

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 APRIL 2016 AT 7.30 IN CAPEL PARISH HALL

PRESENT: Mrs A Schryver (Chairman), Mr P Garber, Mr S McLachlan, Mr K Salter, Mr C Ball, Mrs P Dale, Mr Margetts and the Clerk

1 APOLOGIES FOR ABSENCE: Mr D Cox, Mrs L Ford, Cllr Mary Huggins (MVDC)

2 IN ATTENDANCE: Cllr David Mir (MVDC), Cllr Corinna Osborne-Patterson (MVDC)

3 DECLARATIONS OF INTEREST: None.

4 POLICE MATTERS:

(i) Mr McLachlan had discussed with Cllr Mir and the new owner of the Coldharbour pub the theft of valuable garden ornaments last month. The police did not attend but an email had been received indicating that because of police cuts they will not investigate such incidents. However, as the meeting noted, there had been no police cuts, although the recent police reorganisation had been undertaken in anticipation of these. This reorganisation had resulted in even less police coverage than previously of rural areas such as Coldharbour, Beare Green and Capel. The Clerk was asked to draft a letter to the police complaining about the reduction in service.

(ii) Youths had set fire to the Capel playground safety surface again. The fire brigade attended and notified the police subsequently. £3,000 of damage had been caused this time and again there would be a £100 charge on Parish funds for the insurance excess. It was decided to investigate the cost of installing CCTV cameras. Mr Garber mentioned an installation at a sports facility where 8 cameras cost approximately £3,000 and said he would obtain contact details for the supplier. It was thought that 3 or 4 cameras would be sufficient for Capel recreation ground, one or two to overlook the play area and one or two attached to the Parish Hall overlooking the car park. Mr Margetts knew of a building site which had cameras installed on a 12-month hire basis supplied by Robowatch where the cameras were monitored remotely and agreed to get further details of this.

5 MINUTES OF PREVIOUS MEETINGS: The minutes of the meeting of the Parish Council held on 21 March and the Planning Committee held on 4 April were agreed and signed by the Chairman.

6 PUBLIC QUESTIONS: None.

7 CLERK'S REPORT: The Chairman read the Clerk's Report:

1. No answer has been received from Mr Brown about the water easement in Temple Lane. He has been given until Friday 22 April to respond, failing which the water company will be instructed to remove the connection from the Parish Council's land.
2. Terry Housden of Fields In Trust attended Capel Recreation Ground on Monday 18 April and the process of gaining QEII Playing Field designation has commenced.
3. Repairs to the Beare Green Pavilion external doors will be carried out within the next few weeks. Work to the outside of the building is the responsibility of the Parish Council. Mould is affecting some of the internal walls caused by the ref's shower cubicle leaking water under the flooring and partition walls being embedded into the flooring where they absorb the water. An estimate for repairs of £1,750 has been received. The football club are responsible for internal repairs.
4. Traffic calming consultant Mr Davis has agreed to come to a meeting to assist with suggestions to reduce traffic speed and increase road safety. He suggested that Parish Councillors visit some local Surrey villages where measures to improve road safety have been introduced. The Chairman and Clerk visited the following villages:

Albury: There are no central lines and no side lines on the main road through the village. At intervals there are small '30' speed signs on short posts.

Shamley Green: There are no lines on the main road going through the village centre or on the approach. On the sharp bends at the exit from the village there are lines on the sides and in the centre of the road. SLOW is written on the road surface at regular intervals and there are small posts with '30'speed signs on at intervals.

Shere: On approach there are '20' signs on posts and no lines on the road except at a 1-way priority point. In very congested and narrow areas there are some yellow double lines.

The Clerk was asked to contact Mr Davis to arrange a visit to the Capel. Mr McLachlan was concerned to know how the 60 miles per hour speed limit through Coldharbour village centre could be reduced.

