

# **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 3<sup>rd</sup> March 2011** **at 7.30pm in the Village Hall**

Present: Mr Jeremy Clarke (Chairman)  
Mr Brian Apps  
Mrs Linda Hainge  
Mrs Joan Harwood  
Mr Ian McBryde  
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – Apologies for absence were received from Mr Jacob Woodd, Mrs Bridget Huntington, Mr Ken Harwood (District Councillor), Mr Michael Sydney (County Councillor).

2. **DECLARATIONS OF INTEREST**

There were no additions to those previously registered.

3. **MINUTES OF PREVIOUS MEETINGS**

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

4. **MATTERS ARISING**

- (i) **Path from Puffin Crossing and Village Sign:** At a meeting on 22<sup>nd</sup> May 09, Steve Hyder, TDC, suggested railings alongside the pavement and a path across the green avoiding the trees. An updated quote has been received from Nick Dance for £3,530 to cover an increase in the cost of tarmac of £200. The planning applications for the path across the green and the sign have been submitted to TDC.
- (ii) **Surrey Council for Voluntary Youth Service:** Marie Silvester, Surrey Youth Development Worker, will attend FPC's meeting on 7<sup>th</sup> July 2011.
- (iii) **Tree Planting:** The trees were planted on 3<sup>rd</sup> March by Patrick Thackaberry.
- (iv) **Verges on A264 Copthorne Road:** Jeremy Clarke has written to John Lawlor, SCC, regarding the lack of grass cutting near to Furnace Wood.
- (v) **Speeding:** Anita Guy, SCC, has inspected the site and suggests both signs are located on the same post near to the lamppost opposite the lay-by. She will ask Skanska to quote for the cost of electrical work. She will also obtain a quote for a second sign, including installation costs, and a post.
- (vi) **Fence along Woodcock Hill:** SCC Legal Dept are progressing this issue. FPC are concerned and would like to see the situation resolved. **Resolved:** Clerk to contact District and County Councillors for an update.
- (vii) **Queen Elizabeth II Fields:** TDC have approved FPC's nomination form for Felbridge Playing Fields, which will now be submitted to Terry Housden, Project Officer, The Queen Elizabeth II Fields Challenge.
- (viii) **Gritting:** FPC to discuss in the Spring whether they wish to retain the grit bin on Woodcock Hill.

- (ix) **Sycamore Trees:** 3 sycamore trees growing in the hedge between the footpath in Crawley Down Road and Warren Close are getting large. Concern has been expressed about their roots damaging drains. Email received on 17<sup>th</sup> Feb from Steve Hyder saying he is obtaining an estimate for their removal.
- (x) **Footpath alongside Copthorne Road:** Wet leaves on pavement between Felbridge Showground and Housman Close are becoming slippery. Community Payback Co-ordinator has agreed to look at the footpaths.
- (xi) **Verge in Crawley Down Road:** A path is being formed across the green opposite the track towards the Gullege. **Resolved:** Clerk to ask Nick Dance for a quote to repair and re-seed when he carries out work on path across village green.
- (xii) **Bridleway 257:** Ken Harwood is preparing a report.
- (xiii) **Village Hall Committee Lease:** Ken Harwood, District Councillor, has been asked by TDC to mediate between the Village Hall Committee and TDC, and has prepared a report for the lawyers acting on behalf of the Village Hall Committee.
- (xiv) **Hub Project:** Clerk and Joan Harwood attended a meeting on 2<sup>nd</sup> March, when it was agreed that for the year commencing April 2011, all 7 parishes would manage the contract signed by SCC with Bill Kear (the current contractor) for grass cutting of the verges within their parishes. During the next few months a precise map/list of verges to be cut to be drawn up by each parish in conjunction with SCC/Bill Kear with a view to the parishes taking over full control of the contact for 2012/13. The next meeting will be held on 22<sup>nd</sup> March – Clerk and Joan Harwood to attend.
- (xv) **Clerks' Annual Review:** This was completed on 17<sup>th</sup> February.
- (xvi) **Veterinary Practice along Woodcock Hill:** Several new signs have been erected alongside the fence. Clerk sent a letter to confirm they are temporary signs.
- (xvii) **Church Projects:** Brian Apps has confirmed that Parish Councils cannot give money towards any Religious Act, but there are no restrictions on giving towards Secular activities.
- (xviii) **Annual Parish Meeting:** Bert Webber has agreed to speak on behalf of the Village Website team at the meeting on 7th April.
- (xix) **Clerk's Printer:** A new printer has been purchased at a cost of £65 inc. VAT.
- (xx) **Wifi at Village Hall:** Jeremy Clarke has contacted several other village halls who seem to pay on average £30 per month for a hotspot package. He will collate all the replies for the next meeting. Clerk confirmed that the existing BT telephone line could be used with no affect on the current set up of the phone line.

