

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 JANUARY 2016 AT 7.30pm IN THE COMMITTEE ROOM AT CAPEL

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

1 APOLOGIES FOR ABSENCE: Cllr Mary Huggins and Cllr Corinna Osborne-Patterson (MVDC Capel, Leigh & Newdigate), Cllr Michelle Watson (MVDC Beare Green)

2 IN ATTENDANCE: Cllr David Mir (MVDC Leith Hill)

3 DECLARATIONS OF INTEREST: None.

4 POLICE MATTERS: There were no representatives of the police in attendance but crime figures for the period 17 November to 17 January had been received. PCSO Pat Booker had advised that changes in neighbourhood policing meant that she may not be able to attend Parish meetings officially in future, but would be able to attend informal meetings with councillors and parishioners to discuss any concerns. Mr McLachlan had attended a briefing in Guildford about changes to Surrey's police service. The local Inspector will have a bigger team but officers will not be allowed to specialise. Training will be given to all officers to enable them to respond to a wider variety of incidents in all areas. Councillor Mir reported that 2 new scramble bikes had been purchased by the police to add to the 2 bought by the Parish Council and 4 officers will be trained in their use. Mark Trezise will no longer patrol the area and has been taken off practical duties, although he will follow up reports received from officers on bike patrol duties. A request has been made that he becomes the wildlife officer for Surrey Hills, which has been favourably received so far. The chairman of the Parish Council will attend a further briefing about the new police arrangements on 11 February.

5 MINUTES OF PREVIOUS MEETINGS: The minutes of the meeting of the Parish Council held on 14 December 2015 previously circulated to councillors were adopted and signed by the chairman.

Mr Garber, chairman of the Parish Council's Planning Committee, raised the matter of the Brook Cottage planning application which had been considered and rejected by MVDC's Development Control (Planning) Committee. There had been 35 letters of support and no letters against the application and the applicant's representative and the Chairman of the Parish Council's Planning Committee were therefore allowed to speak to the Committee for 3 minutes in support of the application. The Chairman of the Planning Committee expressed the concerns of the whole Parish Council about the Committee's decision to reject the application and the Clerk undertook to write to MVDC outlining those concerns for further consideration and discussion.

The minutes of the Planning Committee held on 4 January 2016 had been circulated to all councillors and were adopted and signed by the Chairman.

6 PUBLIC QUESTIONS: No members of the public were present.

7 CLERK'S REPORT: The Chairman read the Clerk's Report which gave an update on matters raised at the previous meeting (**attached**). There was a brief discussion about the following numbered items:

(2) The estimate for water drainage work at Beare Green will be discussed by the Finance Committee on 8 February.

- (3) The estimate for rebuilding parts of the church wall will be discussed at the Finance Meeting on 8 February. Friends of the Church have indicated they would share the cost of this work with the Parish Council.
- (4) Traffic calming measures in Coldharbour, Beare Green and Capel, will be on the Agenda for the meeting of the Full Parish Council on 15 February.
- (6) Councillors reviewed their declarations of interests and it was suggested that membership of organisations such as the National Trust represented a non-pecuniary interest.
- (7) It was decided to make no response to the solicitor's strange email in respect of the Temple Lane water easement, and the Parish Council's position remains as previously stated.

8 PLANNING APPLICATIONS: To consider planning applications received since 5 January 2016 and other planning matters.

MO/2015/1600: Surrey Hills Hotel, Horsham Road, Beare Green. This application is for the erection of 9 dwellings, including one bungalow, on the site at present occupied by Surrey Hills Hotel. The site is in the Green Belt but being in effect brownfield it would not adversely impact upon Green Belt criteria. There has been consultation with neighbours and a public meeting was undertaken by the developers. A presentation was also made to the Parish Council by the developers and while the Parish Council supports the development of the site it considers that the application is premature in advance of the emerging Neighbourhood Plan. The proposal has been submitted for consideration for inclusion in the Neighbourhood Plan. It is felt that this proposal does not provide a wide enough housing mix, having too many 4-bedroom houses when it is known that more people in the area are looking to downsize to smaller homes. Reducing the number of 4-bedroom homes, increasing the number of 3-bedroom homes, and adding two further 2-bedroom or 3-bedroom homes would provide a better housing mix and bring the total number of dwellings to 11 which would trigger the affordable housing scheme. If planning permission were to be granted for the erection of 9 dwellings, the financial contribution by the developers in lieu of provision of affordable homes must be applied to benefit Capel Parish in general, and as a priority in Beare Green, and this must be secured by planning agreement. As currently submitted, the Parish Council recommended that this planning application be refused. Notwithstanding this recommendation, the Parish Council is in discussion with the applicant's consultants and this may result in a revised recommendation.

