

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 3rd February 2011 at 7.30pm in the Village Hall

Present: Mr Jeremy Clarke (Chairman)
Mr Brian Apps
Mrs Linda Hainge
Mrs Joan Harwood
Mrs Bridget Huntington (attended part of meeting)
Mr Ian McBryde
Mr Ken Harwood (District Councillor)
Mr Michael Sydney (County Councillor)
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – Apologies for absence were received from Mr Jacob Woodd.

2. **DECLARATIONS OF INTEREST**

There were no additions to those previously registered.

3. **MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 7th December were approved and signed.

4. **MATTERS ARISING**

- (i) **Repairs to fencing on bank in front of Village Hall:** Hedging has been planted with posts w/c 17th January 2011.
- (ii) **Path from Puffin Crossing and Village Sign:** At a meeting on 22nd May 09, Steve Hyder, TDC, suggested railings alongside the pavement and a path across the green avoiding the trees. A quote has been received from Nick Dance for £3,330. The planning applications for the path across the green and the sign have been submitted to TDC.
- (iii) **Surrey Council for Voluntary Youth Service:** It was agreed to invite Marie Silvester, Surrey Youth Development Worker, to a meeting later in the year.
- (iv) **Governance and Accountability:** Brian Apps has completed his review of FPC's Financial Regulations and believes that FPC are acting in accordance with regulations.
- (v) **Tree Planting:** The trees will be planted in early February by Patrick Thackaberry who will also remove the stakes and bands from the existing trees and the small dead chestnut tree.
- (vi) **Verges on A264 Cophorne Road:** Jeremy Clarke agreed to write to John Lawlor, SCC, regarding the lack of grass cutting near to Furnace Wood.
- (vii) **Speeding:** Anita Guy, SCC, has located one VAS sign at no cost. She will ask Skanska to inspect the lamppost and quote for cost of electrical work. She will also obtain a quote for a second sign, including installation costs. **Resolved:** Clerk to contact Anita to suggest one VAS sign to be erected on the lamppost near to the grit bin and one on the lamppost opposite the lay-by.

- (viii) **Fence along Woodcock Hill:** SCC Legal Dept are progressing this issue.
- (ix) **Queen Elizabeth II Fields:** TDC have approved FPC's nomination form for Felbridge Playing Fields, which will now be submitted to Terry Housden, Project Officer, The Queen Elizabeth II Fields Challenge.
- (x) **Gritting:** SCC have agreed that Crawley Down Road is treated as a Priority 1 route for gritting and Rowplatt Lane becomes a Priority 2 route. FPC to discuss in the Spring whether they wish to retain the grit bin on Woodcock Hill.
- (xi) **Sycamore Trees:** 3 sycamore trees growing in the hedge between the footpath in Crawley Down Road and Warren Close are getting large. Concern has been expressed about their roots damaging drains. Clerk to contact Steve Hyder.
- (xii) **Footpath alongside Cophorne Road:** Wet leaves on pavement between Felbridge Showground and Housman Close are becoming slippery. **Resolved:** Clerk to contact Community Payback Co-ordinator.
- (xiii) **Verge in Crawley Down Road:** A path is being formed across the green opposite the track towards the Gullege. **Resolved:** Clerk to ask Patrick Thackaberry for a quote to repair and re-seed.
- (xiv) **Gap in hedge in corner of football pitch:** The black sack has been removed by TDC Amenity Services and a dog bin installed.
- (xv) **Bridleway 257:** Ken Harwood is preparing a report.
- (xvi) **Village Hall Committee Lease:** Ken Harwood, District Councillor, has been asked by TDC to mediate between the Village Hall Committee and TDC, and has prepared a report for the lawyers acting on behalf of the Village Hall Committee. Their reply is favourable and will be discussed by the Committee at a meeting w/c 7th February.
- (xvii) **Hub Project:** The proposal submitted to SCC by Michael Sydney, County Councillor, was discussed in detail. The project will only cover grass cutting initially and will be funded by SCC in the first year. FPC want to see a reversion condition in the agreement with SCC, plus a clause on how to pro-rata any excess money between the parishes if the verge cutting costs less than the amount contributed by SCC. In principle FPC voted unanimously for the scheme. Clerk and Bridget Huntington to attend next meeting on 4th February.

