

# **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 March 2016 at 7.30pm in the Village Hall.**

### Present:

Mr. Jeremy Clarke (Chairman)	Mr. Michael Sydney (County Councillor)
Mrs Joan Harwood	Mr. Brian Apps
Ms. Georgina Chapman	Mr. Ian McBryde
Mrs. Bridget Huntington	Mrs. Linda Hainge
Mr. Ken Harwood (District Councillor)	Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE** – All councillors were present.

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

There were no additions to those already disclosed.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> February 2016 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/Footpath, Crawley Down Road:** Ken Harwood has written to Surrey County Council requesting urgent action to ensure that the necessary repairs are made along this footpath leading to Felbridge Primary School. **Action:** Ken Harwood to monitor and report back

5. **ONGOING ITEMS**

(i) **Community Consultation:**

Transport/Environment and Green Issues: –

Actions completed:-

a. **Welcome to Felbridge White Gates:** Jeremy Clarke to liaise with SCC to agree designs for double gates at each of the three locations on Crawley Down Road, Copthorne Road and on the A22 near the Woodcock Inn. Michael Sydney has agreed to add the £1.5K he had offered in funding to the 2016 reserve to allow time for agreement to be reached. **Action:** Jeremy Clarke to liaise with SCC and report back.

b. **Gullege Bridleway** – Jeremy Clarke reported that either MSDC or EGTC will fund clearing the bridleway from the county boundary to the bridge. FPC to cover the costs for the small section at the entrance.

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

a. **Seats** – The Youth Shelter is scheduled for installation on 10<sup>th</sup> and 11<sup>th</sup> March. Cheque to be signed at Planning Meeting on 17<sup>th</sup> March subject to work being completed to acceptable standard. Jeremy Clarke has completed and returned final paperwork to action £6K donation from the PCC fund. **Action:** Jeremy Clarke or Clerk to meet suppliers on arrival to install Youth Shelter.

**Hub Project:** Having initially said that an additional £1K would be required from each of the seven parish councils to maintain the current level of service, SCC have now agreed that the current funding levels will continue.

## 6. FINANCE

### (i) Cheques:

DATE	PAYMENTS TO	DETAILS	CHQ.	TOTAL £
04.02.16	P Slatter	Clerk's Sal - February	167	294.62
	HMRC	Clerk's tax - February	168	73.66
	P Slatter	Office All/Expenses		
		Dec + January	169	53.78
	P Slatter	Office Allowance January	170	50.00
	B Wright	Bus Shelter Cleaning Feb	192	36.00
	Tandridge District Council	Dog Bin Furnace Wood	193	214.80

### CURRENT ACCOUNT

DATE	RECEIPTS FROM		TOTAL
24.02.16	Tandridge District Council	Grant towards defibrillator cost	1500.00
01.03.16			
	Current Account Bank Balance		8781.78
	Less outstanding cheques		0.00
	Cashbook Balance		8781.78
	Business Reserve Account Balance		25038.16
	<b>TOTAL BALANCES</b>		<b>33819.94</b>
	Less reserves for new Village Gates, A264 fencing, traffic calming bus shelter, Playground area shelter and defibrillator		-20000.00
	<b>AVAILABLE FUNDS</b>		<b>13819.94</b>

(ii) **VAT Return:** February invoices have now been received so annual VAT return can now be completed.

