

# **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 4<sup>th</sup> February 2016 at 7.30pm in the Village Hall and the planning meetings held at 7.00pm on 17<sup>th</sup> December, 7<sup>th</sup> January and 21<sup>st</sup> January.**

**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. Patricia Slatter (in attendance)
Mr. Ken Harwood (District Councillor)	

1. **APOLOGIES FOR ABSENCE** – were received from Mrs. Linda Hainge.

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

Councillor Jeremy Clarke declared a pecuniary interest in Planning Application TA/2016/44, Gibbshaven Farm, Furnace Farm Road, West Sussex as he owns or has a vested family interest in land adjacent to Gibbshaven Farm. In accordance with the Council's Code of Conduct, he left the meeting whilst this matter was being discussed and voted upon.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> December 2015 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:** In addition to the damaged footpath near 34 Crawley Down Road, a resident has reported flooding on other sections of the footpath between Rowplatt Lane and Felbridge School. **Action:** Clerk to forward all information to Ken Harwood who will investigate 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 – Confirmation has been received from SCC that planning permission is not required for the Youth Shelter. Ken Harwood has secured £6K from the PCC towards the overall cost. **Action:** Clerk to place order for shelter and ask for quote for hardstanding. The aim is to have seats/shelter in place late March.

**Hub Project:** Following a reduction in funding of £7K from SCC, an additional £1K from each of the seven parish councils would be required to maintain the current level of service. Resolved: FPC would not be able to support an additional payment of £1K per year but would consider reducing the service to reduce costs. **Action:** Clerk to respond that FPC would not be able to support an additional payment of £1K per year but would be considered a reduced service in line with the reduced budget.

**6. FINANCE**

- (i) Cheques: Issue of the following cheques was approved by the council under Standing Orders and the cheques were signed:

167	P. Slatter	294.62	February Salary
168	HMRC	73.66	February Tax
169	P.Slatter	53.78	Dec Allowance/Petty Cash
170	P. Slatter	50.00	January Allowance
192	B. Wright	36.00	Bus Shelter Cleaning (Feb)
193	Tandridge District Council	214.80	Dog Bin – Furnace Wood

- (ii) Financial Position at 3rd February 2016: Schedule of Payments and Receipts

<u>RECEIPTS FROM</u>				
DATE				TOTAL
	Nil			
<u>PAYMENTS TO</u>				
DATE		DETAILS	CHQ.	TOTAL £
03.12.15	P Slatter	Clerk's Sal - Dec + Back Pay from 01		
"	"	July	160	589.24
"	P Slatter	Clerk's Sal - Jan	161	294.62
"	H M Revenue & Customs	Clerk's tax - Dec	162	147.32
"	H M Revenue & Customs	Clerk's tax - Jan	163	73.66
"	B Wright	Bus Shelter Cleaning - Dec	164	36.00
"	B Wright	Bus Shelter Cleaning - Jan	165	36.00
"	P Slatter	Office Allowance Dec & Expenses Nov	166	53.78
BANK BALANCES 02.01.16				
	Current Account Bank Balance			8078.30
	Less outstanding cheques			<u>-288.46</u>
	Cashbook Balance			7789.84
	Business Reserve Account Balance			<u>25037.17</u>
	<b>TOTAL BALANCES</b>			<u>32827.01</u>
	Less reserves for new Village Gates, A264 fencing, traffic calming bus shelter, Playground area shelter and Village Gates			<u>-18500.00</u>
	<b>AVAILABLE FUNDS</b>			<u>14327.01</u>

- (iii) **Section 137 Payments:** There were no requests received for payments made for this period.

- (iv) **External Audits for Smaller Authorities:** New regulations regarding External Audits for Councils with annual expenditure of less than £25,000 come into effect on 1st April 2017. There will be a Smaller Authorities Audit Appointments (SAAA) scheme to which FPC must notify before 31st March whether it wishes to opt into, or out of this. Trevor Leggo, Chief Executive of SSALC is attending a briefing next week and recommendations will be issued in time for FPC to take its decision at the next meeting.

**Agreed at Planning Meeting on 21<sup>st</sup> January**

- (v) **Precept** – Approval was agreed to retain the Parish Council precept at its current level, although this will cause a minor increase in the cost per dwelling due to a reduction in subsidy by Tandridge District Council.
- (vi) **Cheque payment for Dog Bin, Furnace Wood** – The Committee approved the cheque for the new dog bin, but confirmed that it would not be presented until the bin was correctly located.

7. **DEFIBRILLATOR IN FELBRIDGE:** Application for funding for defibrillator has now been lodged with SCC. Michael Sydney is supporting the application.

