

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 20 NOVEMBER 2017 AT 7.30pm AT BEARE GREEN HALL

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

**IN ATTENDANCE:** District Councillors Corinna Osborne-Patterson, Michelle Watson and Mary Huggins.

**1. APOLOGIES FOR ABSENCE: Councillors Mr L Margetts and Mr K Salter**

**2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 16 OCTOBER 2017:** The minutes were adopted and signed by the Chairman.

**3. MATTERS ARISING:**

**Pear Technology** – The link to this system and all information will be forwarded to Councillor McLachlan.

**Capel Bowls Club Pavilion** – Will be discussed under Ward Matters.

**Finance Risk Assessment** – Will be included on the agenda for the December meeting.

**Bench at Coldharbour** – This has not yet been repaired and needs attention without delay.

**Parish Wardens** – Mrs Schryver said that Ashington Parish Council employs two wardens. The Parish Council has a precept of £100,000.00 which is in line with that of Capel. The wardens are recruited and employed by Horsham District Council but funded by the Parish Council. The salary for two wardens is £48,000 per annum plus expenses. Their duties are to work closely with the Police regarding anti-social behaviour, make home visits, help run youth clubs. They do not have the same powers as the Police but have the power of presence in uniform. They work a total of 55 hours a week. Mrs Schryver and Councillor Watson will speak with Horsham District Council to obtain further information. This item will be included on the December agenda.

**4. DECLARATIONS OF INTEREST:** Councillor McLachlan, item 13, Europa Oil and Gas.

**5. PC LUCY MARRIOTT AND PC SUE GARGINI :** PC Marriott and PC Gargini had been invited to attend the meeting as local residents had witnessed an increase in anti-social behaviour recently and there was also dissatisfaction in the 101 telephone reporting system. PC Gargini said that she was aware that there had been a rise in anti-social behaviour, but the Police were now engaging with members of the community and young people to increase awareness. A lot of information was being put onto social media which was not necessarily accurate. PC Marriott informed the meeting of the crime statistics for last month. There were a few incidents recorded for Beare Green and Capel but nothing for Coldharbour. PC Gargini spoke at length about the anti-social behaviour and stressed that the Police were aware that it had been orchestrated by persons outside the village. Ties with these individuals were now severed and it was hoped that increased Police presence would curb this behaviour. The Police had been made aware of young people who had taken part in unruly activities and they had been visited and spoken to. It was hoped that having been made aware of how their behaviour was impacting on those living in the villages, their behaviour would be moderated. It was noted that these young people stated that they had nowhere to meet and meet friends. Youths meeting in the bus shelter was an example of not having meeting places and it was believed that the fire in the shelter was not wilful damage but accidental recklessness. It was stressed that all incidents should be reported either by telephoning 101 or reporting on line. If the 101 call system is used, users should be encouraged to complete the Police incident diary sheets, which would collate all calls, answered or not. Councillor Watson said that there had been incidents of disruptive behaviour around the Beare Green Hall last Friday. There had been no response to the 101 calls when children were seen climbing on the roof of the hall and broken the canopy. As the 101 calls were not being answered, people were giving up reporting any incidents. Mr McLachlan said that there were ongoing concerns with rowdy behaviour in Coldharbour every Friday and Saturday night. Cars were

racing through the lanes after the pubs closed, playing loud music and throwing rubbish. Cars were also being dumped in the Coldharbour pub car park. It was confirmed that Councillor David Muir has been made aware of these incidents, but no action has been taken. Engagement was needed in rural areas. PC Marriott is the Police Now Officer who specialises in problem solving techniques. It was agreed the *Country Watch* system worked well for rural communities but unfortunately this had been dropped in favour of *In The Know*, which does not tackle crimes in progress. Mrs Dale mentioned the scramble bikes that had been purchased when the *Country Watch* system was in operation. PC Gargini said that these bikes had now been replaced and updated and were used in the Ranmore Common area. Mrs Schryver mentioned trotters using the A24 to practice. They block one whole side of the dual carriageway causing severe traffic congestion. Mrs Schryver said that she had been told not to bother to report these incidents as the Police would not attend. PC Gargini said she would prefer these incidents to be reported so the Police had evidence to work with. Councillor Huggins confirmed she had been very involved with the Police recently, having been out with them on visits. She and Councillor Osborne-Patterson have arranged a meeting and presentation with Police Commissioner David Munro for the evening of 14 February 2018. The Chairman thanked the Police for attending the meeting, for giving up their time and sharing so much information.

