

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 Thursday 3rd September 2015 at 7.30pm in the Village Hall

Present:

Mrs. Bridget Huntington (Vice-Chairman)

Mr Brian Apps

Mrs Joan Harwood

Mr. Ian McBryde

Mr. Michael Sydney (County Councillor)

Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from Jeremy Clarke, Linda Hainge and District Councillor Ken Harwood.
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**
There were no additions to those previously registered.
3. **APPROVE MINUTES OF PREVIOUS MEETINGS**
The Minutes of the Parish Council Meeting held on Thursday 2nd July 2015 and the Planning Meeting on 18th June were approved and signed.
4. **CHAIRMAN/CLERK'S REPORT**
 - (i) **MSDC Planning Policy Update – District Plan 2014-2031: Consultation Draft:** FPC will respond when the Consultation process opens.
 - (ii) **Damaged Verge:** Steve Hyder TDC has secured agreement from the householder that the damaged verge will be reinstated. **Resolved:** Clerk to write to householder to ask that the work is carried out before the winter months.
5. **ONGOING ITEMS**
 - (i) **Community Consultation:**
Transport/Environment and Green Issues: –
Actions completed:-
 - a. **Welcome to Felbridge White Gates:** Final specific designs for gates and signs to be agreed. County Councillor Michael Sydney confirmed he had budgeted £1500 towards the final cost.
 - b. **Gullege Bridleway** – Linda Hainge has offered to work with Ros White to progress the works and will discuss with WSCC and also seek grants or other funding.
 - (ii) **Leisure and Health Actions:-**
 - a. **Seats** – Jeremy Clarke circulated the options available from and there was general agreement for a shelters supplied by Monster Play who are a TDC approved supplier. **Action :** Jeremy Clarke will liaise with Monster Plan to ask for a design which incorporates a number of different features.
 - b. **Damaged Footpath Doves Barn-Furnace Wood:** Clerk reported to TDC that the footpath between Doves Barn and Furnace Wood had potholes and was overgrown with vegetation in parts. TDC responded that while they would monitor they do not consider the footpath is in need of immediate work.

- c. Toilet Facility in Village Hall Grounds – Clerk has received quote for temporary toilet hire for Village Hall grounds for Spring/Summer 2016. The cost would be £20 per week and £10 each way delivery and collection. Price includes toilet rolls, soap and a weekly service. Prices are plus VAT.
- (iii) **Hub Project:** The Clerk asked for the deep verge outside Ward Farm to be added to the Rural Cut which began w/c 24th August. There was no work to this land and the Clerk has reported back to the Hub Project. **Resolved:** Clerk to follow up

6. FINANCE

- (i) Cheques: Issue of the following cheques was approved by the council under Standing Orders and the cheques were signed:

| | | | |
|-----|------------|---------------------------------|---------|
| 183 | P. Slatter | Payroll Costs | £221.00 |
| 184 | HMRC | September Tax | £55.20 |
| 185 | P. Slatter | August Allowance/ Petty Cash | £80.34 |
| 186 | B. Wright | Bus Shelter Cleaning (Sept) | £36.00 |

- (ii) Financial Position at 3rd September 15: Schedule of Payments and Receipts for August/September 2015

| DATE | TO | DETAILS | CHQ. No. | TOTAL |
|----------|------------------------|----------------------------------|----------|---------|
| 02.07.15 | P Slatter | Clerk's Sal - July | 171 | 221.00 |
| " | H M Revenue & Customs | Clerk's tax - July | 172 | 55.20 |
| " | P Slatter | Office All'ce July + P Cash June | 173 | 82.80 |
| " | Cancelled | | 174 | |
| " | Felbridge Village Hall | Room & storage hire | 175 | 210.40 |
| " | P Slatter | Clerk's Sal - Aug | 176 | 221.00 |
| " | H M Revenue & Customs | Clerk's tax - Aug | 177 | 55.20 |
| " | P Slatter | Office All'ce Aug | 178 | 50.00 |
| " | B Wright | Bus Shelter Cleaning - July | 179 | 36.00 |
| " | B Wright | Bus Shelter Cleaning - Aug | 180 | 36.00 |
| 06.08.16 | BDO | Annual External Audit | 181 | 120.00 |
| " | Surrey Wildlife Trust | Donation towards new broadwalks | 182 | 1000.00 |

