

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 5th May 2016 at 7.30pm in the Village Hall.

Present:

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

attended part of the meeting

1. **APOLOGIES FOR ABSENCE** were received from County Councillor Michael Sydney.

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 7th April 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's wrote to Surrey County Council requesting urgent action to ensure that the necessary repairs are made along this footpath leading to Felbridge Primary School. SCC responded that the footpath "is not part of the Public Highway Asset and is therefore not maintained by SCC" and suggested that it was an issue for Tandridge District Council. The Clerk contacted TDC who refute those claims and have asked their Legal Department to investigate. Clerk will update when response is received.

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 –** The Clerk wrote to East Grinstead Town Council asking them to add the works needed to clear the Gullege Bridleway to allow better access to the Worth Way to the agenda for their next meeting. EGTC responded that as they didn't own the land they couldn't do so. The Clerk has now written to Sue Philipson, Access Ranger for WSCC to ask for her support to progress this work. **Action:** Clerk to monitor and update councillors at the next meeting.

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

- a. Seats – The Shelter has now been installed and added to FPC’s insurance policy.
- b. Fencing – Clerk has asked TDC to recommend potential suppliers so three quotes can be received to allow this project to be progressed.
- c. Temporary Toilet Facilities in Village Hall Grounds: The temporary toilet is due to be installed in the Village Hall Grounds on 6th May.

Hub Project: Contracts have been agreed at the same cost level for 2016. Dates of cuts to be confirmed.

6. FINANCE**(i) Current Account**

<u>RECEIPTS FROM</u>				TOTAL £
DATE				
06.04.16	Tandridge District Council	Precept		7700.00
				<u>7700.00</u>
<u>PAYMENTS TO</u>				TOTAL £
DATE	DETAILS	CHQ.		
07.04.16	H M Revenue & Customs	Clerk's tax – April	203	73.66
"	B Wright	Bus Shelter Cleaning - April	204	37.00
"	Felbridge Bowling Club	Donation	205	100.00
"	Society of Local Council Clerks	Annual Subscription	206	103.00
"	P Slatter	Office All'ce & Expenses March	207	269.40
"	P Slatter	Clerk's Sal – April	208	294.62
21.04.16	SSALC	Fee	209	19.60
"	Peter Frost	Internal Audit Fee	210	133.34
"	Came & Co	Additional premium for Youth Shelter & defibrillator	211	25.00
"	Pat Slatter	"Transparency" equipment	212	561.00
				<u>1616.62</u>
BUSINESS RESERVE ACCOUNT				
<u>RECEIPTS FROM</u>				TOTAL £
DATE				
SUMMARY 30.04.16				
	Current Account Bank Balance			11891.83
	Less outstanding cheques			<u>-812.60</u>
	Cashbook Balance			11079.23
	Business Reserve Account Balance			<u>21233.23</u>
	TOTAL BALANCES			32312.46
	Less reserves for new Village Gates, A264 fencing, traffic calming & new bus shelter,			<u>-8500.00</u>
	AVAILABLE FUNDS			<u>23812.46</u>

(ii) Section 137 Payments

A request for funding was received from Felbridge and Sunnyside Cricket Club. The club are raising funds to purchase new square mower to help with improving the quality of their pitches. It was proposed by Brian Apps and seconded by Ian McBryde that Felbridge Parish Council make a donation of £500 towards the cost of purchasing the new mower. **Action:** Clerk to reply to Felbridge and Sunnyside Cricket Club.

(iii) Annual Review of Risk Management:

The annual review of risk management was noted and no additions added.

(iv) Review of Internal Audit Effectiveness: Brian Apps reported that this year's audit had again shown that the procedures and practices were effective and there were no areas of concern.

(v) Review of Banking Facilities: Brian Apps has investigated the options available from transferring to another bank in particular the ability to view the account online. He proposed moving the FPC bank account to a LloydsTSB account which would still allow free banking. The proposal was seconded by Jeremy Clarke and agreed by all councillors. **Action:** Brian Apps to discuss with LloydsTSB Bank and report back to the next full meeting.

