

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 October 2016 at 7.30pm in the Village Hall.

Present:

Mrs. Bridget Huntington (Vice-Chairman)
Mrs. Joan Harwood
Mr. Brian Apps
Mr. Michael Sydney (County Councillor)
Mrs. Patricia Slatter (in attendance)

Mrs. Linda Hainge
Ms. Georgina Chapman
Mr. Ian McBryde
Mr. Ken Harwood (District Councillor)

The Vice-Chairman welcomed two residents who wished to speak about the planning application at Chester Lodge. They had concerns about the retrospective application for change of use.

1. **APOLOGIES FOR ABSENCE** were received from Mr. Jeremy Clarke.

2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

Councillor Georgina Chapman declared an interest in planning application TA/2016/1666 Chester Lodge since she lives in a neighbouring property. In accordance with the Council's Code of Conduct she left the meeting while this matter was being discussed and voted upon.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on Thursday 1st September 2016 were approved and signed.

4. **CHAIRMAN/CLERK'S REPORT**

(i) **Damaged Verge/Footpath, Crawley Down Road:** Surrey County Council and Tandridge District Council continue to dispute responsibility for the footpath along Crawley Down Road. Steve Hyder from TDC made a site visit and said that his maintenance team would dig a channel to allow standing water outside no. 34 to drain into the nearby ditch. This work is done on the understanding that TDC still consider the footpath to be the responsibility of SCC. **Action:** Clerk to monitor.

5. **ONGOING ITEMS**

(i) **Community Consultation:**

Transport/Environment and Green Issues: –

a. **Welcome to Felbridge White Gates:** Agreement has been reached with SCC that gateway signs can be placed at three locations in Felbridge – two on Crawley Down Road; one at Woodcock Hill and two on the Cophorne Road (one of which will be a sign plate only at a reduced level to address sightline concerns). SCC will raise the order, claim the subsidy and arrange for installation. County Councillor Michael Sydney has allocated £1.5K from his local fund towards the cost and will query the overall cost with SCC. **Action:** Michael Sydney to raise the issue of cost with Highways. **Action:** Clerk to monitor.

b. **Gullege Bridleway** – Following Michael Sydney's suggestion that FPC submit an application for funding from the Gatwick Area Community Trust, the Clerk has investigated and will submit an application in January 2017 when the process begins. Organisations working on projects which are open and accessible to all residents can apply for funding. The area covered is Surrey, East and West Sussex and Kent and priority is given to those living in an area directly affected by Gatwick's operations.

The cross county area covered overcomes the issues experienced so far with neighbouring councils unable to work with FPC on the project. **Action:** Clerk to submit application in January.

(ii) **Leisure and Health Actions:-**

- a. **Fencing between Village Hall Grounds and Copthorne Road**– Three quotes have now been received from suppliers for fencing between the woods at the back of the village hall grounds and the Copthorne Road. **Resolved:** It was proposed by Linda Hainge and seconded by Joan Harwood that a hawthorn hedge supported by a chain link fence be planted along the full 15m width of land including the space currently used as a ‘short-cut’ through the woods. The official footpath runs diagonally to a gate which offers a better view of the main road and is therefore safer for users. The estimated cost is £1100 plus VAT and will be covered by reserve funds. **Action:** Clerk to place order.
- b. **Temporary Toilet Facilities in Village Hall Grounds:** Clerk has advised supplier that the temporary toilet contract will finish on 31st October. **Resolved:** It was proposed by Ian McBryde and seconded by Brian Apps that having proved so popular, the temporary toilet facility is provided again for the same period in 2017. **Action:** Clerk to make booking.
- c. **Shelter in Village Hall Grounds:** The damaged panel on the shelter will be replaced week commencing 17th October. **Action:** Clerk to liaise with supplier

- (iii) **Hub Project:** A decision was made by the Hub Project to hand back the Rural Cut to SCC and to retain the Urban Cut with details to be confirmed. FPC have been very unhappy with the quality of grass cutting in Felbridge this year. Work has been sporadic and the grass has just been roughly strimmed. **Action:** Clerk to liaise with Hub Project and provide updates.