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 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) **Dog Bin For Furnace Wood Layby:** TDC confirmed that the Dog Bin would be correctly located by 5<sup>th</sup> February. **Action:** Clerk to monitor.
- (iii) **Mormon Temple Roundabout:** SCC advised that the chevron signs at this roundabout have now been restored to the correct height. Bridget Huntingdon commented that although at the regulatory height, she found the chevrons obstructed the view of oncoming traffic.
- (iv) **Land Adjacent to Acacia Cottage:** The forestry commission are investigating the removal of trees from this site.
- (v) **Tony Leppard:** Following his work for years to protect Birches Wood as a local asset, Tony Leppard has requested that the name of the wood be changed to Leppards Wood. **Agreed:** Felbridge Parish Council are grateful to Tony Leppard for his work in the local community and support the proposed change of name. **Action:** Clerk to write to Tony Leppard.
- (vi) **Litter Bin Management:** Brian Apps asked that TDC were praised for keeping the litter bins in Furnace Wood cleared. Joan Harwood asked that they were also thanked for looking after the Mill Lane area too. **Action:** Clerk to write to Steve Hyder at TDC.
- (vii) **Limes Pond:** Ian McBryde reported that the Limes Pond needed to be cleared. **Action:** Clerk to report to Steve Hyder at TDC.
- (viii) **Overhanging Vegetation on Woodcock Hill:** Ian McBryde reported that vegetation overhanging the footpath at Woodcock Hill was causing an obstruction and restricting access to the footpath. **Action:** Clerk to write to residents and ask for the overhanging vegetation to be cut back.
- (ix) **Road surface by Hydropool:** Bridget Huntingdon reported that this road surface had deteriorated further and suggested that Surrey Highways should investigate. **Action:** Clerk to report to Surrey Highways.

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. Michael Sydney said that it may be possible to gain funding from Local Enterprise Partnership, Coast to Capital or Gatwick Diamond although it may be necessary to prove a business gain.

Jeremy Clarke asked if Surrey Highways could contribute since the planning application for the land to the rear of 11a Crawley Down Road referred to £60K improvements to this junction. Michael Sydney was unaware of any such funding. **Action:** Michael Sydney to follow up and report back.

- (ii) **Meeting with Colin Pearce to look at Felbridge Issues:** Michael Sydney confirmed that Colin Pearce had now moved to another area. 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 with potential dates.
- (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 raise at the Local Committee meeting on 5<sup>th</sup> February and 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) **Surrey Highways Staffing:** Michael Sydney confirmed that the number of highways officers covering Tandridge had now been reduced from three to two. Michael Sydney had asked how the work was to be split among to two remaining officers.
- (vii) **Drain Cover at Star Junction:** The Clerk reported the damaged drain cover and a temporary repair was carried out. However this repair failed within days and has been re-reported. **Action:** Clerk to report to monitor.

### **Planning Meeting held on 7<sup>th</sup> January 2016**

#### **Common Land, Crawley Down Road:**

- (viii) Following a number of maintenance issues regarding the common land along Crawley Down Road it was **Resolved** that the Clerk will write to all households on the north of Crawley Down Road up to Rowplatt Lane, and also to the Football Club. The letter will explain that the land beyond their property edge marked by hedges, banks or walls is part of Felbridge Common and is subject to the Bye-laws which are shown on the notice outside the School. **Action:** Clerk to write to properties bordering Common Land on Crawley Down Road. **Resolved:** Clerk (as officer of the Council) is to collect suitable evidence and progress enforcement of the bye-laws with the assistance of Tandridge District Council.

## 11. **PLANNING APPLICATIONS**

Planning Meeting held on 17<sup>th</sup> December attended by Jeremy Clarke, Joan Harwood, Linda Hainge, Ian McBryde and Bridget Huntingdon.

**TA/2015/2125** 17 Copthorne Road, Felbridge RH19 2NR. Variation to conditions 3 and 4 of planning application TA/2012/729 dated 28 June 2013 to allow for a time extension for the implementation of the proposed A264 road realignment and access modifications.

**Resolved:** FPC very strongly object to the reduction in highway safety that will occur during the construction of the entrance road without adequate inter-visibility zones or improvements to the sightlines of the adjacent properties 19, 21 & 23. Whilst SCC believe that this delay will 'not have a material impact on the safety and operation of the adjoining Public Highway'; FPC strongly contend that it must have a material negative impact on the safety of the Site Entrance of the proposed works, which is not part of the 'Adjoining Highway' and therefore outside of SCC's comments. The pavement on the south side of the A264 is one of the principle pedestrian routes to and from both Imberhorne and Felbridge Schools and is extremely busy (particularly as there is no safe crossing point on the A264 to the east). The pavements in this area are already very narrow and the highway modifications being deferred by this proposal reduced the risks to pedestrians in this area to an acceptable level. Therefore their deferral is unacceptable considering the increased risk to pedestrians during the initial construction phase.

