parish Council's involvement. The committee was told that there are concerns regarding the protestors camp. There are health issues as there appears to be little sanitation or fresh water and it is known that children live in the camp. It was argued that only the land owner can complain to the Forestry Commission. The Parish Council will write to Mole Valley asking the Environment Health team to investigate possible health issues and copy the letter to Councillor David Mir, Councillor Vivienne Michael, Councillor Duncan Irvine and the CEO of Mole Valley Karen Brimacombe. A request will also be sent to Holmwood Parish Council, asking them to contact Mole Valley and request a site visit from the Environment Health team. However, no Parish Council has legislation to deal with the protestors which must be dealt with by the land owners.

14. REPORTS FROM MEMBERS

Finance:

- (a) The accounts detailing receipts and payments were presented for approval and signature. Cheques were signed by two councillors. The monthly budget analysis was presented to the Parish Council and all councillors were asked to consider the figures and be ready to approve the precept request at the January meeting. The Community Fund project needs to recognise the following amounts which have been earmarked for future work - £11,000 for the Capel Bowls

Club pavilion, £2,500 donation towards upgrading the toilet facilities at the Capel Memorial Hall. There is also a possible donation of £2,500 towards a proposed skate park for Beare Green.

RECEIPTS

Hall Hire	£40.00
Burial Ground Memorial Stone	£100.00
Total	£140.00

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
The Image Company	10.00	2.00	12.00
Jane Roberts Limited	90.00		90.00
Hall Hire John Venus Hall Coldharbour	60.00		60.00
Treeline – Survey	350.00	70.00	420.00
Beare Green Community Association Hall Hire	22.75		22.75
Wes Attridge Burial Ground Maintenance	630.00		630.00
S Dixon for L Quirk	42.00		42.00
EDF Energy	22.55	1.38	28.93
Mrs J Russell salary and mileage	1,421.85		1,421.85
Mrs L Bignell salary	191.24		191.24
HMRC Income Tax	391.00		391.00
Helpdesq	51.75	10.35	62.10
Fred Evans	795.00		795.00
Clay Griffin	2,480.00		2,480.00
Clay Griffin (50% payment Bowls Club pavilion)	4,000.00		4,000.00
OPUS Energy Gas DD	109.66	5.48	115.14
OPUS Energy Electricity DD	25.97	1.30	27.27
TOTAL	<u>£10,698.77</u>	<u>90.51</u>	<u>£10,789.28</u>

Current Account reconciled to 31 November 2017 - £54,016.86

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

- i. **Beare Green:** (a) The Chairman gave an update regarding the Party on the Green. Immediate neighbours had been asked for their views on this event, and so far, no complaints have been received. It will be necessary to contact The Weald School and ask permission to use the school ground for car parking. A local company has agreed to provide the speaker system, free-of-charge. A further meeting has been arranged for January to progress the event. (b) An incident has been reported regarding a mother, who was taking her child to The Weald School, obstructing a drive way. When the motorist was asked to move the car, she verbally abused the resident. The matter has been reported to the school and to the Police, as this is viewed as assault. (c) Councillor Ryan asked if the donation made to the Beare Green Youth Club last year is a yearly contribution. Councillor Ryan was advised to make a formal request at the next full Parish Council meeting in January. (d) Councillor Ryan said that a number of young people were interested in helping to raise funds for the proposed skate park. There is a webpage on the Mole Valley website which can encourage outside contractors to donate time and equipment for this facility. The Clerk will contact Mole Valley and raise the profile.
- ii. **Capel:** (a) The directional finger post can be erected at the corner of Old Barn Drive, Capel and Mrs Schryver and the Clerk will discuss the colour, design and will obtain quotations. (b) Mrs Schryver confirmed that a quotation has been obtained for low level lighting to be installed outside Capel Memorial hall. This lighting will be directed downwards, and will shine at 10% capacity from dusk to dawn, and will only become fully active when the motion sensor is activated. The timer on the sensor will be adjusted so that there is just enough time for pedestrians to pass safely before the light is reduced. The light will not interfere with neighbouring properties. As a courtesy letter will be sent advising of this installation. The Councillors agreed that as the Parish Hall will benefit from the lighting, it will match fund 50% of the total cost, £393.60 (£196.80). The Clerk will contact Peter Smith Electrical to confirm acceptance of the quotation. (c) Mrs Dale said that traffic management through the village is discouraging horse riders from using that route. The riders are now going along Newdigate Road which is exceptionally dangerous. (d) The

Chairman said that there had been an oversight last year in regard to donating to the three Parish magazines. This will be discussed at the January meeting, and included as an agenda item. (e) Mr Garber asked if there was any further news regarding relocating the post box at the south end of the village. The Clerk will contact the Post Office again, and ask for a decision.

- iii. **Coldharbour:** (a) The bench outside The Plough is currently being repaired. These repairs are being undertaken by Mr Cox. (b) Mr McLachlan reminded the Committee that he represented the Parish Council on two Surrey Hills working groups. However, these groups would now like Mr McLachlan to become a more senior member in the mountain bike group as there is currently a vacancy. Mrs Schryver has spoken to SSALC regarding this involvement and will also speak to Rob Fairbanks. (c) Mr McLachlan said that in view of the recent problems there had been regarding the theft of the Coldharbour Cricket generator, it would be beneficial to have power installed, if the pavilion was to continue to be used. The cost would be very high, even with members of the community digging the trench. Mr McLachlan said that he would put together costings with a view to obtaining a donation from the Parish Council from the Community Project budget.

15 CORRESPONDENCE:

- i. The letter from Bray Estates regarding land adjacent to Concept House, Capel will be discussed at the January meeting, when the map detailing all parish owned land is returned from PEAR software.
- ii. The annual inspection of equipment in the children's playgrounds at Beare Green, Capel and Coldharbour has been undertaken. All equipment meets the required standard. However, the seats on two of the swings in Beare Green playground have been highlighted as being in need of some attention and these will be dealt with immediately.
- iii. A meeting with and presentation given by David Munro the Police and Crime Commissioner for Surrey, organised by Councillor Mary Huggins, will take place on 30 January at Capel Parish Hall starting at 7:30pm.
- iv. Wellers Headley, the solicitors dealing with the amendments to the Sports Pavilion lease have uncovered a few anomalies. The Parish Council will work with Wellers Headley to get these resolved and the lease updated without delay.

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

DATES OF NEXT MEETINGS:

Planning Committee: 8 January 2018 at 7.30pm

Parish Council Meeting: 22 January 2018 at 7.30pm.

Finance Committee: 8 January 2018 immediately after the Planning Meeting

All meetings will be held in Capel Parish Hall unless otherwise stated.