

# **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 7<sup>th</sup> June 2018** **at 7.30pm in Felbridge Village Hall.**

### Present:

Mr. Jeremy Clarke (Chairman)  
Mr. Ian McBryde (Vice Chairman)  
Mrs. Bridget Huntington  
Ms. Lesley Steeds (County Councillor)  
Mrs. Patricia Slatter (in attendance)

Mrs. Linda Hainge  
Ms. Georgina Chapman  
Mr. Alan Woodroffe

1. **APOLOGIES FOR ABSENCE** were received from Joan Harwood and District Councillor Ken Harwood
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**  
There were no additions to those already disclosed.
3. **APPROVE MINUTES OF PREVIOUS MEETING**  
The Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> May 2018 were approved and signed.
4. **ONGOING ITEMS**  
**Community Consultation:**
  - (i) **Transport/Environment and Green Issues:**
    - a) **Welcome to Felbridge White Gates:** A gate on the Crawley Down Road was removed since it was causing sight line difficulties, Surrey County Council will refund the gate cost to the Parish Council. **Agreed:** Full sized gate should be replaced by a smaller sign similar to the set up on the Cophorne Road. **Action:** Clerk to liaise with Surrey Highways.
  - (ii) **Leisure and Health Actions:**
    - a) **Temporary Toilet:** Has now been positioned on the patio at the back of the Village Hall and will remain in position until the end of October half term.
    - b) **Drinking Fountain:** Since the existing water source can't be used, set up will be more complicated and therefore expensive. The Parish Council remain committed to proving hydration for local residents and reduce plastic waste. **Action:** Clerk to investigate options and report back when information is available.
  - (iii) **Grass Cutting:**
    - a) Surrey Highway's contractor missed the first rural cut causing sight line issues for drivers (reported to Surrey Highways). The May cut was patchy and of poor quality. The urban cut was not a 'close cut' as contracted. **Action:** Clerk to write to Surrey Highways copied to David Hodge expressing the Parish Council's disappointment with the quality and reliability of grass cutting and expressing disappointment that the same contractor had been contracted despite repeated complaints from Parish Councils about the number of missed cuts and the poor quality of those which did take place.

## 5. CIL REVENUE AND EXPENDITURE:

**Revenue:** Revenue has been received from the Eden Gardens development on the Copthorne Road and 4a Rowplatt Lane. Two further payments are due from the latter.

**Recorded Expenditure:** The annual CIL return records expenditure on clearing footpaths and cutting back overgrown hedges on the Copthorne and Crawley Down Roads and replacing bollards on the Crawley Down Road.

### **Suggested Future Expenditure**

(i) **All Weather Path** from the Copthorne Road through the woods to the rear of the Village Hall with new lamp post. Estimated cost for the powered post from Skanska is £4-£5K.

(ii) **New Playground Equipment** – including accessible swings and swing boats.

## 6. FINANCE

(i) Receipts and Payments for May 2018

Date	To / From	Description	Amount	Current Account
30-Apr		Brought Forward		£18,163.21
		<b>Receipts</b>		
		Sub-Total	£0.00	£0.00
		<b>Payments</b>		
15-May	Clerk	Clerk's Salary & Allowance	£524.32	
15-May	HMRC	Clerk's Tax	£131.08	
15-May	Clerk	Clerk's Expenses (prev. month)	£41.74	
03-May	Cleaner	Bus Shelter Cleaning	£38.00	
10-Apr	Contractor	Replacement bollard installation	£828.00	
01-Apr	SALC	Annual Membership Fee	£648.03	
01-May	Surrey Fire & Rescue	Donation: Safe Drive initiative	£100.00	
16-Apr	Auditor	Internal Audit and Audit Review	£133.34	
		Sub-Total	£2,444.51	-£2,444.51
31-May		Carried Forward		£15,718.70
31-May	Deposit Account Balance			£20,013.78
31-May	Reserves (Traffic calming, bus shelter, playground resurfacing)			-£15,000.00
31-May	Available Funds			£20,732.48

(ii) **Section 137 Payments:** A donation request was received from Kent, Surrey and Sussex Air Ambulance which covers the Felbridge area. The RFO recommended a donation of £250 to match the 2017 figure. **Agreed:** All other councillors decided on a donation of £300. **Action:** Clerk to draw cheque.

(iii) **Online Banking:** RFO now has the paperwork in place to establish online banking and will report back to the next meeting. **Action:** Alan Woodroffe to update.