BANK BALANCES

| | |
|--|------------------------|
| Current Account Bank Balance | 4180.09 |
| Less outstanding cheques | -1055.20 |
| Cashbook Balance | <u>3124.89</u> |
| Business Reserve Account Balance | 25030.87 |
| TOTAL BALANCES | 28155.76 |
| Less reserves for new playground area shelter, A264 fencing, traffic calming and Village Gates | -14000 |
| AVAILABLE FUNDS | <u>14155.76</u> |

| | | | | |
|---------|------------------|-----------------|----------------------------|---------------------|
| BANK: - | | £ | KIV - | |
| | C/A | 3124.89 | | |
| | Business Reserve | 25030.87 | Traffic Calming Reserve | 2000 |
| | | | Playground Shelter Reserve | 5000 |
| | | | Village Gates Reserve | 4500 |
| | | | A264 Fencing Reserve | <u>2500</u> |
| TOTAL | | <u>28155.76</u> | | 14000 |
| | | | Available funds | <u>14156</u> |
| | | | | <u>28156</u> |

- (iii) **Section 137 Payments:** There were no requests received for payments made for this period.
- (iv) **Annual Return:** External auditors raised a ‘minor issue’ in the summary of the accounts the precept has to be shown in one column and any grants in another. BDO had contacted TDC to ascertain the amount of the precepts and any grants to TDC local councils. TDC advised BDO that FPC had received a precept of £15029 and a grant of £371 – a total of £15400 but TDC’s advice to FPC showed a precept of the fully £15400. TDC were unaware that they had caused the Local Councils problems and gave no apologies. The 2015-2016 Precept Advice is correct, there is no grant element.
8. **DEFIBRILLATOR IN FELBRIDGE:** Clerk contacted Sam Corbin who is waiting to hear back from SECamb for advice on the location of a defibrillator for the Felbridge area. Both the Star public house and the Village Hall Management Committee have agreed to provide space. Michael Sydney confirmed that he has budgeted £1500 toward the costs of the defibrillator and associated works. **Action:** Clerk to follow up.
9. **TRANSPARENCY CODE FOR SMALLER COUNCILS**
Temporary website <http://parishcouncil.felbridge.org.uk/> is now operational. Clerk has identified two companies who specialise in creating websites and is looking for a third local option and will report back to the next meeting. **Resolved:** Clerk to report to next meeting.
10. **COUNCILLORS’ FEEDBACK**
- (i) **Ebor Lodge:** Having received confirmation that the grass area outside Ebor Lodge belongs to Surrey Highways, the Clerk has written to the owners to confirm that and ask them to re-instate the grass verge. **Resolved:** Clerk to monitor.
- (ii) **Bus Shelter on Crawley Down Road:** Felbridge Guides have offered to help with the refurbishment of the bus shelter. Date to be confirmed but will be September/October.
- (iii) **Reduction of Paperwork and Printing:** Highways, Environment Updates and Surrey Highways updates are now being emailed to councillors in advance of each meeting to reduce paperwork and printing. Michael Sydney has asked to be emailed at copy of the Surrey Highways update in advance of each meeting so he can raise any issues before meetings. **Action:** Clerk to email Highways list to Michael Sydney.
- (iv) **White Lines at Furnace Wood:** Michael Sydney has agreed to follow up the request that the right turn road markings at Furnace Wood are reinstated.
- (v) **Roadsign Cleaning:** Michael Sydney responded to this request by saying that the number of staff now available for such works have been heavily reduced. He suggested that these works might in future be added to the Hub Project. **Resolved:** For discussion at next meeting.

