

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 SEPTEMBER 2017 AT 7.30pm AT CAPEL PARISH HALL, CAPEL

**PRESENT:** Mr C Ball, Chairman, Mrs A Schryver, Mrs P Dale, Mr D Cox, Mr Salter and the Clerk.

- 1. APOLOGIES FOR ABSENCE:** Mr Margetts, Mr S McLachlan, Mr P Garber, District Councillor Osborne-Patterson and County Councillor Clack.

**IN ATTENDANCE:** District Councillors Watson and Huggins, Mrs Lisa Ryan, Mr Richard Herbert, Chairman Ockley Parish Council, Mrs Lesley Fletcher, Clerk Ockley Parish Council and Mr Sean Harrison, Tree and Countryside Officer from Mole Valley District Council.

- 2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 18 AUGUST 2017:** The minutes were adopted and signed by the Chairman.
- 3. MATTERS ARISING:** None
- 4. DECLARATIONS OF INTEREST:** None
- 5. PUBLIC QUESTIONS:** None

**6. CLERK'S REPORT:**

- Residents have been complaining about the condition of grass, verges and trees in Markham Park. Clay Griffin has been asked to undertake some work there. He has also been asked to look at the trees which are reportedly in need of attention. He will submit an estimate before undertaking any tree works.
- The verges and vegetation along Old Horsham Road, Beare Green will be cut within the next two weeks. Traffic Management will be required as some of the work is on the bend in the road.
- A resident has complained about a tree outside a property in Old Horsham Road. This was inspected last year and no action was required. Burleys have indicated that it is a moderate risk and large branches have now fallen due to the high winds. Works will be undertaken to take out any dead wood and make safe.
- Work is being undertaken with Pear Technology to bring the Burial Ground mapping system up to date. They also have all Parish land highlighted on a map on their system. Once this has been checked against the paper map, it will be linked to the Parish's system.
- Burleys have been contacted regarding an ECO map for the tree survey. However, this would incur further costs. Pear is able input all the information we have onto our system without cost. Burley's excel information has been forwarded to them so that linking can be begin.
- Mole Valley District Council has recruited a new CEO. An invitation has been sent asking if she would be willing to come and speak at one of Capel's parish council meetings.
- The shed on the Burial Ground has been taken down and disposed of.

**7. PLANNING APPLICATIONS:**

Three planning applications had been responded to since the last Parish Council meeting. Details of the responses were circulated and all councillors agreed the responses.

**MO/2017/1175 – Knoll Bungalow, Horsham Road, Capel RH5 5JH.** This was an application for the erection of a replacement storage building, which is to be located to the immediate west of Mole Valley Motors. The existing concrete garage, when removed and replaced by a more appropriate structure, will enhance the amenity of Knoll Bungalow. The Parish Council had no objection to the replacement store.

**MO/2017/1176 – Knoll Bungalow, Horsham Road, Capel RH5 5JH.** This was an application for the Certificate of Lawfulness for a single storey side extension. Having considered this application, the Parish Council did not consider it met the requirements for a Certificate of Lawfulness to be granted. The proposed site lines are in an area designated as being in the countryside beyond the Green Belt

and should be subject to the obligations and constraints of that designation. However, it was felt that such a development would not be harmful to the amenity of either adjoining properties and the Parish Council recommended that the applicants should submit a formal planning application for approval.

**MO/2017/1458 – Capel Tennis Club, Capel Recreation Ground, Capel.** This is an application for the replacement of existing floodlighting at the Club. It is to replace 4 by 12metre high floodlights with 6 new 8metre high floodlights. Careful consideration was given to the scheme having regard to the relationship and proximity in directional terms of dwellings in Mortimer Road, Capel. In recommending approval, having regard to the increased intensity of lighting around the courts, the use of the floodlights should be time-limited to 21:30. It should also be noted that no additional floodlights are likely to be approved. The Parish Council also recommended that the new lighting should not be put into use until the old lighting columns had been dismantled and removed from site.