Planning Meeting held on 7<sup>th</sup> January 2016 attended by Jeremy Clarke, Joan Harwood, Linda Hainge, Ian McBryde, Brian Apps and Bridget Huntingdon.

**TA/2015/2133:** The Laurels, London Road, Felbridge, RH19 2QZ. Erection of three detached dwellings and garaging. **Resolved:** FPC object to this application on the following grounds:- this application constitutes inappropriate development in the green belt; FPC's understanding is that TDC does not have a housing need in our immediate area; the results from FPC's Community Consultation Survey carried out in 2013 overwhelmingly identified that local residents are against development in the green belt. FPC believe this green gap is the street scene at the edge of the defined built up area is an important element of the green belt.

Planning Meeting held on 21<sup>st</sup> January 2016 attended by Jeremy Clarke, Brian Apps, Georgina Chapman, Linda Hainge, Bridget Huntingdon and Joan Harwood.

**TA/2016/28:** Willow Cottage, Domewood, RH10 3HD. Erection of detached garage and store. FPC have no objection to the new entrance or the design of the new garage but would prefer to see it much further back on the plot as the location against the front boundary is out of keeping with the area.

**TA/2015/2273:** Domewood Cottage, Domewood, RH10 3HD. Erection of part two storey part first floor extension. **Resolved:** No Action.

Parish Council Meeting held 4<sup>th</sup> February

Jeremy Clarke and Ken Harwood left the meeting

**TA/2016/44, Gibbshaven Farm, Furnace Farm Road:** Outline application for residential development of up to 30 dwellings, public open space and ancillary works with all matters reserved. **Resolved:** As a neighbouring authority Felbridge Parish Council strongly object to this application. **Action:** Clerk to lodge FPC's objections with both Tandridge District Council and Mid Sussex District Council.

Jeremy Clarke returned to the meeting

**TA/2016/93** 31, Rowplatt Lane, Felbridge, RH19 2PA. Erection of part single/part two-storey side extension. **Resolved:** No action.

**TA/2016/110** Tally Ho, Copthorne Road, Felbridge, RH19 2PB. Erection of single storey rear extension. **Resolved:** No action.

**TA/2015/2247** Plyewell, Mill Lane, Felbridge, RH19 2PE. Demolition of existing dwelling. Erection of dwelling. **Resolved:** No action.

**TA/2016/17** Green Coppice, West Park Road, RH10 3EX. Erection of front porch. Erection of single storey side extension incorporating integral garage. **Resolved:** Felbridge Parish Council object to this application since they consider it to be too close to the boundary and not respecting the rural nature of the area.

Ken Hawood returned to the meeting.

12. **CONSULTATIONS**

**Ongoing:**

- (i) **Gatwick Airport Consultation:** Jeremy Clarke has now written to the GAA with copies to Gatcom and Sam Gymiah MP.

**New**

- (ii) **Tandridge District Council Local Plan:** Felbridge Parish Council will formally respond to the local plan. Councillors to email comments to Clerk who will gather information and produce a document for consideration at the next Planning Meeting on 18<sup>th</sup> February.  
**Action:** Councillors to email their responses to Clerk.
- (iii) **Local Transport Review Year 2**  
While the proposed reduction in buses does not directly affect Felbridge residents, FPC are disappointed to see a reduction in any rural transport. **Action:** Clerk to respond to consultation.

13. **CLERK'S REPORT**

- (i) **Street Lights on Crawley Down Road:** Resident Alison Heath as requested that a new street light be provided to cover the section from the Village Hall fields to McIver Close.  
**Action:** Clerk to contact SCC as ask for a positive response to this request.
- (ii) **Blakemore Estate Agents Board:** A resident reported that an estate agent's board had been placed on the common ground on Crawley Down Road. Clerk requested that the board be removed within 24 hours and the estate agent complied.
- (iii) **Community Buildings Grants:** Action Surrey sent through information on grants available for community buildings. Clerk has forwarded information to Village Hall Committee.
- (iv) **Annual Parish Meeting:** Clerk asked councillors to suggest a speaker for the Annual Parish Meeting: **Action:** Councillors to feedback to next meeting.

14. **ANY OTHER BUSINESS**

- (i) Brian Apps and Ian McBryde would not be able to attend the next planning meeting on 18<sup>th</sup> February.

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 3<sup>rd</sup> March 2016 at 7.30pm, in the Committee Room. The next Planning Meetings will take place on Thursday 18<sup>th</sup> February at 7.00pm.

The meeting closed at approximately 10.35pm

**Attached:** Surrey Highways Repairs List

Patricia Slatter  
Clerk to Felbridge Parish Council  
11<sup>th</sup> February 2016

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