

# **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 6<sup>th</sup> October 2011** **at 7.30pm in the Village Hall**

Present: Mr Jeremy Clarke (Chairman)  
Mr Brian Apps.  
Mrs Linda Hainge  
Mrs Joan Harwood  
Mr Ian McBryde  
Mr Peter Wickenden  
Mr Ken Harwood (District Councillor)  
PC Barry Reece (New Neighbourhood Officer)  
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from Mrs Bridget Huntington and Mr Michael Sydney (County Councillor).

2. **DECLARATIONS OF INTEREST**

Mr Jeremy Clarke declared a personal and prejudicial interest in discussions regarding the proposed allotments in Felbridge (page 46/11), the nature of the interest being that the land is owned by his wife and her brothers. In accordance with the Members' Local Code of Conduct, he was not present at the meeting for the discussion and voting thereon. Mrs Linda Hainge declared a personal and prejudicial interest in item 4(xxiii), page 48/11, the nature of the interest being that she is Chairman of the Village Hall Committee. In accordance with the Members' Local Code of Conduct, she was not present at the meeting for the discussion and voting thereon. There were no other additions to those previously registered.

3. **MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 1<sup>st</sup> September were approved and signed.

The Chairman welcomed the new Neighbourhood Officer for Felbridge, PC Barry Reece, who is based at Lingfield Community Centre. His contact telephone number is 07967 988773, email [Reece2193@surrey.pnn.police.uk](mailto:Reece2193@surrey.pnn.police.uk).

The Chairman also welcomed 2 residents from Crawley Down Road, who spoke about the felling of the trees on land behind their houses on 17<sup>th</sup> September. Although this land lies within Sussex, the residents' houses are in Felbridge, Surrey. The District Councillor gave an update on the situation to date and supports the residents. As 4 protected species were present on this land, the Police Wildlife Officer and Natural England have been involved. Mid Sussex District Council and the Surrey MP have been alerted. The Chairman has also spoken to several residents. **Resolved:** It was agreed that FPC would write to Mid Sussex District Council expressing their disappointment that no action was taken to protect these trees, although they had been warned in advance, and that FPC would also write to Hillreed Homes.

Finally the Chairman welcomed a representative from Felbridge Horticultural Society, and then left the meeting. A site has been found within Felbridge (4.5 acres off Crawley Down Road) and funding is needed to level the ground, erect deer fencing, move a water pipe and install

some doors on an existing building. FPC support this project and agreed to consider funding once quotes have been obtained. It was also suggested that the allotment society could approach the TDC Local Committee for funding.

The Chairman, Jeremy Clarke returned to the meeting.