5. During this month maintenance work has been carried out at Capel burial ground, the Bowls Club and around the Parish Office.
6. A letter has been written to the Weald School about the car parking problem outside the school in the afternoons.
7. A request for a dog bin at Markham Park has been submitted to Joe Bailey at MVDC. He will visit the area and speak to the resident to decide the best place for the new bin. Once this has been installed he will send the bill to the Parish Council.
8. The Clerk spoke to the Area Manager for Punch Taverns about its plans for the Crown in Capel. The pub is being taken into Punch Taverns fully managed estate and is closing for refurbishments in the second week of July. This will be a major refurbishment funded by Punch Taverns involving a new kitchen and refurbishments to the exterior of the building and the garden. They will be offering a full selection of ales and drinks and a full food menu when they reopen. The pub is expected to be reopened in August under a new manager.
9. An email has been sent to Cllr Hazel Watson at SCC asking for confirmation of the reduced Highways and Rights of Way budgets and for details of any projects within the Parish which will be affected or delayed by this reduction.
10. An email has been sent to the Royal Mail asking for a post box to be installed at the southern end of Capel. Their website states that hundreds more post boxes are being installed in rural locations this year.

8 PLANNING APPLICATIONS and other planning matters:

MO/2016/0411 – Henhurst Lodge, Beare Green Road, Ockley, Dorking. There was some confusion about which Parish the property is located in. The developers had made a presentation of their proposals to Ockley Parish Council because they were under the impression that the property was in Ockley PC area rather than Capel PC area. MVDC's website indicates that the Parish is "Capel Ockley Within 20m of Capel Parish Within 20m of Ockley Parish". The application is for the erection of a modern structure in the countryside following demolition of the existing dwelling. Mr Garber and Mr Ball will be doing a site visit and reporting back to the next Capel PC planning meeting on 3 May.

MO/2016/0495 – Kitlands Farmhouse, Anstie Lane, Coldharbour, Surrey, RH5 6HQ. The application is for a Certificate of Lawfulness for a proposed development to erect a rear single storey conservatory. The PC consider the application falls within the criteria that applies to such a development and sees no reason to object to it.

MO/2015/1600 - Surrey Hills Hotel. Mr Garber said the application is being dealt with by MVDC who are awaiting submission of further information. Currently they are minded to refuse the application. If more information is supplied to MVDC the PC would also need to be consulted. If the application is refused the site would still be included in the Neighbourhood Plan.

Joint Minerals Local Plan. A letter about this had been received from West Sussex Council. This matter will be discussed at a future meeting of the planning committee.

9 NEIGHBOURHOOD DEVELOPMENT PLAN:

The draft plan is on target for completion by the end of May. Two independent reports have been received, the Housing Needs Assessment and other matters, and the Landscape Assessment. The information is being compartmentalised under the 3 village sections. These reports will be useful for future reference not just for the NDP. There was discussion about dealing with enquiries from the public and it was suggested that a section should be added to the PC's Standing Orders. The Clerk was asked to contact SSALC for their advice on this matter.

10 REPORTS FROM MEMBERS

Finance:

- (i) Accounts for the period 22 March to 18 April were agreed and signed by two councillors and cheques were signed.

STATEMENT PAYMENTS AND RECEIPTS 22.03.16 - 18.04.16

PARISH HALL & OFFICE		VAT
Furniture/cleaning equipment (4/4)	£2,256.17	£425.97
MK Flooring (4/4)	£4,869.00	
TMC Construction (4/4)	£1,090.00	£218.00
Image Co, door signs	£76.00	£15.20
Ede Bros	£60.00	£6.50
K Carter	£2,263.28	£452.65
sub-totals	£10,614.45	£1,118.32
ADMIN & OTHER PAYMENTS		
SSALC/NALC 2016-17	£1,077.97	
S&ES Water, Bowling Club	£12.36	
S&ES Water, Allotments	£13.64	
S&ES Water, Sports Pavilion	£43.35	
MVDC Parish Hall Rates 2016-17	£1,366.75	
MVDC Burial Ground Rates	£12.10	
Memorial Hall Room Hires (8)	£189.00	
Clay Griffin, tree work, cutting etc	£535.00	
Viking, colour toners, stationery	£169.71	£33.94
Stamps, postage	£28.98	
Lunch NDP all-day mtg 11/4	£31.99	
L Bignell, clerk's salary/mileage	£1,395.23	
HMRC tax	£343.00	
SP Cooke, audit/end year procedures	£545.00	
Opus Electricity, Hall & Office DD	£93.07	£4.65
Opus Gas, Hall & Office DD	£123.41	£6.17
BT, PC's email address DD	£16.50	£3.30
Centrepoint, broadband & phones DD	£99.25	£19.85
sub-totals	£6,096.31	67.91
Parish Hall & Office inc VAT	£11,732.77	
Admin & Other inc VAT	£6,164.22	
Total Payments 18 April	£17,896.99	

RECEIPTS as at 18 April

Interment ashes	£350.00
Allotment renewals	£50.00
MVDC Precept & Grant	£29,508.50
Total Receipts	£29,908.50

- (i) Update on Parish Hall expenditure. This was still within budget with enough of a surplus to cover the final few purchases i.e. acoustic boards, blinds and a projector.

Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** Further drainage work needs to be done on the Green and two quotes had been requested, one to include disposal of the spoil on site and one to include disposal off site.
- (ii) **Capel:**
- (a) Mrs Schryver said she had contacted the resident who was concerned about the condition of the burial ground and the complaint had been dealt with.
 - (b) There was concern about cars parked opposite the doctor's surgery with "for sale" notices on. A car had been parked on The Street packed with belongings and a mattress. A resident had asked the Clerk to write to the deceased owner's son requesting him to remove the car as it could not be towed away by MV until June when the road tax expires.
 - (c) A large Millennium coach had been parked on Coles Lane during the day. It was suggested that the coach was only parked there between the school runs morning and afternoon, but a request should be made that it parks elsewhere in future.
 - (d) Mr Margetts asked when the Burleys mowing contract would commence and this was confirmed as having already started.
 - (e) Mr Garber said he had given an interested party the details of MV's proposals about how to get in touch with the owner of Hurst.
 - (f) Mr Margetts asked what progress had been made with Brook Cottage and Mr Garber said enforcement action was imminent to have the illegal occupants of the site removed. Notice of when this is to take place will be given. The present occupants are removing hedging to use for firewood and this is impacting on the adjacent nature reserve. It was suggested that concrete blocks or large logs be placed on the site to prevent further access once it has been cleared. A piece of land was for sale through Hamptons and Mr Garber said he would deal with this.
 - (g) No answer had been received regarding making Capel bus stops more vandal proof.
- (iii) **Coldharbour:** Mr McLachlan had mentioned Coldharbour concerns under point 4 on the agenda. Mr Garber read a letter from Surrey CC about Bury Hill Wood. The Parish Hall had been booked for the meeting on 11 May. Mr Garber would be attending together with Mr Max Rosenberg as a representative of LHAG. Mr McLachlan was unable to attend.

11 URGENT MATTERS FOR A FUTURE AGENDA:

- (a) Mrs Schryver said the Clerk had asked for an Assistant Clerk to be employed as soon as possible to cope with the increasing volume of work and this was agreed by all. It was requested that the Assistant Clerk be able to do shorthand and write reports. The Clerk was asked to draft an advertisement and contact local Parish Clerks to see if there was any availability to do 10 hours a week in Capel. If this did not bring any results, to then contact SSALC for advice.
- (b) Traffic calming would be on the Agenda for the June meeting.

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

12 CORRESPONDENCE:

- 1 Capel Horticultural Society have written to say they are organising a litter pick at Markham Park Copse on 15 October and have asked for the Parish Council's assistance. A letter will be sent to all the households informing them of the litter pick and giving information about how to dispose of garden and other waste. The meeting said they were happy to do this.
- 2 A sample commemorative medal in honour of the Queen's 90th birthday has been received from Tower Mint asking if the council would like to order more. The medal has been struck exclusively for schools and councils at a special price of £1.99, minimum order is 10 (plus admin, carriage & VAT). This was discussed and the medal examined. No decision was taken as to any orders being placed.
- 3 The Surrey Association of Local Councils are holding a Forum on Thursday 21 April from 9.30 to 3pm at Loseley Park, Guildford. Notice of this has been sent to all Councillors.
- 4 The Dorking & District Preservation Society are holding their AGM at the United Reform Church in West Street on Friday 22 April at 7pm.
- 5 London and Surrey Cycling Partnership have written to say that Prudential Ride London cycle events will take place in Surrey on Sunday 31 July.
- 6 Surrey's Countryside Access Officer has replied to the PC's complaint about the condition of Footpath 190 in Capel to say that she will look at it in the next month or so and she is aware of various problems with the route over the years.

DATES OF NEXT MEETINGS:

The Planning Committee meets on Tuesday 3 May 2016. The Finance Committee meets on Monday 9 May 2016 and the Parish Council Annual Meeting is on Monday 16 May 2016. All meetings start at 7.30pm and will be held in Capel Parish Hall.