## 5. **SURREY HIGHWAY REPAIRS:**

- (i) **83074773/83095783:** Potholes on A264 were repaired in Feb 2011.
- (ii) **83096791 - A22 Woodcock Hill:** Collapsed drain on northbound carriageway between Old Pheasantry and Arlington was repaired in Feb. The 40mph repeater signs have been ordered.  
Double white lines are virtually eliminated in places. **Resolved:** Clerk to chase SCC.
- (iii) **83105892 - A22 Southbound carriageway:** Drain near to Mormon Temple was repaired in Feb 2011.
- (iv) **83112069 – South side of Copthorne Road** – Missing drain cover close to entrance to Domewood. Re-reported on 23.02.11.
- (v) **83074259 – Bad dip in road by Puffin Crossing, Copthorne Road:** Repaired Feb 2011.
- (vi) **83112162 - Broken Drain outside No 106 Copthorne Road, eastbound carriageway** – Re-reported 23.2.11.
- (vii) **83077038 – Broken Fence in Mill Lane:** Repaired by Ken Harwood - Feb 11.

- (viii) **Potholes in Rowplatt Lane:** at entrance to Tythe Orchard. **Resolved:** Clerk to report to SCC.

## 6. **COUNCILLORS' REPORTS**

- (i) **Risk Management and Internal Audit Effectiveness:** Both documents were circulated and unanimously agreed.
- (ii) **Asset Register:** Guidelines received from the external auditors state that each asset owned by councils must be recorded on their Asset Register at the original purchase cost. In the event of this not being known, advice should be taken to establish a current value for the asset. The Council's assets on 01.04.10 after depreciation totalled £6829, and on 28.02.11 excluding depreciation £44181.
- (iii) **Graffiti on skateboard ramp:** Clerk to report to TDC Amenity Services.
- (iv) **Seat at Hedgecourt Lake:** The grass around the seat has been cut by Councillor Harwood. **Resolved:** Clerk to add to SCC list for verge cutting.

## 7. **PLANNING APPLICATIONS**

**Planning Meeting held on 17<sup>th</sup> February 2010** attended by Jeremy Clarke, Joan Harwood, Bridget Huntington, Ian McBryde and Brian Apps.

**Applications Acknowledged 31<sup>st</sup> January – 4<sup>th</sup> February 2011**

**TA/2011/128:** Rest Harrow, Mill Lane, Felbridge. Erection of single storey extension to rear elevation. (Certificate of lawfulness for a proposed development). **Resolved:** No action.

**TA/201/60:** Oakview, London Road, Felbridge. Erection of single storey rear extension and continuation of pitched roof over existing and proposed single storey rear extensions. **Resolved:** No action.

**TA/201/68:** 3 The Cherry House, Tithe Orchard, Felbridge. Erection of summer house. (Certificate of Lawfulness for a Proposed Development.)

**Resolved:** FPC have no objections subject to a condition stating no vehicular access at any time in the future.

**TA/2011/91:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of two areas of land for the open storage of empty skips (Certificate of lawfulness for an existing use). **Resolved:** Written evidence from a local resident who is in a good position to have seen and heard skip movements as they passed along his bottom boundary, is contradictory to the declarations supporting the application. FPC have also had complaints regarding skip movements only in the recent few years. There is no documentary evidence in the form of rentals or written agreements between Mr Ansley and Mr Cox to provide independent evidence. FPC therefore believe there is insufficient evidence to demonstrate continuous use over the period 2002-2007.

**TA/2011/92:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of Nissan building for the storage of building materials (Certificate of lawfulness for an existing use).

**Resolved:** FPC have no evidence to support or refute the claims made in the CLUED.

**TA/2011/93:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of building for the repair, maintenance and servicing of vehicles used by the Ansley family and those used in association with Ansley Building Services Ltd together with the storage of plumbing equipment (Certificate of lawfulness for an existing use). **Resolved:** Regarding the storage of plumbing equipment, FPC have no evidence to support or refute the claims made in this application. Regarding the repair, maintenance and servicing of vehicles, there is written evidence from a local resident indicating significant increase/change of use since 2007/08. It would appear that there may have been a change of use since 2007 but it seems more likely that there has been an intensification which in its own right might be deemed as a change of use.

**TA/2011/94:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of building for the storage of building materials (Certificate of lawfulness for an existing use). **Resolved:** FPC have no evidence to support or refute the claims made in the CLUED.

**TA/2011/105:** The Little House, The Limes, Felbridge. Erection of first floor extension over existing single storey extension and formation of mock pitched roof to garage. **Resolved:** No action.

