

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 20 JUNE 2016 AT 7.00pm IN THE JOHN VENUS HALL, COLDHARBOUR

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

1 APOLOGIES FOR ABSENCE: Mr K Salter,

IN ATTENDANCE: Cllr David Mir (MVDC Leith Hill), Cllr Mary Huggins

2 MINUTES OF PREVIOUS MEETINGS: The minutes of the meeting of the Parish Council held on 18 April 2016 were adopted and signed by the chairman.

3 DECLARATIONS OF INTEREST: None.

4 CLERK'S REPORT:

1 As no agreed could be reached with Mr Brown regarding payment for the water easement at Temple Lane the water company have been asked to remove their stopcock and meter off the Parish Council's land.

2 Fresh Air Fitness have installed the adult gym equipment beside the Beare Green Pavilion and behind the multi-use games area on Capel Recreation Ground. Weekly checks on the condition of the equipment will be made by Fred Evans as required by the supplier in order to maintain the effectiveness of their warranty. Payment for the installation will be made when the £8,000 grant is received in July.

3 Complaints have been received from drivers concerned about poor sight lines on the A24 because of the height of the grass. A resident reported a near-miss at the Beare Green cross-over last week. The clerk contact Paul Anderson of Highways and he confirmed that a traffic engineer would be send to inspect the area the next day. Councillor Helyn Clack forwarded an email from Paul Anderson about highway verge cutting and the problems being experience this year. This email has been circulated to Councillors of the Parish Council.

4 Hazel Watson has sent a partial reply to the request for SCC Highways budget figures next year, following the Highways forum at Dorking Halls at which it was stated the budget was being reduced. Information has been circulated and further information will follow once it has been received.

5 Routine grass cutting and maintenance work has been carried out by Burleys this month in Beare Green and Capel. (vi) The quotation from Bill Bear for ditch works has been accepted. It was confirmed that this work relates to the Newdigate Road side of Beare Green.

5 POLICE MATTERS: The Chairman asked if there were any comments to be noted. It was confirmed that now there was no rural officer for Mole Valley but apparently training sessions were available for all police on rural matters.

6 TO RECEIVE AND ADOPT MINUTES OF PLANNING COMMITTEE 6 JUNE 2016: These were approved with corrections to:

Section 9 Freedom of Information Request: The invoice that has been issued only partially covers the cost the issuing the reply and the wording of the minutes need to be changed to reflect this.

Section 11 Any Other Business: The wording should reflect that each component user should bring an outline plan to the meeting. The Chairman and Mr Margetts will liaise before the meeting takes place on 19 July 2016.