(vi) Approval of the Annual Governance Statement

The Annual Governance Statement was agreed and approved by all councillors.

(vii) Approval of the Accounts Statement 2015-2016

The Accounts and Annual Return were approved by all councillors and signed by the Chairman and Clerk. The Chairman thanked Brian Apps as Responsible Financial Officer for all the work he had preparing the year end accounts.

(viii) Insurance Renewal: Came and Company had supplied a renewal quotation for insurance. Brian Apps reported that the service received by FPC had been excellent and recommended renewal. He also recommended that FPC take advance of a discount offered for renewing for three years. All councillors were in agreement. **Resolved:** Felbridge Parish Council will renew their insurance policy with Came and Company and fix the policy for a three year period. **Action:** Clerk to write to Came and Company.

7. **DEFIBRILLATOR IN FELBRIDGE:** First Responder Sam Corbin would be attending the Felbridge Country Show to talk to visitors about the work for First Responders.

8. **FPC WEBSITE:** The new FPC website www.felbridge-pc.org.uk is now active. More pages and information will be added over time.

9. **COUNCILLORS' FEEDBACK**

(i) **Ebor Lodge:** The residents had emailed the Clerk on 19th April to say that the works to reinstate the verge they had removed were starting that day. Ian McBryde and Bridget Huntington reported that they had passed the property earlier and the work had not been done. **Action:** Clerk to email residents and report back.

(ii) **Limes Pond:** Tandridge District Council had advised the Clerk that the works to clear the Limes Pond and the surrounding area had been undertaken however Ian McBryde and Bridget Huntington disagreed. **Action:** Clerk to email TDC.

(iii) **Overhanging Vegetation on Woodcock Hill:** There are still issues with some sections of footpath along Woodcock Hill. **Action:** Georgina Chapman to hand deliver letters to the relevant properties.

(iv) **Post Outside Village Hall:** Clerk has asked Howard Searle to repair the damaged post.

(v) **Potential Development on land between Copthorne Road and Crawley Down Road:** A time extension for the implementation of the proposed A264 realignment and access modifications to be made to allow this development to progress was refused at the TDC planning meeting held on 10th March. Jeremy Clarke attended the meeting on behalf of FPC.

(vi) **Footpath and Verges on Copthorne Road:** Brian Apps and Joan Harwood reported that sections of footpath and verges near to the new development on the Copthorne road were damaged. The contractor working on the Hub Project had also said that grass cutting couldn't take place while the temporary fencing remained by the entrance to The Hamptons. The Clerk has written to the Developer at The Hamptons and to the neighbouring property asking that the verge be reinstated and the fencing removed. **Action:** Clerk to monitor and report back.

- (vii) **Advertising Board Oakview/The Laurels:** Ian McBryde reported the agent's board/advertising board on land near to Oakview and The Laurels belonged to Quantum Homes. **Action:** Clerk to write to company and ask for it to be removed.
- (viii) **Water Main Leak at Peacock Lodge:** Clerk wrote to the Manager at the Peacock Lodge on 15th April to ask for the leaking water main to be repaired. Ian McBryde reported that water was still leaking on to the A22 from Peacock Lodge. **Action:** Clerk to follow up.
- (ix) **Chairman's Board in Village Hall:** The board hasn't been updated for three years. **Action:** Clerk to contact the previous contractor and ask for the board to be updated.
- (x) **Footpaths on A264:** Bridget Huntington reported that she had seen a mobility scooter being driven along the busy A264 presumably since the footpaths were inaccessible. The Clerk confirmed that this had been reported to Surrey Highways (23rd August 2015 Ref SQ-745963) but that Surrey Highways had responded that they did not consider that the issue required urgent work.
- (xi) **Bollards at Star Crossroads:** Linda Hainge reported that the traffic lights which had been damaged in a recent accident had now been repaired but that the bollards were still broken. **Action:** Clerk to report to Surrey Highways.

