

CAPEL PARISH COUNCIL

010. MINUTES OF THE PARISH COUNCIL MEETING held on Monday September 15th 2014 in the Committee Room, Capel Village Hall

011. PRESENT: Mrs A Schryver (Chairman), Mr S McLachlan, Mrs J Pearson, Mr P Garber, Mr K Salter, Mr D Cox, Mrs M Watson, Mr C Ball and Mrs Coke the Clerk.

012. APOLOGIES FOR ABSENCE: Stuart McLachlan. Cllr V Homewood, Cllr M. Huggins and Cllr C Osborne-Patterson had also offered apologies.

013. ALSO IN ATTENDANCE: Cllr Clack. PC Matt Savage was in attendance for part of the meeting

DECLARATION OF INTEREST: None

014. THE MINUTES: Minutes of the meeting on July 21st 2014 were adopted by the Council and signed as a correct record.

015. MATTERS ARISING None

PUBLIC QUESTIONS: None

015a POLICE MATTERS (i) Crime statistics 17.06.14 to 12.09.14.(i.e. 3 month period). Total of 40 Notifiable Crimes – 10 offences in Capel (1x burglary; 6 x criminal damage; 3x theft). 25 offences in Beare Green (1 x burglary; 1 x criminal damage; 8 x domestic incidents; 7 x driver alerts; 1 x drugs; 1 x missing person; 2 x communication offences; 3 x theft; 1 x violent crime. 5 offences in Coldharbour: 2 x theft; 2 x dogs out of control in public place; 1 x burglary.

(ii) A report of a traffic crime committed in Capel on 16th August (not listed above) had been reported at the local police station on the morning of 17th August.

(iii) There was a report of youngsters riding motor bikes accelerating up and down Wolves Hill, The Street in Capel. PC Savage to investigate.

(iv) It was established that a licence is required to operate a drone.

(v) Councillors were alerted to the spate of shed brake-ins in Ockley and were asked to be aware.

015b MINUTES OF PLANNING COMMITTEE: Minutes of the Planning Committee 01.07.14 were received and adopted by the Council.

015c PLANNING APPLICATIONS: Applications listed below include those considered and recommended to the Council by the Planning Committee 01.09.14 and at this meeting.

Application Ref: MO/2014/1009/SCC **Date:** 07-Jul-2014
Case Officer: Mrs Helen Rennie / Emma Pearman SCC
Ward: Beare Green, Capel, Leigh & Newdigate, Within 20m of Beare Green Ward, Within 20m of Capel, Leigh & Newdigate **PSH/Area:** Capel, Newdigate, Within 20m of Capel Parish, Within 20m of Newdigate Parish
Applicant: Ibstock Brick Ltd.
Location: South Holmwood Brickworks, Newdigate Road, Beare Green, Dorking, Surrey, RH5 4SF
Proposal: Review of Mineral Planning Permission (ROMP) for the determination of full modern conditions under the Environment Act 1995, for the continued extraction of clay granted under planning permission ref: MO96/0810 dated 7 October 1996. 'SCC application - for consultation purposes only.'
Response: As above under Public Questions. Councillors requested an extension to the consultation time to allow all neighbours to respond. Clerk to follow up.

Application Ref: MO/2014/1006/SCC **Date:** 25-Jun-2014
Case Officer: Mr Chris Robertson
Ward: Leith Hill, Within 20m of Holmwoods Ward **PSH/Area:** Capel, Within 20m of Holmwood Parish
Applicant: Europa Oil and Gas Limited
Location: Land at Bury Hill Wood, off Coldharbour Lane, Coldharbour
Proposal: Underground drilling corridor of an exploratory hydrocarbon borehole (SCC application - for consultation purposes only).
Response: Once a complete Environmental Statement is received a 56 day consultation will start. (SCC Case Officer Mark O'Hare 0208 5417534 Minerals and Waste Dev)

Application Ref: MO/2014/1025/PLA **Date:** 02-Jul-2014
Case Officer: Mr Donncha Murphy
Ward: Leith Hill **PSH/Area:** Capel, Wotton, Within 20m of Capel Parish, Within 20m of Wotton Parish
Applicant: Mr & Mrs S Lovis
Location: Tilling Springs, Broadmoor, Abinger Common, Dorking, Surrey, RH5 6JZ
Proposal: Erection of 1 No. dwelling and refurbishment of existing swimming pool following demolition of existing dwelling.
Response: Although there is an obvious need to replace the existing dwelling the proposed building is of poor design and in a very high quality landscape. The Parish Council OBJECTS to the proposal

Application Ref: MO/2014/1018/PLA **Date:** 03-Jul-2014
Case Officer: Mr Donncha Murphy
Ward: Beare Green **PSH/Area:** Capel
Applicant: Mr M Bewsey
Location: Chorus Gardens (Former Godwins Nursey), Horsham Road, Beare Green, Dorking, RH5 4RA
Proposal: Revised alignment of access road to serve proposed residential development approved under planning permission MO/2013/0326.
Response: No objection

