

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 1st September 2016 at 7.30pm in the Village Hall.

Present:

Mr. Jeremy Clarke (Chairman)	Mr. Brian Apps
Mrs. Joan Harwood	Mrs. Linda Hainge
Mr. Michael Sydney (County Councillor)	Mrs. Patricia Slatter (in attendance)
Mr. Ken Harwood (District Councillor) attended part of the meeting	

1. **APOLOGIES FOR ABSENCE** were received from Mr. Ian McBryde, Mrs. Bridget Huntington and Ms. Georgina Chapman.

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

Councillor Jeremy Clarke declared an interest in the discussion regarding the upgrading of CCTV in the Village Hall in that he runs a company which supplies CCTV equipment. In accordance with the Council's Code of Conduct he 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 7th July 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: –

Actions completed:-

- a. **Welcome to Felbridge White Gates:** Jeremy Clarke has produced detailed drawings of gates for Copthorne Road which would not affect sightlines from neighbouring properties. The other two locations at Crawley Down Road and Woodcock Hill had already been agreed. SCC are still not prepared to approve drawings so Jeremy Clarke asked Michael Sydney to intervene. **Action:** Michael Sydney to discuss with SCC staff and respond. Full application for payment of the £1.5K reserve from Councillor Sydney's local fund needs to be made by the year end.
- b. **Gullege Bridleway** – Neither East Grinstead Town Council, MSDC nor WSCC have funds available to support the works required to clear the Gullege Bridleway to allow better access to Worth Way. Michael Sydney suggested applying for funding from the Gatwick Area Conservation Trust. **Action:** Clerk to send details to Michael Sydney and follow up.

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

- a. Fencing between Village Hall Grounds and Copthorne Road– TDC have provided a quote for planting hawthorn and blackthorn hedging along this stretch of road. Clerk has asked for a revised quote to include a chain link fence which would act as a barrier and protect the hedging while it grew to the required height. **Action:** Clerk to follow up.
- b. Temporary Toilet Facilities in Village Hall Grounds: The toilet has proved very popular with people using the Village Hall grounds. The toilet will remain in place until after half term at the end of October. **Action:** Clerk to confirm end date with supplier.
- c. Shelter in Village Hall Grounds: The Shelter in the Village Hall grounds was damaged on or around 30th July. The damage was reported to the police. An insurance claim has been agreed and a replacement side has been ordered from the suppliers.

- (iii) **Hub Project:** Grass cutting in Felbridge has still not been completed. The Hub Project are discussing options for the future of grass cutting across the district including the option of handing back responsibility to SCC. Councillors are concerned that the service provided to the Felbridge area has not been of acceptable quality and this has been communicated to the Hub. FPC would still like to investigate the possibility of TDC taking over all grass cutting in Felbridge since they do an excellent job on the village green and common land. **Action:** Clerk to report back to Hub and follow up.

6. **FINANCE**

(i)

CURRENT ACCOUNTS

<u>RECEIPTS FROM</u>				TOTAL £
DATE	Nat West Account			
27.07.16	SSALC	"Transparency" Grant		362.31
	Lloyds Account			
23.08	Lloyds Bank	Ex Gracia Payment		170.00
26.08	Came & Co	Insurance Claim for damage to youth shelter		469.89
				<u>1002.20</u>
<u>PAYMENTS TO</u>				TOTAL £
DATE		DETAILS	CHQ.	
07.07.16	P Slatter	Clerk's Sal - July	223	297.60
"	Cancelled		224	
"	H M Revenue & Customs	Clerk's tax - July	225	74.40
"	B Wright	Bus Shelter Cleaning - June	226	37.00
"	John Edge	Signwriting Chairmans' Board	227	20.00
"	P Slatter	Office All'ce & Expenses June	228	50.00
"	Hire A Loo	Portaloo hire May	229	85.80
"	Surrey ALC Ltd	Annual Membership	230	621.57
"	Felbridge Village Hall	Annual rental	231	218.85
"	Felbridge & Sunnyside Cricket Club - Section 137 Donation		232	500.00
"	St Catherine's Hospice	Section 137 Donation	233	500.00
"	P Slatter	Clerk's Sal - Aug	234	297.60
"	H M Revenue & Customs	Clerk's tax - Aug	235	74.40
"	B Wright	Bus Shelter Cleaning - June	236	37.00
04.08.16	Howard Searle	Replacement posts outside Village Hall	237	75.00
"	Hire A Loo	Portaloo hire	238	102.96
"	Felbridge Parish Council	To fund new Lloyds Bank account	239	5000.00
				<u>7992.18</u>

**BUSINESS RESERVE
ACCOUNT**

<u>RECEIPTS FROM</u>	TOTAL £
DATE	
12.08.16 Interest to close	0.41
SUMMARY 31.08.16	
NatWest Current Account Bank Balance	27649.20
Less outstanding cheques	-74.40
	-75.00
	27499.80
Lloyds Bank Balance	5639.89
TOTAL BALANCES	33139.69
Less reserves for new Village Gates, A264 fencing, traffic calming, new bus shelter & playground re-surface	-14500.00
AVAILABLE FUNDS	18639.69

(ii) Section 137 Payments

No requests for payments were received for this period.