**6. PUBLIC QUESTIONS:** None

**7. CLERK'S REPORT:**

- The half-yearly audit has been carried out by Mulberry and Company, the newly appointed auditors.
- Treeline are progressing with providing the Parish Council with a quote for works to trees identified on the Risk Assessment. They should be able to provide an estimate by the end of this week. Mattree and Clay Griffin have both been given extensions of time.
- The footpath which runs alongside the A24 and Beare Green recreation ground has been cut back and cleared. The ditch will now be cleared.
- Ditches are being monitored and cleared where necessary at Misbrooks Green, Capel recreation ground and Vicarage Lane to ensure there are no blockages/flooding during the winter.
- The small footbridge at the bottom of Capel Recreation ground will be undergoing repairs within the next two weeks. This right of way will be closed on the day the works are carried out. Information will be put up advising walkers.
- Due to on-going road works Horsham Road, Capel will be closed at the junction with A24 Beare Green roundabout from today for up to three weeks. Buses will be diverted via the bypass and will need to double run through the village to Surrey Hills Hotel and caravan site. This will inevitably cause delays to the service.

**8. PLANNING APPLICATIONS:**

**MO/2017/1085 - Lower Gages Farm, Rusper Road, Capel.** This is an application for the erection of an additional agricultural barn for housing cattle and storage. It is a further application for barn development by Taylors Farm Ltd. Need for this barn is not demonstrated and it does not appear to be necessary for farm activities. An additional barn will have significant impact on the surrounding area which will detract from the appearance of openness. It would also have an adverse effect on nearby residential properties. There would also be an impact on local traffic. Previous applications for similar buildings have received significant letters of objection. The Parish Council considered all aspects of the planning application and it was unanimously agreed that this application should be refused.

**MO/2017/1893 - Barnips, Horsham Road, Capel.** This is an application for the subdivision and extension to form a pair of semi-detached dwellings. Consideration must be given to the size and scale of the dwelling and the impact on the adjacent dwelling (6m). The size of the proposed property is disproportionate to the plot. This application is contrary to Capel NDP Policy CA-ESDQ 3. The decision of this application must have regard to the Neighbourhood Development Plan policies. The Parish Council considered all aspects of the planning application and it was unanimously agreed that this application should be refused.

**Proposed Development at Surrey Hills Hotel** – There had been a very positive response to the public exhibition. Most importantly there were strong views on the provision of a bungalow. A revised plan had been received and it included a pair of maisonettes with disabled parking adjacent. The

developers were waiting until after the result of the referendum on Thursday before progressing the application.

**Ruby's Café** – The proprietors has been visited by Mole Valley regarding what is happening at the site. Originally there had been dialogue around the café but it now appears planning permission is being sought for the whole site, including holiday let caravans and on-site activities. No neighbouring properties have been contacted. The Parish Council needs to be very sensitive as to what is proposed. There is no issue with a café. Regard must be given to the green belt, drainage, structures on site, etc. This is not as straightforward as it first appeared.

#### **9. UPDATE TREE RISK ASSESSMENT**

The Clerk confirmed that the tree risk assessment was being priced by three contactors. Treeline had come back confirming that they were willing to undertake tagging and mapping the trees at a cost of £350. As the map would be essential for any further work, the Parish Council agreed for this work to be undertaken. The Clerk will contact Treeline asking them to start work, and give an update for the December Parish Council meeting.

#### **10. REQUEST FROM CAPEL MEMORIAL HALL FOR COMMUNITY PROJECT FUNDS**

Mrs Schryver said the ladies and gentlemen's lavatories in the Memorial Hall are not fit for purpose. However, this does not include the disabled toilet. The works in these areas is now urgent as the hall is almost unlettable. Mrs Schryver said the total value of the works would be approximately £20,000 and work is due to begin in February 2018. County Councillor Helyn Clack has agreed to donate £2,500 towards the cost of the work. Mrs Schryver confirmed that this work has been under consideration for some time, but it had been difficult to find a contractor willing to carry out the work. Without any further donations, the Memorial Hall committee would have to use most of its financial reserves. Mrs Schryver said consideration was also being given to having the kitchen upgraded soon. The Parish Council agreed that the Community Project fund was for projects that would benefit the community and as there was no time to apply for grants, a donation of £2,500 was discussed. Mr McLachlan proposed the donation and all Councillors attending the meeting agreed. The Clerk will send an email to those Councillors not present, outlining the Parish Council's proposal, and asking them to consider the application. District Councillor Watson suggested the Memorial Hall Committee present a business case to Mole Valley for a community loan. Mrs Schryver said this would be needed for the kitchen refurbishment.