## **8. BIODIVERSITY**

Sean Harrison, the Tree and Countryside Officer for Mole Valley District Council was invited to come along to a Parish Council meeting to talk about biodiversity within the Parish. Mr Harrison had initially responded to a resident who had asked why the grass verges were being so severely cut and his reply had prompted the Parish Council to invite him to address a meeting. Mr Harrison gave a short PowerPoint slide show and spoke about living organisms and habitats within the countryside. Mr Harrison was asked what he considered to be a right time to cut verges. He said cuts were determined by the contractors and emphasised that this was an area where it was safety versus wildlife. Ideally a foot-wide strip of grass left uncut would benefit the wild flora and fauna and not be detrimental to road users. He also mentioned that Mole Valley was an area of Outstanding Natural Beauty and although there were regulations limiting building on the green belt, increased housing on neighbouring land increased recreational use within these protected areas, which needed to be maintained. Councillor Huggins congratulated Mr Harrison on his presentation. Mr Herbert said that whilst he supported the views, Ockley needed more homes to be built within that parish as it had recently seen the closure of a school and pubs due to fewer families being able to move into the area. The Chairman thanked Mr Harrison for the informative presentation and for giving his time.

## **9. CAR PARK, OCKLEY RAILWAY STATION**

Richard Herbert, Chairman of Ockley Parish Council addressed the meeting explaining why an extension to the railway station car park was necessary. At present the station car park was usually full by 07:00 and commuters then moved on to Beare Green and beyond in search of parking spaces. It has been established that the goods yard adjacent to the station could not be considered as an option for additional parking as it was privately owned and the owner had submitted his own planning application for change of use to a car park. Ockley Parish Council had paid out considerable sums for surveys but it was not sure if it could afford to continue if a working partner was not found. It had already been established that Abinger Parish Council would not participate. Mr Herbert was asked about how the car park would be policed and places allocated. He said that it was not considered necessary to have a gated system and parking would be free for residents with permits being issued. Mrs Schryver said that she did not envisage this system working as there was no assurance that a permit guaranteed a parking space. She also asked about insurance and was reassured that this was something Ockley would take on. Mr Herbert spoke of costs to the Parish Councils and confirmed it was likely to £2,200 per parish, per year. Mrs Schryver said that it would be necessary to sell permits to cover this cost. Mr Salter said it would be an additional responsibility to take on but the extra parking capacity would be beneficial as it could ease street parking in Beare Green. This could be viewed as a long-term investment with thirty parking spaces being used daily. This venture would have to prove to be self-funding. Councillor Watson asked if this scheme might possibly hinder Beare Green from operating its own car park in the future. It was agreed that a car park would be an asset and more rail users would enable the District Council to put pressure on Southern Rail to increase the train timetable. Mr Herbert said that he would discuss the matter further with his own Parish Council and contact Capel again with a view to further talks.

## **10. COUNCILLOR VACANCY BEARE GREEN**

Mrs Lisa Ryan had applied to the Parish Council when the vacancy for a Beare Green councillor had occurred. She was invited to address the meeting. Mrs Ryan spoke of her home and work

background and her volunteering with the Beare Green Youth Club. She said she had lived in Beare Green for eight years, enjoyed living in a semi-rural location and would work hard to assist the local community. The councillors thanked Mrs Ryan for applying and agreed to let her have their decision without delay.

The Parish Councillors discussed Mrs Ryan's application at the close of the meeting, and unanimously agreed to offer her the vacancy position. The Clerk will write to Mrs Ryan with this decision.

#### 11. EUROPEA OIL AND GAS

As Mr McLachlan was unable to attend this meeting, there was no update on this subject.

#### 12. NEIGHBOURHOOD DEVELOPMENT PLAN

Mr Ball said that the Neighbourhood Development Plan had been officially submitted to Mole Valley District Council. The date for the Referendum was confirmed as 23 November and should the Plan be voted in, Implementation will be Monday 4 December. It was confirmed that Mole Valley would organise the voting and it will be in three locations, Beare Green, Capel and Coldharbour. It was agreed that now was the time to push for a positive result and organised banners and posters promoting the advantages of having a NDP. Funds would be allocated to cover the costs of extra advertising. A positive statement would need to be put into all Parish magazines. All councillors were asked to participate in this campaign.

