

FELBRIDGE PARISH COUNCIL

Meetings are held on the first Thursday of each month (except January and August)
at 7.30pm in the Village Hall

Minutes of the Parish Council Meeting held on 6th June 2019 **at 7.30 pm in Felbridge Village Hall**

Present:

Cllr. Georgina Chapman (Chairman)
Cllr. Joan Harwood
Cllr. Bridget Huntington
Cllr. Ken Harwood (District Councillor)
Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke
Cllr. Ian McBryde
Cllr. Lesley Steeds (County Councillor)

1. **APOLOGIES FOR ABSENCE** were received from Councillor Jo King.
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS** No additions to those already registered.
3. **APPROVE MINUTES OF PREVIOUS MEETING**
The Minutes of the Parish Council Meeting held on Thursday 2nd May 2019 were approved and signed.
4. **ONGOING ITEMS**
Community Consultation:
 - (i) **Leisure and Health Actions:** Nothing new to report
 - (ii) **Transport and Environment Actions:** The temporary toilet was delivered on 24th May and will remain until the October half term.
 - (iii) **Grass Cutting:**
 - a) The Clerk has alerted Surrey Highways to the sight line issues at Snowhill roundabout and at the Rowplatt Lane/Copthorne Road junction due to overgrown vegetation. Surrey Highways have still not provided a schedule of their planned cuts. The one Rural and Urban Cut which took place in March was incomplete excluding large areas such as the roundabout at Snowhill. **Resolved:** FPC approved the use of CIL funds already reserved for three Urban Cuts over the summer months at £390 each. **Action:** Clerk to liaise with TDC contractor.
5. **FINANCE**
 - (i) Approval of the Accounts Statement and Annual Return 2018-2019
The Accounts and Annual Return were approved by councillors and signed by the Chairman and Clerk.
 - (ii) Approval of the Annual Governance Statement
The Annual Governance Statement was approved by councillors and signed by the Chairman and Clerk.
 - (iii) Annual Internal Audit
The Annual Audit was carried out by Peter Frost and no issues required attention.

(iv) Receipts and Payments for May 2019

Date	To / From	Description	Amount	Current Account	Deposit Account
1 st May		Brought Forward		£15031.65	£25,024.87
		Receipts			
17 May	TDC	CIL Final Payment 4A Rowplatt	£1,431.56	£1,431.56	
31 May	TDC	CIL Full Payment Pixiewood	£14,200.56	£14,200.56	
		Sub-Total		£30,663.77	
		Payments			
15 May	Cleaner	Bus Shelter Cleaning	£40.00	-£40.00	
17 May	Parish Clerk	Office Expenses	£37.00	-£37.00	
17 May	Parish Clerk	Payroll	£547.40	-£547.40	
28 May	Auditor	Internal Audit	£213.20	-£213.20	
28 May	Trad Gate Co	Birch Grove Gate	£710.00	- £710.00	
		Sub-Total	£1547.60	-£1,547.60	
		Transfers			
		<nil>			
31 May		Carried Forward		£29,116.17	£25,024.87
		Less Unbanked Transactions		-£217.73	
		Bank Balances pending unbanked transactions		£28898.44	£25,024.87
31 st May	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions (includes CIL revenue of £22669.03)			£54,141.04	
31 st May	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26,000.00	
31 st May	General Reserve (Available Funds minus Allocated Reserves)			£28,141.04	
The balances for both the current and deposit accounts were verified against the latest online bank statements and signed by the Chairman as accurate.					

(v) **Section 137 Payments:** None for this period. **Action:** Clerk to prepare a flyer advising residents and local groups that small grants are available from the Parish Council to help with securing resources for which funding is not available elsewhere. This is to be displayed on the noticeboard at the Village Hall, on the website and for circulation in Cllr. Ken Harwood's newsletter.

(vi) **Community Infrastructure Levy:** The payment due on the Pixiewood development of £14,200 has now been received.

(vii) **Insurance Renewal: Resolved:** A new three-year Insurance agreement was approved at a fixed annual cost of £645 at the Planning Meeting on 16th May and the cover was reviewed and updated.

(viii) **Bus Shelter Damage:** Repair has now been completed.