#### 4. MATTERS ARISING

- (i) **Village Sign:** FPC have agreed to progress installation of the village sign, Two quotes have been received. A third quote is required.
- (ii) **Surrey Council for Voluntary Youth Service:** Linda Hainge and Bridget Huntington would be willing to join a group once Marie Silvester has made some initial enquires at Imberhorne School. Marie is drafting a letter to the school.
- (iii) **Woodcock Hill:** Anita Guy, SCC, has confirmed that the total cost will be £3,585.10 and has a cost code for this project. The £1,000 from the TDC Local Committee will now be transferred to this SCC cost code. FPC agreed to contribute £2,000, leaving £585.10 to be contributed by the residents. **Resolved:** Clerk to contact the residents for their cheque for £585.10.
- (iv) **Fence along Woodcock Hill:** SCC are progressing.
- (v) **Queen Elizabeth II Fields:** Grants are now available from the SITA Trust Queen Elizabeth II Fields for projects which would benefit the wider community. TDC will reply to the letter received from FSRA, once TDC are in receipt of the deeds of dedication for the site.
- (vi) **Gritting:** FPC wish to retain a grit bin on Woodcock Hill. Michael Sydney will ask Steve Cunnah, SCC, if this bin will stay on Woodcock Hill. FPC will need to arrange for it to be filled and discuss whether any more bins are required in Felbridge. John Lawlor has agreed to a grit bin at the end of Mill Lane.
- (vii) **Footpath alongside Cophorne Road:** Clerk had site meeting with Community Payback Co-ordinator on 10<sup>th</sup> March. Michael Sydney will discuss with John Lawlor the Clerk's email which summarised the current situation and asked if SCC could carry out a risk assessment with the Community Payback Co-ordinator. Clerk re-sent email to Michael, which he forwarded to John Lawlor.
- (viii) **Hub Project:** Peter Wickenden and the Clerk attended meetings on 8<sup>th</sup> September and 5<sup>th</sup> October. Four contractors have submitted bids for the Lingfield Hub area and one contractor has submitted a quote for the whole SCC area, including the Lingfield Hub. Peter has reviewed all bids on behalf of the Hub group and submitted his comments to SCC. The moderation exercise with SCC legal and procurement staff will be held on 11<sup>th</sup> Oct and attended by 3 representatives of the Hub group.
- (ix) **Wifi at Village Hall:** BT have confirmed that costs would be £11pm plus the cost of a router (£79 from BT). It was suggested that the Village Hall Committee should apply to the TDC Local Committee for a grant towards the set-up costs. **Resolved:** Clerk to send form to the Village Hall Committee.
- (x) **Graffiti on skateboard ramp:** TDC have inspected the skateboard ramp with RADll Skate Park Repairs and do not feel that there is a need to remove the graffiti on it. FPC disagree and would like the graffiti removed. TDC will sort out the very deep pits in the woods which are becoming dangerous and cut back the vegetation alongside the path. **Resolved:** Clerk to contact TDC about the graffiti.
- (xi) **Community Consultation:** A meeting was held with Anne Bott, SCAPTC, and Chris Howard, Womersh Parish Councillor, on 3<sup>rd</sup> October, attended by all Felbridge councillors. It was agreed that councillors have a duty to consult with their community and FPC need to consider how to progress this. FPC agreed to take the next step and put together a questionnaire to gather the views of

- residents. **Resolved:** It was agreed that the Clerk should contact Surrey Community Action and TDC for examples of questionnaires and the Chairman should make contact with the Leader of East Grinstead Town Council.
- (xii) **New Seats in Felbridge:** It was agreed to locate a seat on the grass triangle at the junction of Crawley Down Road and Rowplatt Lane. **Resolved:** Clerk to obtain quotes from TDC.
- (xiii) **Street Light at entrance to Furnace Wood:** A new lamppost was erected in September but is still not connected.
- (xiv) **Gullege Bridleway:** WSCC Local Access Ranger inspected the bridle path starting alongside the recreation ground – northern end of path 40A in September. This track holds bridleway status and the Access Ranger considers that this path in its current state is suitable and useable for equestrians, cyclists and pedestrians. She will monitor this path for any further deterioration.
- (xv) **The Good Councillor's Guide:** This was discussed at length. The Chairman reminded all councillors of their duty to attend meetings when summoned to do so (P.22). **Resolved:** Clerk to obtain sample agendas. Brian Apps agreed to compile a précis of FPC's Financial Regulations.
- (xvi) **BMX Track at EG Sports Club:** Ken Harwood has spoken to his contact at EG Sports Club, who confirmed that they have no money available for this project.
- (xvii) **Litter Bins:** FPC agreed to purchase 4 new dark green litter bins to be placed by the puffin crossing/telephone box, on the village green by the noticeboard, by the bus shelter in Crawley Down Road, and by Hedgecourt Lake – total cost £970. **Resolved:** Clerk to contact Scott Coughlan, to order these bins and to ask TDC to replace the dog litter bins by Hedgecourt Lake. Clerk to speak to Linda Hainge about replacing the bins outside the Village Hall.
- (xviii) **Felbridge History Board:** A waterproof history board was suggested for the village green. It was suggested that the Felbridge History Society could apply for a grant from the TDC Local Committee.
- (xix) **Crawley Down Road:** The VAS sign in Crawley Down Road reads low. Clerk contacted SCC on 4.8.11 to ask for this sign to be adjusted. **Resolved:** Clerk to contact SCC.
- (xx) **Meeting Point for Older Residents:** To be discussed at a future meeting.
- (xxi) **The Limes Pond:** Steve Hyder had meeting with the Downlands Trust on 30<sup>th</sup> September. **Resolved:** Clerk to contact Steve for an update.
- (xxii) **Bulbs:** The TDC Local Committee have agreed a grant of £250 for the Felbridge Horticultural Society to purchase spring bulbs to be planted in Felbridge.
- (xxiii) **Village Hall:** Quotes have been received for new windows. The Village Hall Committee are looking for grants and have asked if FPC would pay for the replacement windows in the Committee Room. Cost £2-2,500.  
Linda Hainge left the meeting.  
FPC agreed to support this project in principle and will agree a grant when all quotes have been received.  
Linda Hainge returned to the meeting.

