



## **FELBRIDGE PARISH COUNCIL**

Meetings are held on the first Thursday of each month (except January and August)  
at 7.30pm in Felbridge Village Hall

### **Minutes of the Felbridge Parish Council Meeting held on 4<sup>th</sup> September 2025 at 7.30pm in the Committee Room at Felbridge Village Hall**

#### **Present:**

Cllr. Jeremy Clarke (Planning Chairman)  
Cllr. Stephen Hall (Chairman)  
Cllr. Alex Horwood (Vice-Chairman)  
Cllr. Nigel Lea  
Cllr. Ian McBryde

In attendance:

Cllr. Nicholas White (District Councillor)

#### **1. APOLOGIES FOR ABSENCE**

Cllr. Jane Groom,  
Cllr. Bridget Huntington,  
County & District Councillor Lesley Steeds,  
District Cllr. Nicola O’Riordan

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

None in addition to those which were previously disclosed

#### **3. APPROVE MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> July were approved and signed.

#### **4. CHAIRMAN’S REPORT**

Nothing new to report.

**5. FINANCE****(i) Receipts and Payments for July and August 2025****JULY**

Date	To / From	Description	Amount	Current Account	Deposit Account
30 June		Brought Forward		44480.10	£500.46
		Receipts			
		Total Receipts		0.00	
		Sub-Total		44480.10	
		Transfers			
4 July	Unity Trust Bank	Current a/c-Deposit a/c	35000.00	-35000.00	35500.46
		Sub-Total		9480.10	
		Payments			
4 July	WRH	Bus Shelter Cleaning	£45.00	-45.00	
4 July	Mulberry & Co	Councillor Training	£108.00	-108.00	
4 July	Hire-a-Loo	Temporary Toilet Hire	£128.57	-128.57	
9 July	NEST	Pension Contribution	£225.36	-225.36	
31 July	Payroll	Payroll	£1720.30	-1720.30	
31 July	Unity Trust Bank	Monthly Fee	£6.00	-6.00	
		Total Payments	£	-£2233.23	
		Bank Account Totals c/f		£7246.87	£35500.46
31 July	Available Funds - Current a/c plus Deposit a/c			£42747.33	
31 July	Allocated Reserves (includes restricted expenditure CIL funding) - Community Funding £2.4K; Playground Fence/Path £5K; Traffic Calming £5K			-£12400.00	
31 July	General Reserve (available funds - including budgeted expenditure - minus Allocated Reserves)			£30347.33	
Current Account statement was circulated to councillors on 4 August 2025, along with the above record of receipts and payments, for transparency and confirmation of accuracy					

**AUGUST**

Date	To / From	Description	Amount	Current Account	Deposit Account
31 July		Brought Forward		7246.87	£35500.46
		Receipts			
		Total Receipts		0.00	
		Sub-Total		7246.87	
		Payments			
5 Aug	Clerk	Office Expenses	£115.09	-115.09	
5 Aug	Hire-a-Loo	Temporary Toilet Hire	£132.85	-132.85	
5 Aug	WRH	Bus Shelter Cleaning	£45.00	-45.00	
5 Aug	HMRC	Tax & NI July	£491.60	-491.60	
5 Aug	JC Technical	CCTV Maintenance	£45.00	-45.00	
8 Aug	NEST	Pension Contribution	£225.36	-225.36	
31 Aug	Unity Trust Bank	Monthly Fee	£6.00	-6.00	
		Total Payments	£1060.90	-£1060.90	
		Bank Account Totals c/f		£6185.97	£35500.46
31 Aug	Available Funds - Current a/c plus Deposit a/c			£41686.43	
31 Aug	Allocated Reserves (includes restricted expenditure CIL funding) - Community Funding £2.4K; Playground Fence/Path £5K; Traffic Calming £5K			-£12400.00	
31 Aug	General Reserve (available funds - including budgeted expenditure - minus Allocated Reserves)			£29286.43	
Current Account statement was circulated to councillors on 1 Sept 2025, along with the above record of receipts and payments, for transparency and confirmation of accuracy					

- (ii) **Bank Account Update:** The Lloyds bank account is now closed
- (iii) **External Auditor Report:** Certificate and closure documents received – no notes or queries recorded. Documents will now be uploaded to the FPC website.
- (iv) **Internal Auditor: Resolved:** Councillors approved the Clerk's proposal to agree a three year contract with Mulberry Local Authority Services which guarantees no fee increase for the period of the agreement.  
**Action:** Clerk to progress agreement with Mulberry
- (v) **S137 Funding Request:** A request was received from the Felbridge Lunch Club for a new steamer.  
**Resolved:** It was approved that Felbridge Parish Council will provide a new steamer at a cost of up to £40.
- (vi) **Local Government Pay Review:** It was noted that this year's pay award was 3.2% backdated to April

## 6. VILLAGE MAINTENANCE

- (i) **Highways Grass Verge Cutting:** Latest cut took place at end August
- (ii) **TDC Crawley Down Road Grass Cutting:** The grass verges on Crawley Down Road have been reinstated on the TDC grass cutting schedule.