- 7 TO CONSIDER MATTERS RESULTING FROM LAST PLANNING COMMITTEE MEETING 06 JUNE 2016:**
- MO/2016/0761. Osbrooks, Horsham Road:** A letter has been received from Mrs Helen Rennie Planning Office at MVDC in response to Capel Parish Council's letter recommending planning permission be refused. Although the recently submitted design has been changed it still does not reflect the character of Osbrooks which is a listed building. The Parish Council recommends that planning permission still be refused as the revised design is not considered to be appropriate. A formal response has been forwarded to MVDC supporting the Parish Council's recommendation.
- Melville House, Newdigate Road, Beare Green RH5 4QD:** Following receipt of an objection to submitted plans the Senior Planning Enforcement Officer for MVDC has responded that he is confident that the owners of Melville House have now fully complied with planning requirements. The Parish Council have asked for a response to each of the conditions detailed by the Planning Inspector ensuring all requirements have been completely satisfied and within the timescale allowed. A response to this request is still awaited. A resident has contacted the Council and would like to come to the next planning meeting, and bring photographic evidence regarding conditions surrounding Melville House.
- Redlands:** A response has been received from the Planning Inspectorate and an extract from the CSA will be used within the Neighbourhood Development Plan. Only those items that are considered important will be included.
- Europa Oil:** The first tranche of documents have now been received. There are numerous conditions within the documents all of which have six-week time scales for responses. It was agreed that a list of dates when each period of response starts and ends should be published on the Parish notice board.
- Freedom of Information Request:** The Parish Council has responded with all the information that has been requested. A response has been received from the originator and a further reply will be made.
- Cricket Club:** Mr McLachlan told the meeting that the National Trust was willing to extend the lease on the playing field at Coldharbour but there would be a cost involved in updating the document. He asked the Parish Council if it would be willing to cover these costs. At this time there was no indication of how much this would be. The Chairman confirmed that there were no funds available to cover this however the Clerk will speak to the new solicitor to ascertain the cost of changing the number of years on the current lease, not changing any of the current wording. Mr McLachlan then spoke about the lease for the Coldharbour playground. He confirmed that there was no formal lease just a letter of agreement that the land can be used. The Parish Council was not happy with this informal arrangement and suggested the National Trust should be contacted.
- PLANNING APPLICATIONS:** The following Planning Applications have been received since the last planning meeting:
- MO/2016/0858 Scott Broadwood School, The Street, Capel:** An application has been submitted to replace some of the existing steel windows with white aluminium windows and the installation of a new fire exit door on north elevation. This application was discussed and it was agreed that these improvements would not detract from the overall appearance of the building. The Parish Council has no objection to this application.
- MO/2016/0913 Land at Lower Gates Farm, Lyon Drive, Rusper Road, Capel:** An application has been submitted to erect an agricultural barn for the storage of machinery, hay/haylage/silage and agricultural feed. As the barn is to be erected on agricultural land the Parish Council has no objection to this application.
- MO/2016/0909 Brookwood Lodge, Moorhurst Lane, Beare Green:** An application has been submitted to replace a flat roof with dummy pitched roof with central roof-light. As the pitched roof is already in place the installation of a dummy pitched roof will be inset within the structure and will not alter the sightline of the property. The Parish Council has no objection to this application.
- MO/2016/0708 Lavender Cottage, Ockley Road, Beare Green.** An application has been submitted for the erection of a single storey side extension. The proposed extension would not impact adversely upon the property. The Parish Council has no objection to this application.
- MO/2016/0644 Leith View, 7 The Street, Capel, Dorking.** An application has been submitted for the erection of a two storey extension following the demolition of an existing single storey element. The proposed extension would totally change the character of the existing dwelling. The Parish Council objects to the proposal as submitted and recommends planning permission be refused. However

further consideration would be given to a single storey extension which would retain the character of the original building.

MO/2016/0904 Hollington, Horsham Road, Capel: An application has been submitted for the erection of a single storey and two storey rear extension. This application will be considered at the Parish Council's next Planning Meeting as full supporting documents have not been published and without these details full consideration cannot be given.

MO/2016/0878 The Crown Inn, The Street, Capel: An application had been submitted for the erection of replacement illuminated/non-illuminated signs to the exterior of the building. This application was considered and provided the illumination of the sign was discreet then the Council had no objection to this application.

8 TRAFFIC CALMING: The traffic consultant Colin Davies had visited the Parish with a view to applying traffic calming measures in Capel. Mr Davies met with the Chairman on this visit and had since responded with outline suggestions. His fee for implementation would be £1800. Paul Garber mentioned that a traffic calming policy has been outlined in the NDP. As the cost is high it was discussed delaying the implementation of the scheme until the second tranche of the precept is received in September. Alternatively, the money could come out of the capital account. There was discussion around implementing similar measures in Beare Green but not necessarily for speeding, just parking. It was agreed that measures could be mirrored from Capel without further cost. Plans for Coldharbour are being undertaken with Surrey Hills. The Chairman asked the Council for consideration and approval to employ Mr Davies. This was agreed unanimously. The Clerk was asked to contact Mr Davies with a formal letter of employment.

9 CCTV: The Chairman told the meeting that due to a spate of arson attacks at the children's playground, the MUGA and the Tennis Club, which is expensive to repair, the Council is considering the installation of CCTV to monitor the areas. Cameras would be positioned at the playground, the car park and the Tennis Club. Two estimates have already been received and a third is being sought. Consideration has to be given to the proper procedure to install this equipment. It would be beneficial for the Clerk to speak to Neil Clark the local Crime Prevention Officer. The Council agreed to wait for the third quote before any decision is made.

10 REGISTRATION OF COMMUNITY ASSETS: All assets need to be registered individually and each community need to compile its own list to assets. These need to be completed and returned to the Parish Council. It was stressed that community assets cannot be included in the NDP.

11 REPORTS FROM MEMBERS

(a) Finance:

(i) The Chairman outlined the finances as put forward by the Clerk. There was a possibility that there would not be enough money in the current account to pay invoices should they be presented before the VAT refund was received. The Clerk had requested funds be moved to top up the current account. Mr Garber said he knew that £9000 would not cover the full cost of the Neighbourhood Development Plan and there would be the need to request more funding. Mr Margetts asked if there was a possibility of approving a further sum for the NDP. It was not sure how much more would be required and there was a possibility that an enquiry could be called. It was agreed that a further £5000 be drawn down and transferred to the current account.