### (iii) Section 137 Payments:

- a) **Felbridge Bowls Club** have requested funding towards the cost of refurbishing the ditches and purchasing new rink numbers and dividers. The cost would be approximately £200. It was proposed by Ian McBryde and seconded by Joan Harwood that FPC would contribute £100 towards this cost. **Action:** Clerk to respond to Felbridge Bowls Club and prepare cheque for signature at next meeting.
- b) **The Campaign for the Protection of Rural England, Tandridge** have requested a suggested donation of £1k from FPC and other local parish councils towards their 'fighting fund' to protect the Green Belt in Tandridge. The Clerk had requested guidance from SALC as to whether such a request was appropriate and the Chairman read their response to the councillors. It was considered unclear as to whether it would be appropriate for FPC to make a donation to CPRE and there was discussion on whether this group differed for example from Surrey Wildlife Trust who have received support in the past. Michael Sydney speaking in his role as local Chairman of CPRE reported that other parish councils had committed to donate between £500 and £1k. After discussion during which councillors reaffirmed their commitment to maintaining the Green Belt in Felbridge, the Clerk was asked to seek more specific guidance from SALC before an informed decision could be made on whether it would be correct for FPC to donate any funds to CPRE should they vote to do so. **Action:** Michael Sydney to advise which councils had committed financial support. **Action:** Clerk to request a specific response from SALC and report back.

- (iv) **External Audits for Smaller Authorities:** Having attended a briefing on the options for audits for councils with an annual expenditure of less than £25,000, Trevor Leggo, Chief Executive of SSALC recommended that FPC remain in the main scheme. This action was proposed by Brian Apps and seconded by Jeremy Clarke. **Resolved:** FPC will remain in the main scheme for regulations regarding External Audits for Councils.
- (v) **Bus Shelter Cleaning:** An increase of £1 per month including VAT for bus shelter cleaning was agreed.
7. **DEFIBRILLATOR IN FELBRIDGE:** Funding for the defibrillator had now been agreed, payment received and the defibrillator delivered and added to the existing FPC insurance policy. Clerk was liaising with the Village Hall Committee to arrange an installation date and time which would work best for Hall users. Sam Corbin, First Responder, had agreed to arrange for training sessions for interested parties after installation. There would be a cost of £5 per person to help fund the work of the First Responders in the local community. **Action:** Clerk to arrange defibrillator installation.
8. **TRANSPARENCY CODE FOR SMALLER COUNCILS** Basic website format has now been created with PDF documents of Minutes, Agendas and Financial Reports being uploaded. It was agreed to secure the domain name [www.felbridge-pc.org.uk](http://www.felbridge-pc.org.uk). It is anticipated that the website will be fully live by the end of March.
9. **COUNCILLORS' FEEDBACK**
- (i) **Ebor Lodge:** The owners have confirmed that they will restore the verge to grass once the weather improves so that it can be included in future cuts. **Agreed:** To be followed up.
- (ii) **Land Adjacent to Acacia Cottage:** The forestry commission are investigating the removal of trees from this site.
- (iii) **Limes Pond:** Steve Hyder at TDC agreed to the request for the Limes Pond to be cleared and said the work would be completed in March subject to weather conditions. Ian McBryde reported that he had been asked if the vegetation around the pond could be cleared at the same time. **Action:** Clerk to ask Steve Hyder for the additional works to be carried out.
- (iv) **Overhanging Vegetation on Woodcock Hill:** Ian McBryde reported there had been some improvement in making the footpath more accessible but that there were still problems with overhanging vegetation. **Action:** Clerk to monitor.
- (v) **Road surface by Hydropool:** Clerk has requested that Surrey Highways resurface the road outside Hydropool Spas. **Action:** Clerk to report back once response is received.
- (vi) **Roadsign Cleaning:** Georgina Chapman asked if there was anything that FPC could do to get the road signs in the local area cleaned. Jeremy Clarke responded that Michael Sydney had been asked to raise this issue with Surrey Highways and we were still awaiting a response.
- (vii) **Post Outside Village Hall:** One of the posts alongside the verge at the entrance to the Village Hall had been knocked over. **Action:** Clerk to arrange for post to be reinstated.
- (viii) **Potential Development on land between Copthorne Road and Crawley Down Road:** The approval which had been given for access to this land for potential development is nearing expiry and the developers were now requesting a change to the planning conditions. Jeremy Clarke to attend meeting at TDC on 10<sup>th</sup> March and would report back.
- (ix) **Potholes in Mill Lane:** Ken Harwood reported that bags of tarmac had been placed inside large potholes on Mill Lane in place of proper repairs. This had been reported to SCC.
- (x) **Trees Near Ash Farm, Mill Lane:** Ken Harwood reported that some trees on the land between Ash Farm and the Millpond were leaning towards power cables. **Action:** Jeremy Clarke to check with Land Registry to see who owns the land.
- (xi) **Dog Mess:** Ken Harwood reported that there had been an increase of incidents of dog walkers failing to clear up after their dogs particularly in the Mill Lane area. He would monitor and if necessary request that signs were placed reminding people to clear up their dog mess. It was noted that FPC had provided a high number of bins for dog waste throughout the village.

10. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** 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 stated that the Highways Operations Team no longer existed and that due to lack of funding only damaged signs received attention. Jeremy Clarke referred to TD/2515 which requires dirty hazard signs to be cleaned immediately. He also reported that signs in other areas such as Dorking appeared to have been cleaned. Michael Sydney acknowledged the statutory requirement to clean signs and will follow up. **Action:** Michael Sydney to report back.
- (iv) **Footpath Between Doves Barn and Furnace Wood:** Following Michael Sydney's intervention confirmation had now been received 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) **Drain Cover at Star Junction:** The damaged drain cover has now been repaired.
- (vii) **Common Land, Crawley Down Road** The Clerk has now written to all properties bordering the Common Land on Crawley Down Road reminding householders of the bye-laws which relate to the use of this land.

11. **PLANNING APPLICATIONS**

Planning Meeting 20<sup>th</sup> February attended by Joan Harwood, Ian McBryde and Bridget Huntingdon.

**TA/2016/174:** Twin Oaks, Herons Lea, Copthorne, RH10 3HE. Erection of two dormer windows to east elevation in association with conversion of loft space to habitable accommodation.

**Resolved:** No Action

12. **CONSULTATIONS****Ongoing:**

- (i) **Gatwick Airport Consultation:** Jeremy Clarke has now written to the GAA with copies to Gatcom and Sam Gymiah MP.
- (ii) **Tandridge District Council Local Plan:** Felbridge Parish Council have formally responded to the local plan.
- (iii) **Local Transport Review Year 2**  
FPC have responded that although the review does not directly impact Felbridge, FPC are disappointed to see a reduction in any rural transport.

13. **CLERK'S REPORT**

- (i) **Street Lights on Crawley Down Road:** Clerk has written to Surrey Highways to request an additional street light to cover the section from the Village Hall fields to McIver Close. **Action:** Clerk to monitor.
- (ii) **Annual Parish Meeting:** Jeremy Clarke suggested that a representative from the Forestry Commission would be an ideal speaker for the Annual Meeting. **Action:** Jeremy Clarke to pass contact details to the Clerk.

- (iii) **Transparency Fund for Smaller Councils:** Clerk has submitted a request for funding to cover the set up costs for the new FPC website to include a laptop, scanner, software, domain name and working hours to establish website. **Action:** Clerk to report back.
- (iv) **TDC Parish Assembly:** The next meeting will take place on Wednesday 16<sup>th</sup> March at 6.30pm at the Council Chamber in Oxted. Action: Councillors to confirm who might be able to attend.
- (v) **Hedgecourt Lake Stakeholder Meeting:** A meeting of those with an interest in Hedgecourt Lake will take place at East Grinstead Library at 10.00am on 24<sup>th</sup> March.

14. **ANY OTHER BUSINESS**

Linda Hainge commented that the daffodils in the Village look wonderful.

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 7<sup>th</sup> April 2016 immediately following the Annual Parish Meeting which takes place at 7.00pm, in the Committee Room. The next Planning Meeting will take place on Thursday 17<sup>th</sup> March at 7.00pm.

The meeting closed at approximately 21.45pm

**Attached:** Surrey Highways Repairs List

Patricia Slatter  
Clerk to Felbridge Parish Council  
6<sup>th</sup> March 2016

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