Ken Harwood joined the meeting.

- (xii) **Felbridge School Hedge:** Ian McBryde reported that the hedge between Felbridge School and the footpath along Copthorne Road had become overgrown. **Action:** Clerk to write to Felbridge School and request that the hedge is cut back.
- (xiii) **Imberhorne Farm Development**
Jeremy Clarke met with the developers for the outline scheme for Imberhorne Farm. A number of their team live locally and are therefore acutely aware of the traffic issues in the area. They are currently undertaking a traffic study to base their transport strategy upon. The concept at present is for about 500 houses with additional schooling and community services. The intent is not phased with housing first and infrastructure later, this is a single scheme delivered together. They understand the need to deliver the road transport mitigation and improvements before commencing the main site building works as the impact of the site construction traffic at the same time as major road works are being undertaken would be unbearable. They are keen to engage and hear from as many people as possible and are intending to have consultation events as the concept progresses. There is no definite timescale for the proposal to come forward as they are waiting for the Local Plans to go through examination (currently Qtr4 2016) before they progress the scheme.
Link to developer's communication <http://www.landwestofimberhornelane.co.uk/the-story-so-far/>
- (xiv) **Gatwick:** Ken Harwood reported that he was continuing to monitor correspondence and plans for Gatwick which impacted on Felbridge residents.
- (xv) **Planning:** Ken Harwood reported that appeals had been lodged against a number of developments in Felbridge and the surrounding area which had been refused.

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.

Councillor Sydney was again unable to attend the meeting and didn't yet have responses to any of the above outstanding issues. He would report to the next meeting.

Ken Harwood left the meeting.

11. **PLANNING APPLICATIONS.**

TA/2016/668 Domewood Cottage, Domewood, Copthorne RH10 3HD

Resolved: No Action

TA/2016/614 Sussex Bed Centre, London Road, Felbridge RH19 2RQ

Resolved: FPC have no objection to the fascia sign, however we strongly object to the proposed ground level sign as this will detract from the openness and does not reflect the rural nature of the village.

TA/2015/2234 Toads Croak House, 30 Copthorne Road, Felbridge RH19 2NS

Resolved: FPC have no objection to the proposed garage, however, there have been significant issues with surface water run-off from this property onto the Copthorne Road due to the large extent of hard surfacing at the front of the property. We therefore request that works to capture surface water run-off from the property and direct it to a suitable soakaway are incorporated into the ground works being undertaken by this proposal.

TA/2016/580 4 Crawley Down Road, Felbridge RH19 2NT to be considered at the next planning meeting on 19th May.

TA/2016/629 17 Copthorne Road, Felbridge, East Grinstead RH19 2NR

Resolved: Felbridge Parish Council (FPC) strongly object to this planning application for the following reasons:

FPC have serious concerns regarding the additional entrance onto the A264. The approved application in Mid Sussex District has 26 dwellings (as stated in the application) but the adjoining land also has approval for 32 dwellings with a link between the sites.

When we raised this at the last application we were advised that as they were not approved they could not be taken into consideration. That has now changed and thus the entrance and trip data needs to be based upon the total approved 58 dwellings.

The safety audit of the previous application stated that the entrance was only suitable for 26 dwellings, and that any more would require an island in the middle of the A264. As this proposal is linked to the adjoining site, then surely a central island is now required.

Currently there are three entrances to developments between the 'Star' traffic lights and the junction with Crawley Down Rd. A fourth junction serving 26, or more, new homes will create significant further traffic problems. Although, as the developers point out, the incremental number of additional vehicle movements will be low, the fact that there are so many turnings within a short length of road will cause further congestion, blocking of the traffic lanes and additional hazards for motorists. As it is, vehicles leaving Longwall and Mulberry Gate have difficulty entering the A264 Copthorne Road and even greater problems joining the traffic to turn east.

The A264 is already at a standstill for significant periods of the day both on weekdays and weekends and further traffic joining the road is therefore highly likely to exacerbate the problem.