(ii) The accounts detailing receipts and payments were agreed and signed for the period 19 May to 20 June 2016 and cheques were signed by two councillors.

PAYMENTS	£	VAT
Parish Hall and Office		
Nic Beavan sound panels (25/5)	£622.62	
Soloman Blinds, Hall blinds (6/6)	£1206.00	£241.20
TMC, shelving (6/6)	£220.00	£44.00
	£2048.62	£285.20
Neighbourhood Development Plan		
Colour 24, 5 banners (6/6)	£99.00	£19.80

Greatbatch, delivery Plan 29/6 (10/60)	£435.75	£87.15
Memorial Hall, room hire, meetings	£153.00	
Mrs Y Christie, typing Plan	£680.00	
Viking, envelopes for Plan	£580.86	£116.17
Staples, toner, rubber bands	£47.38	£9.48
	£1995.99	£232.60
Admin & Other Payments		
Fred Evans, Coldborbour play bark (25/5)	£120.00	
Helpdesq, Laptop, Office 365 (6/6)	£447.75	£89.55
EDF electricity Bowls club (6/6)	£25.20	£1.26
Memorial Hall, room hire, meetings	£216.00	
Playsmart, repair burn damage	£2600.00	£520.00
Burleys, grass cutting	£768.46	£153.69
Surrey Hills Society, membership	£25.00	
Playdale, parts for Coldharbour play repair	£47.84	£9.57
SP Cooke, checking audit figures	£75.00	
Mrs Russell, Assistant Clerk, salary	£828.63	
Mrs Bignell, Clerk, salary and mileage	£1404.03	
HMRC tax	£550.40	
Jane Roberts, payroll service, 6 months	£90.00	
Stamps, postage, keys	£50.76	
Staples, diary, wall chart tabs	£13.53	£2.71
PWLB, half-year loan repayment DD	£2712.54	
Opus, electricity, hall and office DD	£27.00	£1.35
Opus, gas, hall and office DD	£111.22	£5.56
Centrepoint, phones/broadband DD	£87.36	£17.47
	£10,200.72	£776.78

Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** Mr Cox said that there had been some vandalism at Beare Green Village Hall. New door hinges and handles had been needed. The Chairman thanked Mr Cox for dealing with this matter. An invitation was extended to all Councillors to attend the opening of the new Beare Green Village Hall on 23 July. Mr Cox, Mrs Ford, Mr Ball and Mr Garber said they would attend. Mr Cox mentioned that cars were parking on the pavement along Newdigate Road, making it impossible for residents to walk past without going into road. Mr Cox said he would furnish the Clerk with the addresses and letters would be sent to these residents asking them to refrain from blocking the pavement.
- (ii) **Capel:** There had been complaints from residents regarding dogs being allowed to go into the MUGA and being allowed to urinate and defecate there. It was stressed that the MUGA was purely for sport and not for training or exercising dogs. It was agreed that a sign would be put up stating the it was a play area and to keep dogs out for hygiene reasons. The Clerk was asked to arrange for a sign to be installed. It was also agreed that there should be a self-closer on the gate into the MUGA to deter dogs from entering. Fred Evans would be asked to deal with this. The drains outside Wayside Flats in Vicarage Lane need to be attended to. SCC had been contacted to deal with this matter and it had been acknowledged saying it would be attended to. To date nothing had happened. The Clerk was asked to write to SCC again.
- (iii) **Coldharbour:** There were no matters for discussion from Coldharbour.

13 URGENT MATTERS FOR A FUTURE AGENDA:

None

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

- 14 CORRESPONDENCE:** The Chairman said a letter had been received from the Trustees of Charlotte Broadwood flats in Capel regarding a tree that was spanning Parish land and the land at the rear of the flats. Dead wood in the tree needed to be removed. The Trustees had received an estimate for the work and was asking the Parish Council if it would consider paying half. It was unanimously agreed. The Clerk would write to the Trustees with this agreement.

DATES OF NEXT MEETINGS:

Planning Committee: 4 July 2016 at 7.30pm in the Parish Hall, Capel.

Parish Council Meeting: 18 July 2016 at 7.30pm in the John Venus Hall, Coldharbour.