6. **COUNCILLORS' FEEDBACK**

- (i) **Gate by Birch Grove:** Gate is in production. Awaiting delivery date. **Action:** Clerk to monitor.
- (ii) **Dog Fouling on Footpaths: Action:** Cllr. Clarke to investigate whether signs can be positioned initially on footpaths off the A22.
- (iii) **Signs/Cones on verge near Mormon Temple:** Surrey Highways to remove.
- (iv) **Public Footpath Signs:** Cllr Huntington reported that a number of the public footpath signs had become damaged and need to be replaced or upgraded. **Action:** Councillors to investigate and identify those in most need of repair/replacement and report back by email to the Clerk for further action.

- (v) **Off Road Footpaths:** Councillor Huntington reported that several off-road footpaths were becoming very overgrown specifically footpaths 261, 263, 286. The stile on 258 was damaged and unusable. The Clerk advised that no maintenance had been undertaken by the Rights of Way team at Surrey County Council for the past five years and this situation is unlikely to change due to their serious financial restraints. **Action:** Clerk to report damaged stile to the Rights of Way team.
 - (vi) **Verge at Eden Gardens:** Councillor Huntington reported that this verge is overgrown. It is the responsibility of the residents. **Action:** Clerk to monitor.
 - (vii) **Road Signs:** Councillor Huntington reported that there are still old road signs along the A22. **Action:** Clerk to report again.
 - (viii) **Advertising Signs:** Councillor Huntington reported that there seemed to be a number of smaller temporary advertising signs appearing along the A22. **Action:** Clerk to discuss with Enforcement Officer.
 - (ix) **Development next to Walnut Close:** Councillor Clarke noted that the adjacent field had been cleared including the ancient walnut tree which had marked the county boundary.
 - (x) **Estate Agent Board on Mill Lane:** Councillor Joan Harwood reported that a Mayhews board had been placed on the verge in Mill Lane but had since been removed.
 - (xi) **VAS Sign:** Councillor McBryde noted that the VAS on the A22 was still not working. The Clerk confirmed that it had been reported to Surrey Highways but that there was no funding currently available for replacement and the company who had installed the equipment were no longer trading so a repair wasn't possible either. **Action:** Clerk to monitor.
 - (xii) **Councillor Calendar:** Councillor McBryde has updated the calendar.
7. **DISTRICT COUNCILLOR UPDATE** Councillor Ken Harwood reported that he was being made aware of continued issues with Fly Tipping which he in turn was reporting to TDC who respond quickly. It was noted that the grass on sections of the A22 was very overgrown.
8. **COUNTY COUNCILLOR UPDATE** Councillor Lesley Steeds reported that Surrey County Council continue to operate with severe financial issues which impact both services and resources. Grass cutting is an issue across the area and she has reported problems with sight lines.
9. **SURREY HIGHWAYS:**
- (i) **Crawley Down Road Resurfacing:** The works have been completed to a high standard. Cllr. Steeds was asked to pass on Felbridge Parish Council's thanks to those responsible.
 - (ii) **Overgrown Vegetation:** Problems with overgrown vegetation obscuring sight lines for road users at both the roundabout at Snowhill and at the junction of Copthorne Road and Rowplatt Lane have been reported.

District Councillor Ken Harwood left the meeting.

9. **PLANNING**

(i) **Applications in Felbridge**

Applications Considered at the Planning Meeting on 16th May 2019 attended by Cllr Chapman, Cllr Clarke, Cllr. Joan Harwood, Cllr. Huntington, Cllr. King and Cllr. McBryde.

TA/2019/730 3 Russelldene, Snow Hill, Crawley Down, RH10 3EZ Extension of loft conversion.

Resolved: Felbridge Parish Council are concerned about overlooking to the west due to the large Velux window which appears to be unnecessary. If this application is to proceed, we suggest that there should be a requirement for this window to be fixed and obscured. There is also concern regarding windows to the east. The officer is asked to ensure there is no loss of privacy to Half Acre. Applications considered at the Parish Council Meeting:

TA/2019/920 Firwood, Rowplatt Lane, Felbridge, RH19 2NY Single storey side/rear extension