The splayed junction with Crawley Down Rd is a hazardous junction and was identified by Surrey Highways for junction improvements, the addition of a significant turning near this junction will only increase the difficulty in exiting this junction.

The new junction is almost adjacent to the existing entrance to 19-23 Copthorne Road. We can foresee difficulties and confusion with traffic using these entrances and the high probability of accidents occurring.

Vehicles exiting the proposed development will severely obscure the sightlines for 19-23 Copthorne Road.

The applicants assumed trip rate data is significantly lower than the trips currently taking place from Mulberry Gate. As the proposal has used trip data based upon sites in Yorkshire and Wales amongst other counties; FPC question why the data from an adjacent similar location not been used to support this proposal?

The A264 is a major west-east route between Horsham and Tunbridge Wells. In the opinion of FPC, this has been overlooked and the road is being treated as a local road onto which additional access routes are accepted.

Surrey Highways have recently provided written evidence that they have not considered the cumulative impact of committed development when responding to the previous application or to more recent applications. This is in direct contradiction with the NPPF. Their recent formal response to the emerging Tandridge District Plan shows that the road infrastructure cannot handle additional housing in this location.

Any mitigation strategy for the traffic issues at the A22/A264 junction must be guaranteed to be delivered before these 58 houses start being occupied and thus reference to schemes such as Coast to Capital which does not have a definite timescale or scope cannot be considered as suitable mitigation.

Ken Harwood re-joined the meeting.

CLERK'S REPORT

- (i) **Paperless Planning:** The Clerk attended a meeting at the TDC council offices chaired by Chief Planning Officer Piers Mason. She reported that TDC's intention was to move to paperless planning but they accepted that problems with broadband speeds, facilities at meeting venues and the resolution of documents on their website first needed to be overcome. Jeremy Clarke as requested a meeting with Piers Mason to discuss issues specific to Felbridge.
- (ii) **Transparency Fund for Smaller Councils:** Further funding to allow smaller Parish Councils to remain compliant was to be made available for the financial year to March 2017. The amount was likely to be in the region of £300. **Action:** Clerk to apply for funding.

- (iii) **Broadband Speeds in Rural Areas:** BT have been working with Surrey County Council to identify areas where broadband speeds were considered too low. They identified a speed lower than 2mbs to be below an acceptable level. Speeds in Felbridge often fell into single figures but not low enough to trigger additional action by BT. **Action:** Discussions continue and the Clerk will report back when more information is available.
- (iv) **Haskins Garden Centre:** Developers working on behalf of Haskins Garden Centre had written to the Clerk and all councillors to let them know about proposals for a major redevelopment of the site. A drop-in session for local residents would take place in their restaurant on Wednesday 11th May between 4.00pm and 9.00pm.
- (v) **Application for CIL Funding:** The Clerk reported that forms had been circulated for Parish Councils to apply for new funding from the CIL payments made by developers. Jeremy Clarke said that some funds had been identified previously and it would be a good time to review whether FPC had any projects which could qualify for funding. **Action:** Clerk to investigate and report back.
- (vi) **New Surrey Highways Officer:** Jeremy Clarke had left several messages for the new Highways Officer to arrange a meeting and was still waiting for a response to his calls/texts and would advise when a meeting had been arranged.

14. **ANY OTHER BUSINESS**

Country Show: Linda Hainge asked the Clerk to create a rota for the Parish Council stand at the Country Show. Georgina Chapman volunteered to help on the day and to help set up on the Friday. **Action:** Clerk to prepare rota.

15. **BUSINESS FOR NEXT MEETING**

Governance and Accountability For Smaller Authorities 2016

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

The next Parish Council Meeting will be held on Thursday 5th May 2016 at 7.30pm, in the Committee Room. The next Planning Meeting will take place on Thursday 21st April at 7.00pm.

The meeting closed at approximately 10.25pm

Patricia Slatter
Clerk to Felbridge Parish Council
12th May 2016

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