Application Ref: MO/2014/1050/PLA **Date:** 07-Jul-2014
Case Officer: Mrs H Clarke
Ward: Capel, Leigh & Newdigate **PSH/Area:** Capel
Applicant: Mr J Dale
Location: Aldhurst Farm, Temple Lane, Capel, Dorking, Surrey, RH5 5HJ
Proposal: Installation of solar panels on barn roof.
Response: In line with policy. No objection

Application Ref: MO/2014/1247/PLAH **Date:** 18-Aug-2014
Case Officer: Mr David Webb
Ward: Oakwood, Within 20m of Beare Green Ward **PSH/Area:** Ockley, Within 20m of Capel Parish
Applicant: Mr & Mrs R Lulham
Location: The Barn, Trout Grange, Henhurst Cross Lane, Coldharbour, Dorking, Surrey, RH5 4LR
Proposal: Erection of two storey extension and terrace. Reconfiguration of driveway.
Response: Lies within countryside beyond the Green Belt. Contrary to policy in terms of size and scale. Not a justified development.

Application Ref: MO/2014/1330/CC **Date:** 27-Aug-2014
Case Officer: Mrs H Clarke
Ward: Beare Green **PSH/Area:** Capel
Applicant: Mr J Cox
Location: South Barn, Crackerbarrel Farm, Horsham Road, Beare Green, Surrey, RH5 4PQ
Proposal: Variation of Condition 2 of approved planning permission MO/2011/0577 for conversion of 2 No. barns and erection of 2 No. garages, to allow for submission of replacement drawings regarding alterations to extension roof and openings in building facade.
Response: Not altering the size and scale. No objection.

Application Ref: MO/2014/1283/PLAH

Date: 22-Aug-2014

Case Officer: Mrs H Clarke

Ward: Capel, Leigh & Newdigate

PSH/Area: Capel, Newdigate, Within 20m of Capel Parish, Within 20m of Newdigate Parish

Applicant: Mr J Wood

Location: Temple Wood, Temple Lane, Capel, Dorking, Surrey, RH5 5HJ

Proposal: Erection of single storey rear extension.

Response: Councillors have no issues with the application

015d BROOK COTTAGE – Discussions had taken place with the newly appointed agent: (i) A development of more than one dwelling, possibly bungalows with some shared equity is being considered.

(ii) Quality and design must be maintained protecting the current landscape.

(iii) The landowner must be proactive in taking enforcement proceedings. The PC will not make a contribution towards any enforcement action.

(iv) The strategy would be discussed with the PC and if agreed then with the DC.

015e GATWICK (i) Airports Commission consultation is likely to go out on 22nd October 2014 with a 3 month consultation period (to mid- January '15). (ii) Gatwick Co-Ordination Group letter to all PC's going out w/b 22.09.14 giving stats. on housing and jobs forecasts if 2nd runway developed and requesting confirmation of PC's support. (iii) GACC Gatwick Protest meeting Saturday 22nd November, 2.00pm Crawley Mosque. (iv) On Tuesday 9th Dec. the PC will hold a Public Meeting at Capel Village Hall regarding the Airports Commission Consultation on the Davies Commission plan for a second runway at Gatwick. (v) Gatwick flight paths: letter to be prepared listing facts re. the introduction of Route 4 design NPR without any form of public consultation and asking that the CAA revoke its introduction. The PC and residents to write to Chair of Civil Aviation Authority and Secretary of State for Transport expressing concern that the principal of democratic participation in the decision process has not been applied. Both documents to go in a Press Release.

015f EUROPA OIL - Once Surrey County Council has received full details of the relevant Environmental Impact Statement this application will become 'live'. There will then be a 28 day consultation period giving a deadline for responses by November 6th 2014. This means that at the earliest the application will go to the SCC Committee is 7th January 2015. (25th February if further information is required)

For ease of handling it was agreed that a bound copy of the application documents be purchased rather than working from a CD.

In order for residents to comment on the application the Parish Council will be holding its next Planning Committee Meeting on 6th October at the John Venus Hall, Coldharbour starting at 7.30pm.

016A BURIAL GROUND SHED

A secure replacement is being sought for the dilapidated wooden shed in the Burial Ground in order to store the mower used for the churchyard maintenance.

Friends of Capel Church had offered to contribute half the cost. It was decided that advice should be taken on whether a brick built construction with a concrete floor would be more cost effective / appropriate, the cost of a metal shed being £899.00. An application could be made to the SCC Local Committee for a contribution towards the cost.

016B FINANCE

- 1) Minutes of Finance Committee 08.09.14 having been circulated were adopted.
- 2) NALC Financial Regulations (April 2014) had been reviewed and recommended by the Finance Committee for adoption by the full Council. The Regulations were duly signed and adopted by the full Council.
- 3) Payments and Receipts for September 2014
(Payments were made on September 15th except where otherwise stated. Cheques and accounts were authorised for payment.)