## 7. COUNCILLORS' FEEDBACK

(i) **Gate by Birch Grove:** Awaiting three quotes. **Action:** Jeremy Clarke to report back.

(ii) **New Data Protection Regulations:** FPC have now updated policies and taken action to ensure compliance with GDPR regulations. FPC Laptop will now use business based software.

- (iii) **Damaged Street Sign On Crawley Down Road:** Has now been repaired by TDC.
- (iv) **Walnut Grove Developer Signs:** One property is still under offer and sign will be removed when sale is completed.
- (v) **Advertising Signage:** Enforcement Officer has visited sites which have positioned large advertising signs without planning permission.
- (vi) **Rubbish Collections – Food Waste and Recycling:** Clerk advised TDC that residents had reported seeing rubbish collectors throwing food waste into the same collection point as recycling. Biffa have responded to say that their operatives know not to mix collections.
- (vii) **World War One Commemoration: Agreed:** FPC wish to buy a commemorative bench to be positioned on the Village Green ideally placed on a stone base. **Action:** Clerk to liaise with TDC regarding planning permission for the base.
- (viii) **A22 Footpath Clearance:** Surrey County Councillor Lesley Steeds has provided £1250 from her allocation towards the £2500 cost of these works. Clerk has completed and returned the appropriate forms. Contract has been agreed with start date to be confirmed.
- (ix) **FOI Request:** Following the request SCC confirmed that the previous contractor had been awarded the grass cutting contract for the whole of Tandridge. The audit process relies on Highways Officers, councillors and members of the public passing back feedback. **Agreed:** Councillors to monitor and comment on the regularity and quality of cuts. **Action:** Clerk to report back to SCC after each scheduled or actioned cut.
- (x) **Village Show, 7<sup>th</sup> July:** Georgina Chapman requested permission to promote the Village Show on the Village Green and on grass verges in Felbridge. **Agreed:** Permission was approved with a start date no earlier than 21 days before the event. **Action:** FPC to organise the Coconut Shy at the Village Show.
- (xi) **ANPR Cameras at Star Junction:** Jeremy Clarke has received a response to his Freedom of Information request relating to the Star Junction. The response indicated that the ANPR system is intended to provide real-time journey time data on the approaches to the Felbridge Junction. This would highlight issues to the control centre who would be able to remotely adjust the phasing of the lights. The system is not operational at present and thus no data regarding vehicle movements or delays is available.
- (xii) **Temporary Road Signs on A22:** Bridget Huntington reported that a number of signs relating to road works and drain clearing have been left behind on the A22. **Action:** Clerk to report to Highways Officer
- (xiii) **Estate Agent Sign 1:** Bridget Huntington reported an estate agent sign advertising an event in Ardingly on the A22 verge. **Action:** Clerk to advise the agent to have the sign removed.
- (xiv) **Overgrown Hedge 1:** Bridget Huntington reported that an overgrown hedge on the A22 was blocking the view of the speed sign. **Action:** Clerk to write to home owner.
- (xv) **Estate Agent Sign 2:** Alan Woodroffe reported that an East Grinstead estate agent had fixed an advertising sign to the Limes Pond fence. The Clerk confirmed they had been denied permission to do so. **Action:** Clerk to tell company to remove the sign immediately and advise that legal action would be taken in future.
- (xvi) **Overgrown Hedge 2:** Linda Hainge reported that several hedges near the junction with Rowplatt Lane and Crawley Down Road were blocking the footpath. **Action:** Clerk to write to householders asking them to cut back their hedges.
- (xvii) **Development Vehicles:** Linda Hainge reported that a large transporter bringing vehicles to a development site off Rowplatt Lane had blocked the lane which unloading. **Action:** Clerk to contact Enforcement Team to ask if permission had been given for this and future closures.
- (xviii) **Village Hall Car Park:** Linda Hainge reported that the flooding issues had been resolved following the contractor's visit and thanked the Parish Council on behalf of the Village Hall Committee for their help.
- (xix) **Travellers:** Georgina Chapman reported that travellers were in Godstone.
- (xx) **Neighbourhood Watch:** Ian McBryde had attended a Neighbourhood Watch meeting and was asked to pass on thanks to FPC for their recent donation.

- (xxi) **County Councillor Update:** Additional funds were being put into Highways. Lesley Steeds was joining two new committees – Adult Social Services and Children & Education and was to be part of a joint committee along with East Grinstead Town Council, WSCC and Surrey Highways looking at the Star Junction. She would report back when information available.