(iii) Review of Banking Facilities: The new bank account paperwork from Lloyds has now been completed. RFO Brian Apps spent a considerable amount of time ensuring the crossover was correctly managed and Lloyds have made a payment of £170 to FPC as compensation for the inconvenience caused. Jeremy Clarke, Ian McBryde and Brian Apps all have online access to view the new account.

7. COUNCILLORS' FEEDBACK

- (i) **Ebor Lodge:** The Clerk wrote to thank the residents of Ebor Lodge for reinstating the verge outside their property.
- (ii) **Limes Pond:** Tandridge District Council have added the works to clear the pond and the surrounding area to their autumn schedule. **Action:** Clerk to monitor.
- (iii) **Overhanging Vegetation on Woodcock Hill:** Bridget Huntingdon and Ian McBryde conducted a survey of the footpaths along Woodcock Hill on 1st July. A number of properties had taken action and cut back vegetation and encroachment on ground level. There are still areas of pathway which need to be cleared and this has been added to the list for the Community Gang.
- (iv) **Post Outside Village Hall:** Clerk has asked Howard Searle to check all the posts outside the Village Hall and report back with advice on any action required. **Action:** Clerk to follow up with Howard Searle.
- (v) **Advertising Board Oakview/The Laurels:** Quantum Homes have failed to respond to emails and a formal letter from the Clerk requiring them to remove the advertising board they have placed on council owned land next to the A22. **Action:** Clerk to contact both TDC and SCC to arrange for the board to be removed and any appropriate action to be taken against Quantum Homes.
- (vi) **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.
- (vii) **Footpaths:** Brian Apps raised the ongoing issues with completely overgrown footpaths to either side of the entrance to Furnace Wood which made both impassable. He had been asked by two residents - one a mobility scooter user - who were no longer able to use these footpaths. Both footpaths were reported to Surrey Highways a year ago and SCC had responded that neither were considered a priority. **Action:** Footpaths to be included in the schedule for the Community Gang to be arranged by Michael Sydney. Clerk to monitor.
- (viii) **Hedgecourt Nature Reserve:** Brian Apps reported that works on the boardwalk construction to which FPC made a donation are now completed.

- (ix) **Damaged Footpath A264/Mill Lane Junction:** Joan Harwood reported the footpath had been damaged following an accident where a van had mounted the pavement. **Action:** Clerk to report to Surrey Highways.
- (x) **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.
Jeremy Clarke left the meeting
- (xi) **CCTV in Village Hall Grounds:** The existing analogue CCTV system can only provide low resolution images and doesn’t cover the adult gym or shelter. Adding another camera to extend the range would cost around £200 but would still be low resolution – i.e. licence plates cannot be read. The cost of the current equipment was £2500. It was proposed by Brian Apps and seconded by Joan Harwood that FPC seek quotes to replace the existing cameras with HD equipment and add an additional camera to cover the shelter and adult gym.
Resolved: FPC will update and extend the current CCTV system. **Action:** Clerk to prepare specification and get three quotes for the replacement equipment.
Jeremy Clarke re-joined the meeting.

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. Michael Sydney acknowledged the statutory requirement to clean signs and will follow up. **Action:** Clerk to send a list of the most urgent sign cleaning requirements to Michael Sydney. **Action:** Michael Sydney to report back.
- (iv) **Footpath Between Doves Barn and Furnace Wood:** Following Michael Sydney’s intervention confirmation was received on 17th December that this work had been allocated to the Community Gang. No date could be provided. Brian Apps asked Michael Sydney to chase. **Action:** Michael Sydney agreed to follow up.
- (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) **Funding for Footpath Repairs:**
Funding has been requested for repairs to four footpaths in Felbridge: Crawley Down Road; Copthorne Road; Furnace Wood to Dove’s Barn and Woodcock Hill. Clerk sent the list to Michael Sydney on 3rd June.
- (vii) **Damaged Road Sign:** Georgina Chapman reported a damaged road sign near to the entrance to Furnace Wood. Clerk has reported this but Surrey Highways don’t consider it needs urgent attention.
- (viii) **Pelican Crossing by Village School:** Clerk reported to Surrey Highways that there had been a considerable delay before the lights change to allow pedestrians to cross. Surrey Highways responded quickly and corrected the problem before the start of the new school term.

Outstanding Surrey Highways Repairs (listed above)

- (ix) Responding to the formal letter sent from Felbridge Parish Council on 13th July regarding the number of long term Highways issues in Felbridge, Councillor Sydney said that no funding was available from SCC to address these problems at this time.
- (x) **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.
- (xi) **Community Gang** The Clerk asked Michael Sydney if the Community Gang could spend two days in Felbridge. By doing so they should be able to clear the majority of outstanding Highways issues relating to overgrown footpaths, overhanging vegetation and road sign cleaning. **Action:** Clerk to write to Michael Sydney to make a formal request for the Community Gang to be allocated two days in Felbridge.