## 5. SURREY HIGHWAY REPAIRS:

- (i) **Flashing Wig Wag Lights (Ref 28025659):** Email from SCC dated 28.9.11 stating that SCC are still waiting for the report from their contractors who have still not completed their inspection of all sites.
- (ii) **Access Road to Furnace Wood (83118458):** This item seems to have been deleted from the SCC website. **Resolved:** Clerk to investigate.

## 6. REVIEW OF EXPENDITURE vs BUDGET

Copies of the Budget 2011/12 Update were circulated and discussed.

## 7. COUNCILLORS' REPORTS

- (i) **Annual Return:** The external auditors raised no issues regarding the figures or systems. However they did raise an issue over the restatement of the Fixed Assets, at their request, so that anyone reading the accounts in future years will be aware of the reason for the restatement of the comparative figures in Box 9.
- (ii) **Socio - Economic Characteristics:** Brian Apps has obtained data for Sussex.  
**Resolved:** Clerk to contact TDC or Office for National Statistics for similar information for Tandridge/Surrey.
- (iii) **Holly House, 98 Copthorne Road:** There is a permanent sign advertising beauty treatment. **Resolved:** Clerk to write to ask for this sign to be removed as it is on a highways verge, not inside their boundary.
- (iv) **New Bus Route:** A new service (400) has started linking East Grinstead to Caterham via Crawley, Gatwick and East Surrey hospital. This bus travels along the A264 and serves all bus stops.
- (v) **Felbridge Luncheon Club:** It was noted that Mrs Milly Odell has died. Condolences were expressed to her family and friends.
- (vi) **Estate Agents Board:** A new board has appeared at the end of Warren Close.  
**Resolved:** Clerk to report to TDC as this board is on TDC common land.
- (vii) **SCC Leadership:** There will be an election for a new SCC Leader and Deputy Leader at the Council Meeting on 11<sup>th</sup> October.
- (viii) **Youth Service:** The Tandridge Local Committee will take responsibility for the Youth Service in Tandridge, details being worked out.
- (ix) **Winter Maintenance Programme:** This was discussed at the recent Local Committee Meeting. The map showing gritting routes will be despatched to Parish Clerks and Parishes are urged to monitor the performance during bad weather.
- (x) **Wiremill Lake:** This lake has been adversely affected due to the run-off from the recent fire at Hobbs Industrial Estate.

Ken Harwood left the meeting.

## 7. PLANNING APPLICATIONS

**Planning Meeting held on 15<sup>th</sup> September 2011** attended by Brian Apps, Joan Harwood, Bridget Huntington and Jeremy Clarke

### **Applications Acknowledged 30<sup>th</sup> August – 2<sup>nd</sup> September 2011**

**TA/2011/1159:** Poppy Place (formerly Kriskim), Old Domewood, Copthorne. Alterations to walls and erection of new roof to provide first floor accommodation including 2 dormer windows to front elevation and roof light & juliette balcony to rear elevation. **Resolved:** No Action.

### **Applications Acknowledged 5<sup>th</sup> – 9<sup>th</sup> September 2011**

**TA/2011/1115:** Pendle Cottage, 3 Wembury Park, Newchapel. Erection of single storey extension to front elevation. **Resolved:** No Action.

### **Applications Acknowledged 12<sup>th</sup> – 16<sup>th</sup> September 2011**

None in Felbridge.

**Parish Council Meeting held on 6<sup>th</sup> October 2011****Applications Acknowledged 19<sup>th</sup> – 23<sup>rd</sup> September 2011**

**TA/2011/1250:** Silver Birches, Heather Way, Felbridge. Erection of single storey rear extension incorporating alterations to the roof and dormer window. **Resolved:** No Action.

**Applications Acknowledged 26<sup>th</sup> – 30<sup>th</sup> September 2011**

None in Felbridge

Ken Harwood returned to the meeting.