5. **SURREY HIGHWAY REPAIRS:**

- (i) **83074773/83095783:** Ken Harwood reported to Michael Sydney that potholes had reappeared. Matter taken up with Highways and Cabinet Member. This stretch of road will be resurfaced once funds are available.
- (ii) **83096791 - A22 Woodcock Hill:** Collapsed drain on northbound carriageway between Old Pheasantry and Arlington has re-appeared. **Resolved:** Clerk to re-report to SCC.
- (iii) **83105892 - A22 Southbound carriageway:** Bollard in collapsed drain near to Mormon Temple. Reported to SCC on 17.1.11
- (iv) **83105889 – posts on verge outside 50 Cophorne Road.** These have been knocked down. Reported to SCC on 17.1.11.
- (v) **Dead Tree by bus-stop in Crawley Down Road** – removed January 2011.
- (vi) **28025659 – Wig wag lights near to Felbridge School** – Currently no budget but small budget and system should be in place by 1st April.
- (vii) **82008386 – South side of Cophorne Road** – Missing drain cover close to entrance to Domewood. Cone has now disappeared. **Resolved:** Clerk to report.
- (viii) **83074259 – Bad dip in road by Puffin Crossing, Cophorne Road:** Re-reported 5.1.11. John Pettit, Area Manager, to investigate. **Resolved:** Clerk to follow up.
- (ix) **Broken Drain outside No 100 Cophorne Road, eastbound carriageway** – Clerk to report to SCC.

6. COUNCILLORS' REPORTS

- (i) **Clerks' Annual Review:** To be arranged.
- (ii) **Veterinary Practice along Woodcock Hill:** Several new signs have been erected alongside the fence. **Resolved:** Clerk to send a letter to confirm they are temporary signs.
- (iii) **Pavement/verge outside Little Eden, Copthorne Road:** Following work by a utility company verge has been left damaged and pavement muddy. **Resolved:** Clerk to ask SCC for the name of the utility company that was given permission for this work.
- (iv) **Humpty Dumpty Playgroup banner:** FPC to monitor this banner outside the church.
- (v) **Drainage alongside Woodcock Hill:** Since the drainage pipes were installed, approximately 3 acres of adjoining farmland are now unusable. Ken Harwood to contact Surrey Highways.
- (vi) **Reduction in Speed Limit along Copthorne Road:** Ken Harwood has received an email from residents asking for the reasoning behind this reduction to 30mph. FPC confirmed that SCC carried out a road safety survey and one of the actions was to reduce the speed limit.
- (vii) **Utility Companies:** Michael Sydney has had a meeting with Mia Griffiths, SCC Street Works Manager, to discuss problems reported by parishes. He has suggested that a summary of each contract could be sent to parishes and problems could be reported back to SCC inspectors. Penalties can be imposed on contractors if they default.
- (viii) **Lingfield Library:** SCC have carried out a review of the library service. The mobile service will be stopped. The future of Lingfield library will be discussed with the local community.

Bridget Huntington left the meeting.

7. PLANNING APPLICATIONS

Planning Meeting held on 16th December 2010 attended by Linda Hainge, Bridget Huntington, Ian McBryde and Joan Harwood.

Applications Acknowledged 6th - 10th December 2010

TA/2010/1442: Conifers, Mill Lane, Felbridge. Erection of first floor to existing dwelling, single storey rear extension and two storey side/rear extension. **Resolved:** No Action. FPC note that the proposed Velux windows are not shown on the 1st floor plans.

TA/2010/1461: 84 Copthorne Road, Felbridge. Erection of detached double garage.

Resolved: The plans do now show the intended roof material. As the garage is on show in the front of the house, FPC are unhappy about the materials being used. They would rather see traditional materials and not simulated materials.

TA/2010/1480: Wards Farm Cottage, London Road, Felbridge. Erection of 3 two storey extensions to north elevation. (Certificate of Lawfulness for a Proposed Development).

Resolved: No Action.

Planning Meeting held on 6th January 2011 attended by Jeremy Clarke, Brian Apps, Joan Harwood, Bridget Huntington, Ian McBryde, Linda Hainge and Jacob Woodd.

Applications Acknowledged 13th - 17th December 2010

TA/2010/1476: Copthorne Stud, Effingham Road, Copthorne. Retrospective planning application for the importation and deposit of waste soil for the purpose of re-profiling some 1.1ha of land to improve land drainage; change of use of the re-profiled land from agriculture to equestrian use; and the creation of a sustainable drainage system together with environmental improvements including the planting of trees/shrubs, establishment of a reed bed and the seeding of the land with an equine grazing pasture mix with herbs. (Consultation from Surrey County Council) **Resolved:** No Action.