Resolved: No Action

- TA/2019/893** Woodland Farm. Copthorne Road, Felbridge RH19 2QG Two storey side extension
Resolved: No Action
- TA/2019/879** Merriewood Farm, Herons Lea, Copthorne, RH10 3HE Roof space conversion
Resolved: No Action
- TA/2019/881** Farmside, Mill Lane, Felbridge, RH19 2PE Two storey rear extension.
Resolved: Felbridge Parish Council are concerned about the first-floor windows overlooking to the East.
- TA/2019/865** 9 Hedgecourt Place, Felbridge, RH19 2PJ Proposed orangery
Resolved: No Action
- TA/2019/808** 2. Oak Cottages, Effingham Road, Copthorne, RH10 3HY Single storey rear extension
Resolved: No Action
- TA/2019/814** Felbridge Farm House, London Road, Felbridge, RH19 2QZ Proposed car port
Resolved: No Action
- TA/2019/792** Felbridge Primary School, Crawley Down Road, Felbridge, RH19 2NT Shed and playground works, erection of sunshade/rain canopy and mud kitchen/new railings to enclose area.
Resolved: No Action
- TA/2019/757** Cheddar Lodge, Herons Lea, Copthorne, RH10 3HE Construction of triple Garage and workshop and new gravel driveway
Resolved: Felbridge Parish Council object to this application in the Green Belt as it significantly stretches the area of developed land by siting the proposed car port and workshop so far from the house or neighbouring houses.
- (ii) **Applications Received by Neighbouring Authorities**
 None which directly impact Felbridge.
- (iii) **Appeals:**
- a) **17 Copthorne Road & 15/39 Crawley Down Road:** Cllr. Clarke represented Felbridge Parish Council attending each full day of the hearings and spoke in opposition to the appeal. A decision is expected in June/July.
- b) **Gibbshaven Farm Appeal AP/19/0016:** Felbridge Parish Council's response to this appeal asking for the development to be refused has been submitted.
- (c) **48 Crawley Down Road Appeal: Action:** Cllr. McBryde to circulate a draft response to all councillors (excluding Cllr. Clarke who declared a pecuniary interest when this application was first presented). **Action:** Clerk to submit final agreed response before 19th June deadline.
- (iv) **Chester Lodge:** The business owner wrote to Felbridge Parish Council asking for an opinion on proposed plans for an Equine Hospital on this site. Councillors responded that they were strong supporters of local businesses as long as any development is in accordance with the Local Plan and maintains the integrity of the Green Belt. Without detailed information Felbridge Parish Council are unable to comment on whether the existing site would prove suitable. Consideration would need to be given to the content and detail of any application before submitting comments as part of the planning process.

District Councillor Harwood re-joined the meeting.

10. **CLERK'S REPORT**

- (i) **Roundabout Sponsorship:** Surrey County Council responded within the 28-day deadline and agreed that Felbridge Parish Council were entitled to become sponsorship partners. At the same time, they advised that all forms of advertising were restricted within this area of Tandridge. The Chief Planning Officer at TDC confirmed that this could only be progressed by seeking a policy review which would be expensive and time consuming. **Resolved:** It was agreed not to progress this plan at this time. **Action:** Clerk to advise potential sponsor.
- (ii) **Councillor Training/Update:** Councillors are booked on the on the latest update session organised by Surrey Association of Local Councils on 2nd July.

- (iii) **Defibrillator:** Has now been registered with the WSCC rangers as being within walking distance of the Worth Way.
- (iv) **Playground:** A local parent has emailed with suggestions for improvements to the playground to include a canopy over part of the equipment to protect users from the sun.
- (v) **Thanks:** Received from the Village Hall Management Committee for the framed photograph from the Commemoration Bench Service and from Safe Drive Stay Alive for their donation.
- (vi) **Correspondence:** From residents this month included concern over narrow footpaths; request for an extension to the resurfacing on Crawley Down Road; request for additional crossing point/speed calming on the A264 near the Star Junction;
- (vii) **Hedge Cutting:** A resident has written regarding overgrown hedges. **Action:** Clerk to ask District Councillor Harwood to circulate reminder to residents in his communication hub.

11. VILLAGE MAINTENANCE:

- (i) Quote received for footpath clearance on A22, Copthorne Road and Crawley Down Road to include brushcutting/strimming of vegetation as required for £750 plus VAT. **Resolved:** Expenditure approved with funding to come from CIL revenue. **Action:** Clerk to progress.

12. BUSINESS FOR NEXT MEETING: No additional business

14. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next Parish Council meeting will take place on Thursday 4th July at 7.30pm in the Committee Room. The next Planning Meeting will take place on Thursday 20th June at 7.00pm in the Committee Room.

The meeting closed at approximately 2155.

Patricia Slatter
Clerk to Felbridge Parish Council