- (vi) **Road Works at London Road/Imberhorne Lane:** FPC received prompt responses from most respondents to emails and letters requesting urgent action to reduce disruption for residents during the second set of road works. Both Surrey and Sussex Highways liaised and Jeremy Clarke met with representatives to offer a local perspective. It was agreed that the second road works were much less disruptive than the first and FPC are grateful to both Surrey and Sussex Highways for their assistance.
- (vii) **Village Name on Bus Shelters:** Jeremy Clarke reported that the cost of adding the village name would be £26. **Resolved:** Jeremy Clarke to progress.
- (viii) **Village Green Protection Against Travellers:** Steve Hyder advised that since the Village Green was common land any action to restrict access would be difficult. His recommendation is that since there has only been one incursion FPC should wait to see if this was a one-off problem.
- (ix) **The Jubb Report:** The Clerk requested more information on the Jubb Report before writing to the Minister to ask that SCC adopt the report. **Action:** Ian McBryde to provide information.
- (x) **Traffic Delays on London Road:** Ian McBryde reported long traffic queues to Sussex Highways who investigated and found that sensors on the northbound carriageway had been damaged during the road works. The sensors would be repaired on 10th September.
- (xi) **Dog Bin For Furnace Wood Layby:** Brian Apps requested a dog bin to be located in the Furnace Wood layby. **Action:** Clerk to ask TDC for a quote.
- (xii) **Damaged Tree on Grass Verge Copthorne Road:** Joan Harwood reported that a small tree which was knocked over by a vehicle is on the grass verge on the Copthorne Road facing the Village Green. **Action:** Clerk to report to SCC.
- (xiii) **Sussex Bed Centre:** Joan Harwood reported that the plastic dinosaur figures outside the Sussex Bed Centre had become damaged and worn over the years and were now an eyesore and potential safety risk due to being broken in parts. **Action:** Clerk to write to owners and ask them to remove the figures.
- (xiv) **Improved Wheelchair Access at Village Hall:** Joan Harwood reported that Felbridge Village Hall had invested in new ramps which allowed wheelchair users to move freely from the Halls out on to the new patio at the rear of the building.

11. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** Carried forward from previous meeting, Councillor Michael Sydney is arranging a meeting between Surrey and Mid Sussex MPs, Surrey and West Sussex Highways and FPC to discuss this junction. Clerk will report when a date has been agreed.
- (ii) **Star Lights A22 Resurfacing:** SCC responded that following a site visit the decision had been made that the road surface on this junction was not in need of urgent repair.
- (iii) **Damaged Tree on A22 at Old Lodge:** SCC responded that following a site visit the decision had been made that urgent action was not required.
- (iv) **Meeting with Colin Pearce to look at Felbridge Issues:** Michael Sydney suggested that he arranged a meeting with Colin Pearce to visit the village and look at ongoing issues. Two representatives from FPC to attend. **Action:** Clerk to liaise with Michael Sydney and FPC councillors to arrange meeting.

Michael Sydney left the meeting.

12. **PLANNING APPLICATIONS**

Planning Meeting held on 6th August attended by Jeremy Clarke, Linda Hainge and Brian Apps.

TA/2015/1138 75 Copthorne Road, Felbridge, RH19 2PB

Erection of first floor extension and new roof incorporating dormer windows to front and rear elevation. Formation of porch to front elevation.

Resolved: No Action

TA/2015/1315 Snowhill Business Centre, Snow Hill, Crawley Down, RH10 3EZ

Removal of condition 4 of planning application TA/96/P/273 dated 25 June 1996.

Resolved: Felbridge Parish Council believe this condition should still stand to prevent small accumulative additions to these buildings within the Green Belt.

TA/2015/1310 Workshop, Churchill House, West Park Road, RH7 6HT

Extension to engineering workshop.

Resolved: Felbridge Parish Council recognise the need for an extension to support this business but are concerned about the size of the proposal in the Green Belt and the size of the office area considering that this business only employs four full time and two part time staff.

Planning Meeting held on 20th August attended by Jeremy Clarke, Bridget Huntingdon, Ian McBryde, Brian Apps, Joan Harwood and Linda Hainge.

TA/2015/1392 Southern Water Compound, Copthorne Road, Felbridge, RH19 2QG

Erection of extension to existing warehouse/store. (Certificate of lawfulness for a Proposed Development).

Resolved: Felbridge Parish Council are concerned about such expansions in the Green Belt. A similar recent application TA/2015/1310 stated there was a legal need for suitable justification to support the expansion. This proposal has not provided any such justification. We would wish to see the expansion justified before we could fully consider a proposed expansion.

TA/2015/1393 Blackberry House, Herons Close, Copthorne, RH10 3HF.