#### **11. CAPEL RECREATION GROUND SIGNAGE**

Information has been received confirming that a directional finger post, pointing to the recreation ground, can be erected on the grass verge at the corner of Old Barn Drive, opposite Mortimer Road. Mrs Schryver will obtain drawings and prices for consideration at the next Parish Council meeting.

#### **12. UPDATE CAPEL SPORTS PAVILION LEASE**

The Solicitors Wellers Headley are still dealing with this, but it is hoped the updated document will be available for consideration at the next Parish Council meeting.

#### **13. EUROPA OIL AND GAS, BURY HILL WOOD, off COLDHARBOUR LANE**

Mr McLachlan confirmed that for the second time in three months a decision for the Traffic Management scheme had been returned. Europa are now looking to engage with the public and the Parish Council. LHAG would like to avoid a public meeting without it being purposely stage managed and chaired.

#### **14. NEIGHBOURHOOD DEVELOPMENT PLAN**

Mr Garber reminded Councillors that the vote would take place on Thursday 23 November. Three councillors were going to be present for the official count.

#### **15. 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. The Clerk confirmed that the Auditor had highlighted the amount that was in the

Parish Council bank account. It had been suggested that a sum be earmarked for a forthcoming project. As the Parish Council needed to make a decision regarding the Capel Bowls Club pavilion, it was decided that £10,000 should be earmarked for this work. The Parish Council were custodians of the pavilion and it had been through lack of attention that the building was in disrepair. An estimate had been received for refurbishment of the building, which would see the pavilion virtually maintenance free for a good many years. It was agreed that if rental could be obtained from those groups wishing to use the pavilion as storage, and it could prove to be cost neutral, then there were no issues with going forward with the work. Further estimates would need to be secured before a final decision is made.

**RECEIPTS**

Hall Hire	£75.00
VAT Refund	£2,898.37
Total	<b><u>£2,973.37</u></b>

	Net	VAT	Gross
<b>ADMIN AND OTHER PAYMENTS</b>			
Brian Forsyth	990.00		990.00
John Petts	400.00		400.00
Helpdesq	63.05	12.61	75.66
Helpdesq	50.61	10.12	60.73
G Burley and Sons Limited	787.67	157.53	945.20
Mrs J Russell reimbursement (toner)	182.00	36.40	218.40
Mrs J Russell reimbursement (NDP banners)	132.35	26.47	158.82
SSALC Training	60.00	12.00	72.00
Mrs J Russell salary and mileage	1,417.80		1,417.80
Mrs L Bignell salary	191.24		191.24
HMRC	391.00		391.00
S Dixon for L Quirk	42.00		42.00
Mrs J Russell reimbursement	12.38		12.38
Capel & Beare Green Parish Magazine donation	100.00		100.00
The Royal British Legion Poppy Appeal	55.00		55.00
Rainharvesting Systems Limited	457.10	91.42	548.52
David Sack	440.00		440.00
GACC Membership	10.00		10.00
Mulberry & Co Auditors	224.90	44.98	269.88
Surrey ALC Limited subscription	1,122.03		1,122.03
OPUS Energy (D/D)	25.25	1.26	26.51
OPUS Energy (D/D)	57.43	2.87	60.30
<b>TOTAL</b>	<b><u>£7,211.81</u></b>	<b><u>£395.66</u></b>	<b><u>£7,607.47</u></b>

Current Account reconciled to 31 October 2017 - £64,196.87

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

- i. **Beare Green:** (a) Sight lines are being obscured by overhanging branches and hedges on the bend on Old Horsham Road. As traffic management is needed to cut back in this area, it is not appropriate to do this now as SES Water have traffic management systems in place. It is hoped that work can be done utilising SES Water traffic management. (b) Discussions are taking place with children in Beare Green regarding the possible skate and bike park. A location still needs to be confirmed. (c) The laurel hedge bounding the Beare Green pavilion car park is not being maintained. The clerk will contact the owners and ask them to cut back.
- ii. **Capel:** (a) The yew in the car park outside the Parish Office will be cut back when the conifer hedge is removed for work to begin on the Sports Pavilion extension. This will provide at least three more parking spaces.

**16 CORRESPONDENCE:**

The Parish Council received a letter from Bray Estates regarding land adjacent to Concept House, Capel. This will be included on the agenda for the December Parish Council meeting.

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: 4 December 2017 at 7.30pm**  
**Parish Council Meeting: 18 December 2017 at 7.30pm**  
**Finance Committee: 8 January 2018 at 8.00pm**

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