#### 13. 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 it was agreed that a further column should be added to indicate the percentage of budget used.

##### RECEIPTS

Burial Ground payment	256.00
Allotment payment	30.00
Hall Hire	65.00
Burial Ground payment	256.00
Precept	47,615.00
<b>Total</b>	<b><u>£48,231.00</u></b>

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
<b>ADMIN AND OTHER PAYMENTS</b>			
S Dixon for L Quirk	84.00		84.00
Mrs Y Christie	440.00		440.00
The Image Company	44.00	8.80	52.80
EDF Energy	22.00	1.10	23.10
Helpdesq	63.65	12.73	76.38
Castle Water	34.52		34.52
The Image Company	86.40		86.40
Mrs J Russell	1,397.80		1,397.80
Mrs L Bignell	191.24		191.24
HMRC	391.00		391.00
Helpdesq	52.22	10.44	62.66
Mr D Cox reimbursement	57.71		57.71
OPUS Energy (D/D)	8.50	0.43	8.93
OPUS Energy (D/D)	22.27	1.11	23.38
<b>TOTAL</b>	<b><u>£2,895.31</u></b>	<b><u>£34.61</u></b>	<b><u>£2,929.92</u></b>

Current Account reconciled to 31 August 2017 - £20,918.09

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

- (i) Beare Green:** (a) It was reported that some of the guttering and a downpipe on the Pavilion is broken and needs to be replaced. Mr Cox agreed to organise the works and payment for these repairs was approved. (b) The footpath along the A24 is overgrown and needs to be cut back. District Councillor Watson said that she had recently discussed this with County Councillor Helyn Clack as this work was something Surrey County Council should be undertaking. (c) Cars had been broken into and a house burgled in Beare Green. The Parish Council had not been informed of this but all petty crime should be reported so that the crime log can be maintained and then presented to the Police as evidence of the need for an increased Police presence in the area.
- (ii) Capel:** (a) The pavements south of Clarks Green roundabout to Clockhouse are overgrown and obscure pedestrian access. District Councillor Huggins agreed to have this matter dealt with. (b) Overgrown hedges are obscuring pedestrian access on pavements in some areas along The Street. It could be that some residents are not able to maintain their gardens. It was agreed the Clerk will write a polite letter, asking for hedges to be trimmed and maintained. (c) There are still reports of anti-social behaviour in the bus shelters at the south end of The Street. It was agreed that laminated notices should be put up in the shops advising the all anti-social behaviour will be reported to the Police, either by calling 101 or on the Police website. The notice will also ask residents to advise the Parish Council if they witness this behaviour or report anything so that the crime log can be continually maintained. (d) The Parish Council was very disappointed to learn from Surrey County Council that financial support for the Traffic Calming project will not be available this current financial year.
- (iii) Coldharbour:** (a) A request has been made for a bench, which is positioned on the green opposite on the pub, to be either repaired or replaced. Until recently, the bench had been maintained by a Coldharbour resident who has now deceased. An estimate for repairs will be sort and a decision made.

**14 CORRESPONDENCE:**

The Parish Council had received several complaints regarding an article in the Parish magazine about the possible closure of amenity tips. This article appeared to be canvassing for political gain. The Parish Council is totally impartial and does not support any political party and believed the magazine had similar aspirations. It was understood the inclusion of this article was an oversight. Councillor Huggins informed the Parish Council that the closure of the tip was a suggestion, not a decision. A decision will not be made until the end of December 2017.

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: 2 October 2017 at 7.30pm**  
**Parish Council Meeting: 16 October 2017 at 7.30pm**  
**Finance Committee: 13 November 2017 at 8.00pm**

**All meetings will be held in Capel Parish Hall.**