6. **FINANCE**

(i) **Current Accounts**

<u>RECEIPTS FROM</u>				
DATE	Nat West Account			TOTAL £
09.09.16	Tandridge D C	Final installment of 2016-17 Precept		7700.00
Lloyds Account				
06.09.16	NatWest Account	Transfer		22000.00
15.09.16	NatWest Account	Transfer of balance to close account		8349.61
				<u>38049.61</u>
<u>PAYMENTS TO</u>				
DATE	Nat West Account	DETAILS	CHQ.	TOTAL £
06.09.16	Felbridge Parish Council	Transfer	240	22000.00
15.09.16	Felbridge Parish Council	Transfer of balance to close account	241	8349.61
Lloyds Account				
01.09.16	P Slatter	Clerk's Sal - September	001	297.60
"	H M Revenue & Customs	Clerk's tax - September	002	74.40
"	P Slatter	Office All'ce & Expenses July & August	003	107.68
"	B Wright	Bus Shelter Cleaning - September	004	37.00
"	Hire A Loo	Portaloos hire July	005	106.39
15.09.16	BDO LLP	Annual Audit	006	240.00
				<u>31212.68</u>

SUMMARY 30.09.16

NatWest Current Account Bank Balance	0.00
Lloyds Bank Balance	5639.89
Less outstanding cheques	0.00
TOTAL BALANCES	<u>5639.89</u>
Less reserves for new Village Gates, A264 fencing, traffic calming, new bus shelter & playground re-surface	-14500.00
AVAILABLE FUNDS	<u>-8860.11</u>

(ii) Section 137 Payments

No requests for payments were received for this period.

(iii) Review of Banking Facilities: Brian Apps hand delivered a letter to NatWest in East Grinstead on 16th September requesting the closure of that account with a nil balance. The account is still not closed. Chased again on 4th October. **Action:** Brian Apps to monitor.

(iv) Annual Audit 2016-2017: The Annual Return has now been received back from the Auditors. Documentation has been uploaded to the Parish Council website and was displayed on the noticeboard at the Village Hall.

7. **COUNCILLORS' FEEDBACK**

- (i) **Limes Pond:** Tandridge District Council have confirmed that the works to clear the pond are scheduled for 1st-2nd November and the surrounding trees and shrubs will be cut back beforehand. **Action:** Ian McBryde and Clerk to monitor.
- (ii) **Overhanging Vegetation on Woodcock Hill:** The Community Gang cut back the overhanging vegetation over the footpath in late September.
- (iii) **Post Outside Village Hall:** Clerk has asked Howard Searle to check all the posts and report back with advice on any action required. **Action:** Clerk to follow up with Howard Searle.
- (iv) **Advertising Board Oakview/The Laurels:** Councillor Michael Sydney has asked officers from SCC to remove the illegally placed Quantum Homes advertising board on the A22 in Felbridge. **Action:** Clerk to monitor
- (v) **Trees:** TDC Tree Officer Steve Hearn had visited the area and confirms that replacement trees will be planted near to Warren Close and on the Village Green to replace the two which have died. A survey will be undertaken on the tree outside the Village Hall. The 'runners' on the Chestnuts will be cut back in the autumn. **Action:** Clerk to monitor.
- (vi) **Footpaths:** Brian Apps passed on thanks from residents who are now better able to access local shops after the Community Gang cut back the overgrowing vegetation restricting the footpaths between Furnace Wood and the county boundary and Furnace Wood and Doves Barn. The Clerk thanked Councillor Michael Sydney for his help in getting the Community Gang to undertake this work. While there has been a real improvement in access on these footpaths, at ground level the footpaths remain covered with moss and are impassable in places. **Action:** Clerk to continue to pursue with Surrey Highways.
- (vii) **Notice on Village Hall Sign for Defibrillator:** Linda Hainge asked that a 'finger' notice directing people to the defibrillator in the Village Hall grounds be added to the sign on the village green. **Action:** Jeremy Clarke to organise.
- (viii) **CCTV in Village Hall Grounds:** Two quotes have now been received for upgrading the existing CCTV system. A third quote is to follow. The Clerk will then create a document for each of the three options so councillors can decide on which option to select. **Action:** Clerk to chase up third quote and prepare documents for discussion.
- (ix) **Tree Debris on A22:** Ian McBryde reported that the debris from a tree which had come down on the A22 was now on the verge. **Action:** Clerk to ask for the debris to be removed.
- (x) **Damaged Footpath Sign:** Ian McBryde reported that the sign directing walkers along footpath 257B leading towards the kennels was lying on its side. **Action:** Clerk to report.
- (xi) **Signs Outside Peacock Lodge:** Linda Hainge reported that there seemed to be an increase in the number of advertising signs outside the Peacock Lodge. **Action:** Councillors to monitor.
- (xii) **Purple Pet Centre Sign:** Joan Harwood reported that the sign outside the Purple Pet Centre had become worn and damaged. **Action:** Clerk to ask for sign to be repaired or replaced.
- (xiii) **Parking at Junction of Rowplatt Lane and Crawley Down Road:** Ken Harwood reported that a resident had raised concerns about vehicles being parked on the junction between Rowplatt Lane and Crawley Down Road. This was making the junction dangerous for users and creating tailbacks on both roads. He had reported the issue to Surrey Police who will monitor. **Action:** Councillors to monitor.

8. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** Councillor Sydney reported that works to major junctions such as the A264/A22 Star Junction were managed by a separate Highways team based in Guildford rather than the usual Highways team who managed other roads and footpaths in the area. Meeting between Michael Sydney and Councillor Heidi Brunson from EGTC is still to be arranged. **Action:** Michael Sydney to report back.
- (ii) **Meeting with SCC to look at Felbridge Issues:** Jeremy Clarke said that two representatives from FPC would still like to meet with a representative from Highways to look at ongoing issues. **Action:** Michael Sydney to report back.
- (iii) **Road Sign Cleaning:** Jeremy Clarke asked Michael Sydney when Felbridge residents could expect local road signs to be cleaned. The Clerk has sent a list of the worst affected signs. Michael Sydney acknowledged the statutory requirement to clean signs but said that following cuts in funding from central government, SCC could not fund cleaning road signs. **Action:** Michael Sydney to review and report back.
- (iv) **Footpath Between Doves Barn and Furnace Wood:** Following Michael Sydney's intervention the Community Gang visited Felbridge on 23rd September and cut back the overhanging vegetation from this footpath. Unfortunately no work was done at ground level and sections of the footpath remain completely overgrown and impassable. This work remains as outstanding on the Surrey Highways list. SCC Highways advise that they are unsure if the works will be carried out this year due to the level of resource available. **Action:** Clerk to monitor
- (v) **A264 Resurfacing:** Jeremy Clarke reported that WSCC had resurfaced an area of SCC land near to the Crawley Down Garage. The finish was poor and uneven. **Action:** Michael Sydney to follow up.
- (vi) **Star Crossroads** Jeremy Clarke reported that a potential developer was advised by SCC that there was no capacity issues with the Star Crossroads. Michael Sydney agreed that this was not true. **Action:** Michael Sydney to raise this and question why a developer would have been given such inaccurate information.

9. **PLANNING APPLICATIONS.**

Paperless Planning: Following the decision by Tandridge District Council to discontinue providing paper copies of planning applications to parish councils, there was a discussion on the options available to FPC and the need have alternatives in place before the end of the year. Options include buying a monitor to be linked to the FPC laptop; buying a projector and screen which would again be linked to a laptop and/or paying to print selected planning papers specifically when there is a particularly detailed application. Wifi at the Village Hall is limited so PDFs would have to be downloaded in advance of meetings. **Action:** Clerk to contact other parish councils to ask what action they are taking ahead of the January deadline.

Planning applications discussed at the Planning meeting on 15th September attended by Linda Hainge, Brian Apps, Joan Harwood, Bridget Huntington and Jeremy Clarke.

TA/2016/1621T Southern Water Compound, Copthorne Road, Felbridge, RH19 2QG

Removal of 12m replica telegraph pole. Erection of 11.7m high phase 4 monopole with additional diplexor cabinet at the base and the installation of a Pogona cabinet.

Resolved: No Action

TA/2016/1500 Camelot Cottage, Domewood, Copthorne, RH10 3HD

Erection of raised roof edge and half hipped roof slope, raised height of existing chimney stack to west elevation incorporating 3 dormer windows to front roof slope in association with conversion of loft space to habitable accommodation.

Resolved: No Action

Planning applications discussed at Parish Council meeting on 6th October

Michael Sydney left the meeting.

Ken Harwood left the meeting.

Georgina Chapman left the meeting.

TA/2016/1666 Offices, Chester Lodge, Woodcock Hill, Felbridge, RH19 2RD

Alterations to the existing building to allow for the use of the first floor area for seminar education for vets. (retrospective)

Resolved: Felbridge Parish Council seriously object to the retrospective planning application. Felbridge Parish Council supported the original application for this construction as appropriate for a green belt construction. However the construction of an external staircase and other additions not included in the original application have been made which were not originally approved.