MO/2016/0032: Siam Gardens, Trig Street, Newdigate. Application for change of use of an agricultural building to a dwelling. The site is located in the Green Belt and there is no reasoned justification for a change of use. The location is not sustainable, and contrary to policy which has regard to a different threshold criteria. The Parish Council therefore recommended that the application be refused.

MO/2016/0033: 8 Paddock Grove, Beare Green. Application to build a part single storey part two storey extension and to convert a garage to habitable accommodation. The house is on a corner plot backing onto the A24 and is at the end of a cul de sac. The proposed extension is carefully thought out and would not have an adverse impact on the neighbouring property. The Parish Council would support that part of the application. However, there is concern about the application for change of use of the garage to a habitable room, as there would be an impact upon car parking provision, leaving only one car parking space and visitors having to park on the road. There would also be an impact on cars turning around at the head of the cul de sac. The Parish Council recommended that the application, as currently presented, be refused.

9. NEIGHBOURHOOD DEVELOPMENT PLAN: At the request of the Mole Valley executive member for planning, Councillor Seed, confidential briefings were given to MVDC regarding the sites. Concern was expressed by parish councillors that there may have been a breach of confidentiality following these briefings and the Clerk was asked to raise the matter with MVDC so that the matter could be investigated.

Following the public meeting on 26 January at which members of the public will be asked for their comments on the various site submissions, there will be a meeting of the Parish Council and all members of the Steering Group to decide which sites should be included in the Neighbourhood Development Plan having taken into account all the comments received by residents. There is a legal obligation to consider all sites submitted. Everyone will be aware by 10 February which sites are going to be included or excluded. There will be a further meeting with MVDC in March. An independent appraisal is being conducted in relation to landscaping and the villages and consideration of areas that might be included or excluded in the conservation areas will be part of that assessment within the Neighbourhood Plan process.

- 10 PARISH OFFICE UPDATE:** The refurbishment is continuing according to the planned timetable and within budget. It is expected that the Parish Office will be ready for occupation by mid-February and the Hall will be completed in time for the Annual Parish Meeting in mid-March.

11 REPORTS FROM MEMBERS

Finance:

- (i) The minutes of the Finance Committee meeting held on 28 December had been circulated to all councillors and these were agreed by the Full Council and signed by the Chairman.
- (ii) Following discussions at previous Finance meetings, the final agreed version of the annual risk assessment had been circulated to all councillors. This was agreed by the Full Council and signed by the Chairman.
- (iii) The Draft Budget prepared by the Finance Committee had been circulated to all councillors. The precept required for 2016-2017 had been calculated at £49,800. This sum represents a 29 per cent increase on the previous year's precept and has become necessary to pay for longer hours for the Clerk and the appointment of an Assistant Clerk to manage the increasing workload within the Parish. The Parish maintenance budget has been increased by 3 per cent and the other heads of expenditure have been kept steady. Urgent expenditure to be considered at the next Finance Committee relates to replacement of 3 Beare Green pavilion external doors, Beare Green drainage work, and extensive repairs to Capel Church wall. As mentioned earlier, the Friends of the Church are happy to contribute half the cost of those repairs but the remaining £5,000 cost will have to come out of reserves. Reserves in the NS&I account as at 1 January 2016 are £47,979.47, which includes interest capitalisation of £377.16.
- (iv) A motion adopting the Draft Budget and precept requirement of £49,800 was passed unanimously by the Full Council. The MVDC precept request form was completed and signed by two councillors.
- (v) The accounts detailing receipts and payments were agreed and signed for the period 15 December 2015 to 18 January 2016 and cheques were signed by two councillors.