TA/2010/1477: Land East of the Plantation, West Park Road, Newchapel. Change of use from agricultural land to provide a site for travelling showpeople (4 plots) together with formation of hardsurfacing. **Resolved:** FPC object to this application. The proposed entrance onto West Park Road is inappropriate for the number of families and the expected car movements as it is directly opposite East Park Road. The proposal is inappropriate development of the green belt as this is currently an open field. The proposed percentage increase in plots at The Plantation is inappropriate for the scale of the local facilities.

Applications Acknowledged 20th – 31st December 2010

TA/2010/1505: 34 Beechcroft, Crawley Down Road, Felbridge. Erection of part two-storey, part first floor extension to west elevation, erection of first floor extension to rear elevation and first floor extension to front elevation. (Amended description) **Resolved:** No Action.

TA/2010/1539: Platt Cottage, Mill Lane, Felbridge. Erection of detached single storey outbuilding/garage. (Retrospective) **Resolved:** FPC are not happy with the roof materials and would not accept the proposal as existing beyond the proposed 2 years temporary consent applied for.

Planning Meeting held on 20th January 2011 attended by Jeremy Clarke, Brian Apps, Bridget Huntington and Joan Harwood.

Applications Acknowledged 3rd – 7th January 2011

None

Applications Acknowledged 10th – 14th January 2011

TA/2011/51: The Laurels, London Road, Felbridge. Erection of front porch. Erection of first floor side extension to the south elevation and erection of one dormer window and four roof lights to the rear slope in conjunction with loft conversion. Erection of detached garage. **Resolved:** No Action

TA/2010/1539: Platt Cottage, Mill Lane, Felbridge. Erection of detached single storey outbuilding/garage. (Revised drawing received) **Resolved:** FPC are satisfied by the proposed materials and would accept the structure on a permanent basis as long as the existing materials are changed to those provided in the revised design.

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Applications Acknowledged 17th – 21st January 2011

TA/2011/70: Felbridge Village Green. Erection of fence and new footpath. (Application from Felbridge Parish Council). **Resolved:** As FPC is the applicant, they are unable to comment directly, but wish to point out that this is a community project recommended by the community.

TA/2011/71: Felbridge Village Green. Display of non-illuminated finger post sign (advertisement). (Application from Felbridge Parish Council). **Resolved:** As FPC is the applicant, they are unable to comment directly, but wish to point out that this is a community project recommended by the community.

Applications Acknowledged 24th – 28th January 2011

None in Felbridge

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

- (i) **Church Projects:** FPC have recently been reminded that Section 8(i) of the Local Government Act 1894 prohibits a parish council spending on "property relating to the affairs of the church (CofE) or held for an ecclesiastical charity". Brian Apps to seek guidance from FPC's internal auditor.
- (ii) **Annual Parish Meeting:** Clerk to ask if a member of the Village Website team would like to speak at the meeting on 7th April.