There appear to have been two sets of plans for the original application, both were drawn on 28th October 2013. Drawing 281013-02 Rev A was submitted as a revision for planning application 2014/614 supported by statements as to the absolute need for the taller building for specified reasons such that the proposed building satisfied the very special circumstances necessary for construction in the green belt. Drawing 281013-04 Rev B also drawn on the 28th October 2013 has been submitted in support of this retrospective application and reflects the building that was actually constructed following approval of 2014/614. The internal structures of this building are designed solely for the purpose of utilising the first floor space and therefore there is no evidence that the building was ever used for all the reasons specified in application 2014/614. As such the retrospective application does not meet the very special circumstances necessary for construction within the Green Belt, nor do the very special circumstances exist for the building to remain in the present built form.

Georgina Chapman re-joined the meeting.

TA/2016/1664 Newlake Gardens, West Park Road, RH10 3HG

Display of 1 x non-illuminated temporary mounted free standing stack pole.

Resolved: No Action.

TA/2016/1714 Treefellows, Domewood, RH10 3HD

Erection of single storey garden room/pool house.

Resolved: No action. (It was noted that there was insufficient detail on size or materials however there is no objection in principle)

TA/2016/1715 Treefellows, Domewood, RH10 3HD

Erection of detached garage.

Resolved: No action. (It was noted that no access was shown on drawings).

TA/2016/1642 Land adj. to Acacia Cottage, Crawley Down Road, Felbridge

Details of landscaping, specification and maintenance (houses are on Mid Sussex Land)

Resolved: Planning for maintenance and landscaping is welcome. Although this development is in Mid Sussex, it is noted that residents will make considerable use of Surrey facilities so the Clerk is to register this application for consideration for CIL payments to Felbridge.

Ken Harwood re-joined the meeting.

10. CONSULTATIONS: Consultation on naming of new development at Little Eden, Copthorne Road, Felbridge.

Tandridge District Council have invited councillors to suggest names for the development being built on the land currently known as Little Eden on the Copthorne Road. The Developer's suggestion was Cope Lane. Councillors suggested either Gatty Gardens, named after the Gatty Family who were the last Lords of the Manor of Felbridge and resided at Felbridge Place or Eden Close to retain the link to the existing property. **Resolved:** Councillors would like a name which has a local connection. **Action:** Clerk to respond to Tandridge District Council with both suggestions.

11. CLERK'S REPORT

(i) Tandridge District Council : Quarterly Parish Council Meeting

Jeremy Clarke and the Clerk attended the last quarterly meeting for Parish Councils which took place in the Council Chamber at Oxted on Wednesday 21st September. In his introduction new Council Leader, Councillor Martin Fisher spoke about challenging times regarding funding. £600K savings have been made by reducing staffing levels at TDC. Funding from Central Government has dropped in real terms from 37% of District Council revenue to a projected figure of 11% over the past four years.

TDC Chief Executive, Louise Round, gave a presentation on the 3SC Devolution plans. Councils across Surrey, East and West Sussex are working together as a team to seek devolved powers and funding from Central Government.

Paul Barton, Chief Community Services Officer reported on a new initiative to deter Fly Tippers known as Tip Off. Parish Councils could request that cameras are placed in areas where fly tipping is a major issue. There was also a discussion on how fly tipping could rise following the reduction in hours and restrictions placed by tips and recycling centres.

- (ii) **Gate by Birch Grove:** The oak gate leading to the footpath next to Birch Grove is damaged and broken at ground level and needs to be repaired. **Action:** Clerk to secure quotes for the repairs.
- (iii) **Tree Planting:** Two replacement trees along with a new tree donated by a resident will be planted in a location to be agreed in the New Year. **Action:** Clerk to monitor

11. ANY OTHER BUSINESS

Ian McBryde raised the issue of an appeal by the developers wishing to build on the land behind 11A Crawley Down Road. Jeremy Clarke had circulated the notice to councillors. **Action:** Clerk to circulate previous response to councillors and ask for comments.

12. BUSINESS FOR NEXT MEETING

Brian Apps asked for the Precept for 2017 to be added to the Agenda for the next meeting. It was proposed by Bridget Huntington and seconded by Linda Hainge that FPC open discussions into increasing the precept in order to fund maintenance works in Felbridge such as footpath clearance and road sign cleaning. **Resolved:** FPC to discuss increasing the precept specifically to fund routine maintenance. **Action:** Clerk to add to agenda for November meeting.

13. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next Parish Council Meeting will be held on Thursday 3rd November 2016 at 7.30pm, in the Committee Room. The next Planning Meeting is scheduled for Thursday 20th October at 7.00pm.

The meeting closed at approximately 10.20pm

Patricia Slatter

Clerk to Felbridge Parish Council

7th September 2016

Copies to:- Parish Councillors, District Councillor, County Councillor, Felbridge School, Surrey Police