**Applications Acknowledged 7<sup>th</sup> – 11<sup>th</sup> February 2011**

**TA/2011/90:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of land for the stationing of a twin unit caravan for residential purposes contrary to condition 1 of application 95/673 (Certificate of lawfulness for an existing use and use in breach of a condition).

**Resolved:** A local resident has provided written evidence for substantial occupancy from 2007 to date but he refutes the occupancy of the mobile home from 2002 to 2007. There is insufficient documentary evidence within the application to demonstrate that it was occupied between 2002 and 2007. FPC's opinion is that there is insufficient evidence to conclude beyond reasonable doubt that continuous occupancy has taken place between the years 2002 and 2007.

**Parish Council Meeting held on 3<sup>rd</sup> March 2011**

**Applications Acknowledged 14<sup>th</sup> – 18<sup>th</sup> February 2011**

None in Felbridge.

**Applications Acknowledged 21<sup>st</sup> – 25<sup>th</sup> February 2011**

**TA/2011/237:** 8 Copthorne Road, Felbridge. Erection of two storey extension to rear elevation and porch to the front elevation. **Resolved:** No Action.

**TA/2011/238:** 6 Copthorne Road, Felbridge. Erection of two storey extension to rear elevation and single storey extension to front/side elevation. **Resolved:** No Action.

**Applications Acknowledged 28<sup>th</sup> – 4<sup>th</sup> March 2011**

**TA/2011/204:** Treefellows, Domewood, Copthorne. Erection of extension to north elevation incorporating annexe and car port. **Resolved:** FPC feel that the extension makes the building overly close to the boundary, considering the size of the plot. They would prefer to see the extension parallel to the boundary. They feel the building with the extension is unbalanced and they would prefer an extension to each wing rather than all on one side. FPC also feel that there should be continuous vegetative screening all along the boundary.

**TA/2011/170:** Stub Pond Fisheries, Stubpond Lane, Newchapel. Construction of access track (retrospective). **Resolved:** No Action.

8. **CLERK'S REPORT AND CORRESPONDENCE**

- (i) **Tandridge Local Committee:** Next meeting to be held on 4<sup>th</sup> March.
- (ii) **Planning Application for Path and Fence:** TDC have refunded half of the fee (£42.50)
- (iii) **Local List of Planning Application Requirements:** Jeremy Clarke agreed to look at the consultation documents.
- (iv) **Communities in Control Conference:** This free event will be held on 30<sup>th</sup> March.
- (v) **Felbridge Lunch Club:** A letter of thanks has been received for FPC's donation of £25 towards their Christmas lunch.
- (vi) **Local Council Review:** It was agreed that FPC does not wish to continue to receive this publication.
- (vii) **TVSC:** TVSC are organising a free funding workshop with the Regional Development Officer from the Big Lottery on 7<sup>th</sup> April.
- (viii) **Circulation:** SCC Highways Bulletin, 14-28 Feb 11; Coast to Capital Local Enterprise Partnership Press Release, 7 Feb 11; TDC News Release re Thermal Imaging, 7 Feb 11; TDC Resources Committee Agenda, 15 Feb 11; TDC News

Release re Planning Enforcement Notice, 7 Feb 11; Letter re Fuller's Village of the Year 2011 Competition, Feb 11; Surrey Police News Release, 15 Feb 11; Surrey Police News Release re Drive Smart Campaign, 15 Feb 11; TDC List of Delegated Action Taken, 16 Feb 11; TDC News Release re New Play Area for Lingfield, 17 Feb 11; Surrey Waste Partnership Press Release, 17 Feb 11; TDC News Release re No Increase in Council Tax, 18 Feb 11; TDC News Release re SCC's Parking Proposals, 18 Feb 11; TDC Standards Committee Agenda, 2 Mar 11; TDC Planning Policy Committee Agenda, 3 Mar 11; St John's Church Parish News, Mar 11; Clerks & Councils Direct, Mar 11; TDC News Release re Junior Citizen Event, 1 Mar 11; TDC News Release re Conviction for failing to comply with Planning Notice, 1 Mar 11; TDC News Release re Electoral Register, 1 Mar 11; Highways Bulletin 28 Feb – 11 Mar 11.

9. **ACCOUNTS AND CHEQUES SIGNED:** Issue of the following cheques was approved by the Parish Council under Standing Orders:

830	B. Wright	Bus shelter cleaning for March	£30.00
831	R. White	Clerk's salary for March	£222.19
832	HM Revenue & Customs	Income Tax for March	£55.40
833	R White	Office Allowance for March and Petty Cash for Feb	£140.61
834	B. Apps	Finance Officer expenses 2010/11	£11.78

10. **ANY OTHER BUSINESS:** None

11. **DATE OF NEXT MEETING:** The next meeting will be held on Thursday 7<sup>th</sup> April 2011 at 7.30pm.

The meeting closed at approximately 8.48pm.

RW

17 March 2011