8. **SURREY HIGHWAYS:**

- (i) **Highways Meeting with MP Sam Gymiah:** Jeremy Clarke is awaiting a date for his requested meeting with MP Sam Gymiah.
- (ii) **Vehicle Activated Sign, Copthorne Road:** Surrey Highways have now repaired the sign and FPC asked Lesley Steeds to pass on their thanks.
- (iii) **Mill Lane Resurfacing Works:** Contractor to repair/resurface as part of works schedule which starts in mid-June. **Action:** Joan Harwood and Lesley Steeds to monitor.
- (iv) **Developer/Contractor Vehicle Parking on Crawley Down Road** Surrey Highways have prepared a plan to introduce double yellow lines on the road from the junction towards the school to avoid obstruction near the busy junction and will now consult with residents living in the immediate area. **Action:** Clerk to write to David Curl to confirm FPC's agreement to the scheme progressing. Lesley Steeds to update when information available.
- (v) **Potholes:** A number of residents have made complaints about and reported pot holes along the Copthorne and Crawley Down Roads. The local Highways Officer is monitoring and marking up those which meet SCC's criteria for repair – i.e. are at least 4cm deep.
- (vi) **Crawley Down Road Developments** – Surrey Highways acknowledged FPC letter regarding the impact of further developments on the roads but have not yet responded. **Action:** Clerk to request response.

9. **PLANNING**

(i) **Applications Considered**

Applications considered at the Planning Meeting on 17<sup>th</sup> May

**TA/2018/959 Acers, Herons Lea, Copthorne, RH10 3HE** Erection of two storey side extension

Resolved: No Action

Applications considered at the Parish Council Meeting

**TA/2018/1007 Birchwood, Heather Way, Felbridge RH19 2RF** Erection of a single storey extension to the north and west elevation to provide ancillary accommodation.

Resolved: No Action

**TA/2018/960 Firswood, Rowplatt Lane, Felbridge, RH19 2NY** Commencement of development approved under planning permission TA/2014/1375 dated October 2014.

Resolved: No Action

**TA/2018/558 The Warren, West Park Road, Copthorne, RH10 3EX** Change of use from dwelling house to care home for adult residents with a learning disability. Amended plans,

Resolved: No Action

**TA/2018/1046 Carousel, Herons Close, Copthorne, RH10 3HF** Erection of two storey extension to the south elevation and single storey extensions to the east and west.

Resolved: No Action

(ii) **Applications Received by Neighbouring Authorities**

None which border Felbridge. Appeal on proposed Oleander development on Crawley Down Road has been dismissed.

10. **CLERK'S REPORT**

- (i) **Correspondence:** Received from residents regarding pot holes, grass cutting, redundant phone box of Copthorne Road and requesting additional trees and a damaged stile near Wards Farm.
- (ii) **McIver Close Grass Cutting:** TDC had missed the grassed area inside McIver Close from their Common Land cut. After some discussion as to whether this should be included in the village cut, TDC agreed to include the area in the next cut.
- (iii) **Damaged Footpath Outside 4a Rowplatt Lane:** Developers had left a deep ridge where the footpath had met the property boundary. There was no response from the developer so the Clerk has reported the damage to Surrey County Council and advised the estate agents that the area may be taped off if considered a hazard. **Action:** Clerk to monitor.
- (iv) **TDC Fee for Future Shows and Events:** An email had been received from the Environmental Health Officer at TDC advising that a fee of £200 which had previously been waived for not-for-profit local events would in future be applied unless admission were charged for events. The Clerk replied that small local events in Felbridge could not cover that cost and that admission to events such as the Village Show could not be charged since the events took place in a public space. No response has yet been received. **Action:** Clerk to monitor.

11. **CONSULTATIONS**

- (i) **Tandridge District Council Local Plan - Garden Village Consultation:** An open letter from Keith Jecks, Chair of Policy Planning Committee, advised that the draft Local Plan will recommend the Garden Community should be based in South Godstone.

12. **BUSINESS FOR NEXT MEETING**

No additional business for the next meeting.

13. **DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS**

The next Parish Council Meeting will be held on Thursday 7<sup>th</sup> July at 7.30pm. A planning Meeting is scheduled for Thursday 21<sup>st</sup> June at 7.00pm.

The meeting closed at approximately 10.05pm.

Patricia Slatter  
Clerk to Felbridge Parish Council