## 8. **CLERK'S REPORT AND CORRESPONDENCE**

- (i) **Donations for Second Hand Vehicles:** TDC Local Committee have expressed concern over donations for second hand vehicles. Advice has been requested from SCAPTC who do not foresee any problems but have suggested any grants are given to the group towards their work, rather than for a specific project.
- (ii) **CCTV:** The equipment was cleaned and serviced and rebooted following the rewiring of the village hall on 7<sup>th</sup> September. A faulty camera was replaced under warranty.
- (iii) **Clerks Networking Day:** FPC agreed to pay for the Clerk to attend this course on 5<sup>th</sup> December (£47.50) if appropriate items are on the agenda.
- (iv) **NALC's New Guide – How to respond to planning applications:** This has been circulated to councillors.
- (v) **Precept:** The second payment of £7,250 was made on 9<sup>th</sup> September.
- (vi) **UK Aviation Scoping Document:** Details have been circulated. FPC do not see the need for a joint Lingfield Division representative on GATCOM, as suggested at a recent Hub Meeting. **Resolved:** Clerk to write to TDC to point out that the take-off zone in the easterly direction is too close to built up areas.
- (vii) **GACC AGM:** This will be held on 18<sup>th</sup> November at the Gatwick Manor Hotel.
- (viii) **East Grinstead Council for Volunteer Service:** An email has been received asking for FPC to join. **Resolved:** Clerk to ask if EGCVS supports and benefits Felbridge residents.
- (ix) **Surrey Community Action:** An invitation has been received to their Annual Information and Networking Event on 10<sup>th</sup> November.
- (x) **Circulation:** Starting new primary school in Sept 2012 leaflet; Computers for Rural People from The Arthur Rank Centre, Sept 11; Email re Surrey Police new non-emergency number – 101, 1 Sept 11; BBC Switchover Help Scheme, Sept 11; St Catherine's Hospice Matters, Autumn/Winter 11; TDC Community Services Committee Agenda, 15 Sept 11; TDC News Release re Digital Switchover, 8 Sept 11; Email from TDC re Superfast Broadband Project, 9 Sept 11; Email re Countrywatch meeting, 9 Sept 11; Email from GACC re future aviation policy, 7 Sept 11; Burstow PC Newsletter, Sept 11; GACC Newsletter, Sept 11; Email from TVSC re Young Achievers Trust Awards, 19 Sept 11; Information from RSN Online re Village Halls Licensing Plan, 20 Sept 11; TDC Overview & Scrutiny Committee Agenda, 27 Sept 11; Information from RSN Online re Planning Rules, 26 Sept 11; TDC Local Committee Agenda, 30 Sept 11; TDC News Release re Rubbish, 29 Sept; Email from TDC re new mobile version of website, 29 Sept 11; TDC Care & Repair Annual Report, 2010/11; CPRE How to Respond to Planning Applications Guide, Sept 11; Letter from Boundary Commission re 2013 Review, 21 Sept 11; St John's Parish News, Oct 11; TDC News Release re Macmillan Coffee Morning, 3 Oct 11; Superfast Broadband in Surrey Newsletter, Sept 11; Surrey Strategic Partnership Newsletter, Sept 11; The Voice, Oct 11; Surrey Matters, Autumn 11.

9. **ACCOUNTS AND CHEQUES SIGNED:** Issue of the following cheques was approved by the Parish Council under Standing Orders:

871	B. Wright	Bus shelter cleaning for Oct	£30.00
872	R. White	Clerk's salary for Oct	£222.19
873	HM Revenue & Customs	Income Tax for Oct	£55.40
874	R White	Office Allowance for Oct and Petty Cash for Sept	£80.47
875	BDO LLP	Annual Return Audit Fees	£162.00
876	MY Security Systems Ltd	CCTV Service	£144.00
877	Surrey Crimestoppers	Donation	£40.00
878	Surrey County Council	VAS signs on Woodcock Hill	£2000.00

10. **ANY OTHER BUSINESS:** Peter Wickenden reminded FPC that he would like to attend some new councillor training.

11. **DATE OF NEXT MEETING:** The next meeting will be held on Thursday 3<sup>rd</sup> November at 7.30pm.

The meeting closed at approximately 11.05pm.

RW

11<sup>th</sup> October 2011