- (iii) **Annual Meeting:** As there will be elections on 5th May, the Annual Meeting will be held following the Planning Meeting on 19th May. Nomination Packs for parish councillors will be sent to the Clerk in early March for distribution.
- (iv) **Clerk's Printer:** It was agreed that the Clerk could spend up to £150 +VAT on a new printer capable of double-sided copying.
- (v) **FSRA:** Ian Marshall discussed parking at their AGM in November. Away teams are requested to share cars in order to reduce numbers. FSRA can use the village hall carpark when back to back matches are scheduled. FSRA will liaise with the Bowls Club to try to avoid fixture clashes.
- (vi) **Felbridge Bowling Club:** A letter has been received asking for a donation towards the cost of replacement scoreboards. FPC donated £180 towards replacement work surfaces in April 2010. **Resolved:** Clerk to suggest they re-apply after 1st April 2011.
- (vii) **The Royal British Legion:** In celebration of The Royal British Legion's 90th Birthday, they are encouraging individuals and groups to hold Poppy Parties over the week-end of 10th – 12th June. Registration forms are available on www.thegreatpoppypartyweekend.org.uk.
- (viii) **Skateboard Ramp:** Paul Matten, 3B Ramps carried out a safety inspection on 22nd November 2010.
- (ix) **Street Lighting at junction of Housman Close and Copthorne Road:** Residents find the lighting in Copthorne Road and at the end of Housman Close excessive. Clerk has suggested they contact the residents association about the lamppost in Housman Way, as this is a private road. SCC Street Lighting Team have been asked to contact the residents about the lights in Copthorne Road.
- (x) **Wifi at the Village Hall:** It was suggested that this could be useful for hirers. Clerk to ask for the views of members of the Village Hall Committee.
- (xi) **Tandridge Official Guide and Street Plan:** Copies of the new version are available from reception at the Council Offices in Oxted and libraries. Clerk to obtain copies for councillors.
- (xii) **TVSC:** There will be a Network Lunch on 3rd March at Lingfield & Dormansland Community Centre. Kate Sawdy, Regional Officer – Development, Big Lottery Fund, will be the speaker.
- (xiii) **Rural Housing:** Mona Johansson, Rural Housing Enabler, has forwarded a guide for Parish Councils on affordable housing.
- (xiv) **Circulation** NCYPE The Voice, Autumn/Winter 2010; Analysis by Brian Wilson Associates of Building the Big Society, Nov 10; TDC News Release re 12% Reduction in Government Grant, 14 Dec 10; TDC Planning Committee Agenda, 16 Dec 10; TDC List of Delegated Action Taken, 8 Dec 10; TDC Licensing Committee Agenda, 16 Dec 10; Email from SLCC re Consultation on Health & Social Care in Surrey, 17 Dec 10; Emails from SCC re Briefing Day at Surrey Fire and Rescue Service, 9 Feb 11, and Consultation on Surrey Fire and Rescue Public Safety Plan, 5 Jan 11; Info from TDC about providing services during severe weather, 21 Dec 10; TDC Resources Committee Agenda, 6 Jan 11; TDC News Release re Chairman's New Year Message, 24 Dec 10; TDC Overview & Scrutiny Committee Agenda, 11 Jan 11; TDC List of Delegated Action Taken, 5 Jan 11; Clerks & Councils Direct, Jan 11; ERHA The Bulletin, Winter 10; EG Living, Jan 11; Email from TDC re Chairman's Charity Ball, 18 Mar 11; Letter from Local Government Boundary Commission re Electoral Review of Surrey, 11 Jan 11; TDC Resources Committee Agenda, 24 Jan 11; Email from TDC re Gritting and Refuse Services during winter weather, 12 Jan 11; TDC Press Release re Olympics, 11 Jan 11; Email from Surrey Transport Plan re new web consultation activity, 11 Jan 11; TDC News Release re Charity Collection Amounts, 17 Jan 11; LCR, Winter 2010; SALC/SCAPTC Winter Bulletin, 2010; TDC Community Services Committee Agenda, 25 Jan 11; TDC

Planning Committee Agenda, 26 Jan 11; TDC News Release re New Planning Policies, 20 Jan 11; Email from TDC re Children's Book Festival, 19 Feb – 12 Mar, 11; Email from SCC re Priorities for first 100 days of 2011, 22 Jan 11; Surrey Community Action Magazine, Winter 10/11; SCC Highways Bulletin, 10 – 31 Jan 11; Email from Andrew Povey, Leader of SCC, 25 Jan 11; Email re Decentralisation and Localism Bill – Essential Guide, 24 Dec 11; Email from SLCC re updates to SCAPTC/SALC website, 26 Jan 11; TDC List of Delegated Action Taken, 26 Jan 11; Briefing from Local Government Boundary Commission, 1 Jan 11; Email from P Newdick, TDC re TDC Local Development Framework – Consultation, 27 Jan 11; St John's Parish News, Feb 11; Email from Surrey Hills Leader Project re Countryside Apprenticeship Opportunity, 1 Feb 11; The Playing Field Newsletter, Winter 2010/11; Email from Local Works re Sustainable Communities Act Update, 2 Feb 11; Email from SALC/SCAPTC re training for councillors, 3 Feb 11; Email from TVSC re survey on travel for the disabled, 3 Feb 11; Email re Surrey Rural Conference on 18 May 11.

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

822	Tandridge District Council	Planning App fee for path	£85.00
823	Tandridge District Council	Planning App fee for fingerpost	£47.50
824	B. Wright	Bus shelter cleaning for Feb	£30.00
825	R. White	Clerk's salary for Feb	£222.19
826	HM Revenue & Customs	Income Tax for Feb	£55.40
827	R White	Office Allowance for Jan/Feb and Petty Cash for Dec/Jan	£136.11
828	Howard Searle	Supply and plant hedging and stakes	£102.00
829	M. Odell	Felbridge Luncheon Club	£25.00

10. **ANY OTHER BUSINESS:** None

11. **DATE OF NEXT MEETING:** The next meeting will be held on Thursday 3rd March 2011 at 7.30pm.

The meeting closed at approximately 9.37pm.

RW

8 February 2011