9. PLANNING APPLICATIONS.

At the planning meeting on 18th August attended by Linda Hainge, Brian Apps and Jeremy Clarke, TDC's announcement that they will be ceasing providing paper plans of Planning Applications for Parish Councils to review and provide their comments upon was discussed. This will take place from January 2017 and the expectation is that Parish Councils will use the online planning portal to review the relevant plans. TDC had previously received a constructive list of how costs of paper plans and distribution could be significantly reduced from FPC and we are therefore disappointed that none of the suggestions are being taken up; instead the fall-back position is that TDC will be developing a list of charges to be applied if Parish Councils still require paper copies of any plans. Chairman Jeremy Clarke is still seeking a meeting with Piers Mason, TDC head of Planning, to discuss a number of issues and the significant shortcomings of the current planning portal along with the removal of paper plans will be added to the agenda for that meeting. FPC are concerned that they will be unable to make as thorough a review of all our local planning applications if we rely solely upon the Planning Portal and as such TDC's decision to charge for the paper plans will therefore increase our costs. **Action:** Jeremy Clarke to meet with Piers Mason (TDC Head of Planning) to discuss a number of local planning issues including the removal of paper plans.

Planning applications discussed at the Planning meeting on 18th August attended by Linda Hainge, Brian Apps and Jeremy Clarke.

TA/2016/1457 101 Copthorne Road, Felbridge, RH19 2PB : Erection of garage with playroom over.

Resolved: No action

TA/2016/1455 Woodwind, Mill Lane, Felbridge, RH19 2PF : Erection of part single/part two storey side/rear extension incorporating two dormer windows to front roof slope.

Resolved: Felbridge Parish Council object to this proposal as it appears to be over-development of the site characterised by the closeness of the proposal to the property boundary on two sides. We believe that the two storey extension should be 2m from the boundary and that the 1.1m between the single storey extension and the boundary with the A264 is too narrow to provide suitable vegetative screening on that side.

Planning application discussed at Parish Council meeting on 1st September

TA/2016/1399 Yerba Buena, Herons Close, Copthorne, RH12 3HF : Demolition of existing dwelling.

Erection of dwelling with integral garage.

Resolved: No Action

10. CONSULTATIONS: Refuse and Recycling Centres. Jeremy Clarke reported that confirmation had been received from SCC that refuse and recycling centres in Surrey would be introducing charges for the disposal of some waste. FPC had written to raise concerns that such action to lead to an increase in fly-tipping. It was noted that the nearby Imberhorne Lane site was to reduce opening hours in order to save costs.

11. CLERK'S REPORT

- (i) **Transparency Fund for Smaller Councils**: A payment of £362.31 has been received towards the costs of compliance for the current financial year.
- (ii) **Grass Cutting**: A number of residents have contacted the Clerk to complain about the lack of grass cutting – particularly on the Cophorne Road,
- (iii) **Affinity Sutton – Birch Grove**: Birch Grove residents contacted the Clerk on 28th July to ask for permission to cut back overhanging branches from the footpath alongside their car park. Having checked for TPOs this was then agreed. On 15th August Affinity Sutton who own the development wrote to say that they expected FPC to remove or cover the cost of removing any debris. The Clerk phoned on 16th August and 19th August and left messages which have not yet been returned. **Action**: Clerk to write to Affinity Sutton to advise that the Birch Grove residents must remove any debris themselves and that no funding will be available from FPC.
- (iv) **APH Transport for Felbridge Residents**: Full information is now on the FPC website and Village Hall noticeboard.
- (v) **Gate by Birch Grove**: A resident had reported that the Oak gate next to Birch Grove appeared to be damaged. **Action**: Clerk to investigate and report back.
- (vi) **Visit from Councillor Martin Fisher, Leader, Tandridge District Council**: Cllr Fisher had expressed a wish to attend a full Parish Council meeting however the FPC meetings clashed with those at TDC. **Action**: Clerk to invite Cllr Fisher to attend a Planning Meeting instead.
- (vii) **Tree Planting**: A resident contacted the Clerk offering to donate a sweet chestnut tree to be planted in the village in a location which best fitted in with existing trees. **Action**: Clerk to progress with Tree Officer and keep resident informed.

11. ANY OTHER BUSINESS

Arts & Crafts Show and Foodmarket: Jeremy Clarke formally requested permission for the organisers to place signs 21 days before the event which was unanimously approved.

Financial Planning for Community Gang Type Works: Linda Hainge suggested that FPC should start to build up a reserve of funds to cover areas such as grass and hedge cutting, footpath clearing and sign cleaning. Brian Apps reported that Parish Councils were not currently permitted to build up a reserve for more than twice the annual precept so this wasn't possible.

Roadworks on Newchapel Road, Lingfield: Michael Sydney reported that roadworks were scheduled to begin on 10th September on the Newchapel Road between the Blacksmiths Arms and Lingfield and disruption was expected.

12. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next Parish Council Meeting will be held on Thursday 6th October 2016 at 7.30pm, in the Committee Room. The next Planning Meetings is scheduled for Thursday 15th September at 7.00pm. The meeting closed at approximately 9.30pm

Patricia Slatter

Clerk to Felbridge Parish Council

7th September 2016

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