PAYMENTS

Payable to:	£	VAT
Clerk's salary (mnth 05) salary + car +miles	856.80	
HMRC payee only (mntn 06)	67.60	
Viking payments:1x filing cabinet: 2xtwin toner 2x big box A4 paper	256.94	51.39
Clay Griffin: works during August	995.00	
EDF bowls pavilion: Quarterly Pd 02.09.14	25.55	1.28
Capel Village Memorial Hall: April/May	72.00	
Y Christie: minutes and letters Sept planning	60.00	
Burleys: August grass cutting	600.75	120.15
BT telephone DD 23.09.14	94.06	18.81
BDO Audit of Annual Return	600.00	120.00
Total	3,628.70	311.63
	3,940.33	

RECEIPTS		
T Carter (interment)	350.00	
Total	350.00	

Statement Balances (unreconciled) at September 15th 2014

Current Account	194,993.95
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016B4 Conclusion of External Audit September 2014

1. As CPC income for 2014 – 2015 was over £200,000 the Council was required to complete an Intermediate Audit in addition to the standard submission of an Annual Return.

The standard fee for income/ expenditure of £200,001 to £300,000 is £600.00 + VAT which will take us over our budget allocation of £1,000.00 for 2014/2015

2. CPC Annual Return has been ‘qualified’ because:

(i) BDO states that ‘the Council have not carried out a risk assessment as part of its review of the effectiveness of internal control during the year ended 31st March 2014. A risk assessment was undertaken and reported to the Council after the year end. This risk assessment has been reviewed and is deemed to be adequate’

The risk assessment was carried out on March 12th 2014 (within the 2013 /14 financial year) – this was after the Agenda for the PC meeting on March 17th had been sent out. For this reason it was not reported to the Council (and minuted) until the PC meeting on April 14th (within the 2014 /15 financial year)

This situation cannot recur as the Council now has an item ‘Finance’ on its monthly agenda rather than just ‘Accounts’

(ii) The one Minor Issue raised was that a figure which had clearly been crossed out, BDO deemed to ignore that it had been erased and included it as a mistake.

Cost of Elections 2015

Although costs have not been confirmed the likely cost to the Parish if each of the three wards is contested with more than 4 candidates standing in both Capel and Beare Green and more than 1 in Coldharbour (a total electorate of 5,300) – the cost would be £6,500. This would need to be factored into the Council’s 2015 /16 budget.

016C WARD MATTERS- Beare Green

Beare Green (i) Project OverHall –Next phase continuing

(ii) Parking in Old Horsham Road: Yellow lines down one side of the OHR could be considered

Capel: (i) Co-opting member for Capel at October meeting (20.10.14) Letters of interest received from Paula Dale and Stephie Jennings. Both had indicated they would give a 5min presentation at the start of the October meeting on what they feel they could contribute to the Parish

Coldharbour: nothing to report

016D GRASS CUTTING CONTRACT 2015

- 1) To date Burleys had submitted a quote for a 5yr contract. A quote is awaited from Kings of Dorking.
- 2) Burleys current 5yr grass cutting contract expires at 31.10.14 at £5,406.00 inclusive of the maintenance of shrubs and grass round BG hall. Burleys are quoting a 5yr contract starting 1st April 2015 at £5,248.00 inclusive of the BG Hall items rising to £5,792.00 in 2019 (i.e rise of £545 over 5yrs)

016E PARISH AND HIGHWAYS MAINTENANCE

Parish Maintenance

- (i) A quote is being drawn up for clearing the ditch in front of Greenside Cottages, The Street, in Capel. Removal of spoil must be taken into consideration in any quote.
- (ii) Measures are being taken to trace the origins of the 'dry streams' in Capel that surge during wet weather e.g. to the back of Chantry Cottage, The Street, Capel
- (iii) Highways to be approached with a view to the PC taking over mowing the verges in Markham Road. A quote to be obtained for the removal of overgrown shrubs, levelling and reseeding the verges. The SCC local Committee to be approached for funding

Highways Matters

Newdigate Road and Rusper Road are listed for re surfacing during the current financial year. Newdigate Road in particular is in a very dangerous state. Cllr Clack (in attendance) will address the problem of the flooding ditch in Vicarage Lane at the next Highways Forum.

017 CORRESPONDENCE

- 1 SCC +SALC AGM 16th October. 2014 10.00am till 15.30. Manor House Hotel, Newlands Corner. Agenda and Booking Forms available. Respond by Friday 3rd October
 2. October 15th 2014 – Forum of Local Councils, Newdigate
 3. November 10th Dorking Rural Highways Forum Buckland. 10.00 till 12.00
 - 4 Saturday 22nd November Gatwick Protest meeting (2.00pm)
- SSALC 2015 Promotional Products & Assistance for 2015 Elections. Clerk to report back after Clerk's Networking Day 7th Oct
GACC Gatwick Airspace 12.09.14 forwarded to Cllrs. 15.09.14

018. URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OR INCLUSION ON A FUTURE AGENDA – None

019. DATE OF NEXT MEETING: The next meeting of the full Council is on **Monday 20th October 2014 at 7.30pm** in the Committee Room at Capel Village Memorial Hall. **The Planning Committee meets on Monday 6th October 2014 at 7.30pm in the John Venus Hall, Coldharbour.**