Erection of single storey outbuilding to south west elevation of existing dwelling. (Certificate of lawfulness for a Proposed Use or Development)

Resolved: Felbridge Parish Council have no evidence to refute the CLPUD but would request vegetative screening of the adjacent property boundary as the proposed building has a large flanking wall which is detrimental to the neighbouring property

TA/2015/1375 Cheddar Lodge, Herons Lea, Copthorne, RH10 3HE

Erection of part single/part two storey extension to east elevation incorporating extension to existing garage and two storey rear extension incorporating three dormer windows to rear elevation.

Resolved: No Action

TA/2015/1452 42 Copthorne Road, Felbridge, RH19 2NS

Erection of hip to gable roof extension and dormer to east elevation in association with conversion of loft space to habitable accommodation.

Resolved: No Action

TA/2015/1456 Broad Oak, West Park Road, Copthorne RH10 3EX

Erection of single storey side extension.

Resolved: No Action

Parish Council Meeting held on 3rd September attended by Bridget Huntington, Brian Apps, Ian McBryde and Joan Harwood.

TA/2015/1500 Merriewood Farm, West Park Road, Copthorne, RH10 3HG
Occupation of dwelling without complying with condition 2 of GO/R/399 (Agricultural occupancy condition). (Certificate of Lawfulness for an Existing Use in breach of a planning condition).

Resolved: Felbridge Parish Council have no comment to make since they have no information to confirm or refute the statements made.

Consultation: Land at Beaver Aquatic Plant Farm, Eastbourne Road, Lingfield, RH7 6HL
Proposal: Retrospective application for the infilling of a redundant reservoir with inert soil material.

Resolved: No comment to make since the application is retrospective and is unlikely to be worse for the local environment.

Michael Sydney rejoined the meeting.

13. CONSULTATIONS

New Consultations Received

- (i) **East Grinstead Neighbourhood Plan:** Councillors to view online information and respond.
- (ii) **Community Recycling Centres:** TDC have asked for comments regarding their consultation on making changes to Recycling Centres. Following a discussion FPC will respond that along with cutting costs TDC could look at generating revenue from these sites by introducing re-use centres where items which are in good condition could be sold through an on site facility. **Action:** Clerk to respond to consultation.
- (iii) **MSDC Community Infrastructure Levy:** For discussion at next meeting.

Consultations in Progress

Grass Roots Planning Ltd. Proposed residential development of land at Gibbshaven Farm

Michael Sydney rejoined the meeting.

14. CLERK'S REPORT

- (i) **Estate Agents Boards on Common Land:** After a report from a resident, the Clerk had contact Howard Cundey Estate Agents to request that a board placed on the grass verge near to McIver Close was removed. They responded immediately, apologised for the error and removed the board. A second board placed at the junction of Crawley Down Road and Rowplatt Lane by Clarendons Property was also removed after the company were contacted by the Clerk.
- (ii) **Email from Concerned Resident:** A resident sent an email to the Felbridge Village website to raise concerns on two subjects. She was concerned at the number of cars she sees speeding in the village early in the morning. **Action:** Clerk to ask Surrey Police to attend and monitor. The second concern was about horse fouling on both the road and footpaths. There are no regulations regarding horse riders using footpaths or any requirement for them to pick up after their horses. Riders aren't always aware that their horse has fouled. **Action:** Clerk to write to resident.

15. **ANY OTHER BUSINESS**

- (i) Bridget Huntingdon confirmed that Georgina Chapman would be asked to join Felbridge Parish Council as a new councillor. Georgina grew up in the Lingfield area and on her recent return to the area now lived in Felbridge and had expressed an interest in joining FPC. All the councillors wished her well in her new role. **Action:** Clerk to write to Georgina Chapman and confirm her appointment.

15. **BUSINESS FOR NEXT MEETING**

There was no additional business for the next meeting

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

The next Parish Council Meeting will be held on Thursday 1st October 2015 at 7.30pm, in the Committee Room. A Planning Meeting will be held on 17th September.

The meeting closed at approximately 9.45pm.

Attached: Surrey Highways Repairs List

Patricia Slatter
Clerk to Felbridge Parish Council
14th September 2015

Copies sent to:- all Parish Councillors, District Councillor, County Councillor, EG Courier and Observer, Felbridge School, Surrey Police, Felbridge School Governors.