## 7. COUNTY/DISTRICT COUNCILLOR REPORT

**Copthorne Road footpath** – Works to remove mud and reinstate the verge have been chased again  
**Rowplatt Lane** – Further emails received from residents raising further concerns regarding road safety and parking problems. Continuing to liaise with Surrey Highways.  
**Resurfacing:** Cllr. Steeds was pleased that both the Copthorne Road and Star Junction/A22 resurfacing works have now been delivered.

## 8. DISTRICT COUNCILLOR REPORTS

**Cllr. White: Star Junction:** Cllr. White offered to follow up the continued issues with out of sync lights.  
**Cllr. O'Riordan** – No report provided

## 9. COUNCILLORS' REPORTS/UPDATES

**Crawley Down Road Sign:** Has now been replaced  
**Speedwatch:** Cllr. Hall reported that Speedwatch had identified 74 speeding vehicles in August. One vehicle on the Crawley Down Road was travelling at 62mph.  
**Rowplatt Lane Road Safety:** Cllr. Lea reported that he had visited Rowplatt Lane and witnessed the significant traffic issues which have been reported.  
**Star Junction Traffic Lights:** The major disruption caused by these lights being out of sync since the resurfacing works finished on 23<sup>rd</sup> August was raised. **Action:** Cllr. Clarke to send a copy of Felbridge Parish Council's report regarding this issue to Cllr. White who will raise this with Cllr. Steeds.  
**A22 Damaged Drain:** Surrey Highways have responded to Felbridge Parish Council's formal complaint about their failure to repair the damaged drain which causes flooding was upheld. A commitment has been made to deliver a full repair and to prioritise these works before winter if possible.

## 10. SURREY HIGHWAYS/RIGHTS OF WAY/TDC MAINTENANCE REPORTS

**Drainage Ditch along Crawley Down Road:** Has still not been cleared.  
**Evelyn Chestnut Trees:** The TDC Tree Officer has said that works to cut back the base growth which is impacting the footpath and to raise the canopy to improve sightlines will take place in September.  
**Playground Replacement Fence and Path Repairs:** Works to replace damaged fencing at the Playground and to repair and resurface the footpath between the playground and the skateboard ramp are scheduled for w/c 15<sup>th</sup> September.

## 11. PLANNING

- (i) **Applications in Felbridge**  
 Considered at the Planning Meeting on 7<sup>th</sup> August 2025  
**2025/743 The Brackens, Heather Way, Felbridge RH19 2RF**  
**Resolved:** No Objection  
**2025/868/TPO 4 Eden Gardens, Felbridge RH19 2SQ**  
**Resolved:** No Objection

Considered at the Planning Meeting on 19<sup>th</sup> August 2025

**2025/768 Cherry Hinton, Domewood, RH10 3HD**

**Resolved:** Felbridge Parish Council have no objection to the style and form of the proposed additions and note the significant decrease in additional volume of this proposal in comparison with 2025/387. However, a volume calculation has not been provided to quantify the volume expansion. If TDC are minded to approve this application then Felbridge Parish Council seek a planning condition to prevent the annexe being split from the main dwelling in the future which we believe would sub-divide the plot in a manner disproportionate to the local area. We believe the annexe should remain incidental to the enjoyment of the main dwelling house.

Considered at the full meeting

**2025/943 Yerba Buena, Herons Close, Domewood, RH10 3HF**

**Resolved:** No Action

(ii) **Adjoining Planning which may affect Felbridge** Nothing which directly affects Felbridge

(iii) **MSDC Development on Felbridge Border** Nothing new to report

(iv) **Planning Enforcement - Dormer Cottage ENF/2025/71** The new application for this site (2025/781) has still not been validated. Works have stopped in the meantime. The disturbance of the existing bats roost has been reported to Surrey Police.

**12. CONSULTATION: Dormansland Neighbourhood Plan:** Felbridge Parish Council noted the plan and had no comments to make.

**13. CLERK'S REPORT**

**Neighbouring Parishes:** Traveller incursions have been causing major issues in Burstow and Horne. Green fields are being accessed, surfaced and occupied within 48 hours. Clerks will send updates.

**Rowplatt Lane Parking:** Complaints about parking on Rowplatt Lane. Highways have still not removed the barriers from nearer the site which is pushing parking further along the road.

**Tree alongside Football Pitch:** Report that contractors had felled a tree which landed on the field. TDC have been asked to clear any debris.

**Star Junction Roadworks:** Multiple enquiries regarding resurfacing works and complaints about the lights being out of sync after the works.

**Rowplatt Lane Safety Review:** Highways have still not progressed this project. Because of the new Unitary Authorities being created in 2026, there is no County Councillor budget for 2026-27. Highways have said that FPC would need to use CIL generated from the 24RL development to contribute to the costs. Have asked for costings. Resident has sent a letter to Surrey Highways but no response has yet been received.

**14. BUSINESS FOR NEXT MEETING** Second quarter finance review; Remembrance 2025

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

The next meeting will take place on Thursday 2<sup>nd</sup> October. A planning meetings is scheduled for Thursday 16<sup>th</sup> October.

The meeting closed at approximately 2030.

Patricia Slatter

Clerk to Felbridge Parish Council

[www.felbridge-pc.org.uk](http://www.felbridge-pc.org.uk)