PAYMENTS	£	VAT
Neighbourhood Development Plan: (£299.87)		
Sign Local/Colour 24 (refund PG), banners	127.44	
Image Co, A4 copies	22.50	4.50
Image Co, A3 & A4 colour copies	72.00	14.40
British Bookshop Stationers, folders (refund PG)	14.78	
BGCA, hall hire, public meeting	38.25	6.00
Parish Office/Community Hall: (£16,985.60)		
Ede Bros, collecting/delivering free filing cabinets	60.00	12.00
MTH Scaffolding Ltd	960.00	192.00
Stewart Collins Electrical, 1 st fix electrics	1,600.00	
K Carter, renovations, 3 rd stage payment	10,000.00	2,000.00
D Street Electrical, 1 st fix electrical installation	1,600.00	

BBS Inspections Fee	234.00	46.80
Admin & Other Payments: (£4,419.85)		
L Bignell, Clerk's salary & miles	1,399.53	
HMRC tax	343.20	
Stamps (refund LB)	10.26	
Play Smart UK Ltd, repair Capel play surface	1,850.00	370.00
Ede Bos, document storage	28.00	5.60
BT broadband, final bill	102.72	20.54
Capel Assist, start-up donation	100.00	
Capel & Beare Green Magazine donation	100.00	
St Mary Magdalene Church Magazine donation	90.00	
Total	21,705.32	
RECEIPTS (31 December 2015 bank statement)		
Capel Sports Pavilion, legal fees for lease	830.40	
Sherlocks, re A Welby & P Craven	415.00	
Total	1,245.40	
Current Account	93,023.54	
Cash book/Reconciled bank balance at 31.12.15		

Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** (a) The pavilion doors had been mentioned earlier. (b) The muddy verge at the entrance to Breakspear Gardens has still not been dealt with by the developer who has been asked to place posts there to prevent cars parking. (c) There is a piece of Network Rail equipment causing an obstruction outside the station and the Clerk was asked to find out how long it will be there. (d) The footpaths along the A24 are shrinking owing to incursion from undergrowth. The Clerk was asked to contact Highways about cutting this back. (e) A stopcock near the Beare Green pavilion has been damaged and Mr Cox undertook to buy the spare part to repair this.
- (ii) **Capel:** No further matters.
- (iii) **Coldharbour:** There had been no BHF grant money left to pay for a defibrillator but the Bonfire Committee has awarded money to the Village Society for this and subject to discussion with the pub the defibrillator will be located in the refurbished telephone kiosk opposite the pub. The car park in front of the pub is being developed and it will be out of action for 6 weeks.
- (iv) There was a discussion about possible events being organised within the three villages to coincide with the Queen's Birthday celebrations. The Beare Green committee are discussing this. There will be a litterpick in Capel the weekend of March 4th to 6th.

12 URGENT MATTERS FOR A FUTURE AGENDA:

There was a discussion about the way the Parish Council disseminates information to the wards. Comprehensive information is available on the Parish website (www.capel-pc.gov.uk) and individual councillors are responsible for sending out information to their wards. The chairman asked that all information which councillors send out by email be copied to the Parish Clerk. The Clerk puts a report in the Capel & Beare Green Magazine each month and information has also been published in the Coldharbour & Abinger Magazine on behalf of the Parish Council. The St Mary Magdalene Church Magazine which is distributed in Beare Green has not published anything on behalf of Capel Parish Council. The chairman asked councillors to provide the Clerk with a list of email addresses they use to send out Parish Council information.

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

- 13 CORRESPONDENCE:** Various emails and letters had been forwarded to Parish Councillors since the last meeting and the following were of particular interest:
- (i) A letter has been received from Surrey County Council advising of their proposal to apply to the Magistrates Court for the stopping-up of highway land at Godwins Nursery in Beare Green. The owner has requested the County Council to apply for this to enable him to take responsibility for the land in question. The land has already been fenced off by the owner. The Parish Council may object to this application. Mr Garber pointed out that the plan provided with the letter was out of date and incorrect and asked the Clerk to obtain an accurate plan from Surrey County Council.
 - (ii) An email regarding grants arrangements for Neighbourhood Development Plans has been received. It gives the timetable for reporting spending so far and dates for making further applications if necessary. The current grant has not been spent and any application for further funds to be spent before 31 March this year would have to be submitted by 29 January. Applications made after 1 February will be considered for grants starting from 1 April, to be spent within 6 months, i.e. by September.

DATES OF NEXT MEETINGS:

Planning Committee: 1 February 2016 at 7.30pm in the Committee Room at Capel Village Hall.

Finance Committee: 8 February 2016 at 7.30pm in Committee Room at Capel Village Hall.

Parish Council Meeting: 15 February 2016 at 7.30pm in the Committee Room at Capel Village Hall.