

# **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 1<sup>st</sup> March 2012 at 7.30pm in the Village Hall and of the Planning Meeting held on 16<sup>th</sup> February 2012**

Present: Mr Jeremy Clarke (Chairman)  
Mr Brian Apps  
Mrs Linda Hainge  
Mrs Joan Harwood  
Mrs Bridget Huntington  
Mr Ian McBryde  
Mr Ken Harwood (District Councillor) – attended part of meeting  
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from Mr Peter Wickenden and Mr Michael Sydney (County Councillor)

2. **DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS**

There were no additions to those previously registered.

The Chairman welcomed a trustee of a piece of land in Crawley Down Road adjacent to Acacia Cottage. The plot is approximately 3 acres, is within the Green Belt, and surrounded by trees. The trustees are keen to develop this land with affordable homes for local residents and suggested layouts were circulated. The Chairman suggested that the trustees should consult TDC Planning Department.

The Chairman then welcomed a resident of Twitten Lane who spoke on behalf of the existing residents who oppose planning application 2012/198 which is the third planning application for this site.

Finally the Chairman welcomed two new residents of Springfield Gardens who have recently moved to Felbridge and are interested in what is happening in the village.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 2<sup>nd</sup> February 2012 and the Planning Meetings held on 15<sup>th</sup> December 2011, 5<sup>th</sup> and 19<sup>th</sup> January 2012 were approved and signed, subject to the following amendments:- page 4/12, item 8(i) should read “All councillors have seen and accepted this document.”; page 4/12, item 10(v) should read “A donation of £800 was discussed.”.

4. **CHAIRMAN/CLERK’S REPORT**

- (i) **Felbridge Garden Plots:** PC Moira Cocks has visited the site to review parking along Crawley Down Road. She has suggested that allotment owners are given a set of parking rules to abide by. **Resolved:** Clerk to contact Surrey Highways for advice over parking.
- (ii) **Queen Elizabeth II Fields:** Grants are now available from the SITA Trust Queen Elizabeth II Fields for projects which would benefit the wider community. TDC will reply to the letter received from FSRA, once TDC are in receipt of the deeds of dedication for the site.

- (iii) **Litter Bins:** A meeting was held on 20<sup>th</sup> February with Scott Coughlan, TDC, to discuss the location of the 4 new bins and the reinstatement of the vandalised bin at Hedgecourt Lake.
- (iv) **New Seat:** A meeting was held on 21<sup>st</sup> February with Andy, TDC, to discuss the exact location of the seat on the grass triangle at the junction of Crawley Down Road and Rowplatt Lane. Cost of seat, supplied by Glasdon Manufacturing, is £802, plus £120 installation charge, £150 for a concrete base and VAT.
- (v) **Parking on verges in Rowplatt Lane:** Vehicles are parking on the verges, footpaths and near to the junction with Crawley Down Road. PC Barry Reece will visit and issue warning notes to offenders.
- (vi) **Wifi:** This should be operational by 13<sup>th</sup> March.
- (vii) **SCC:** Clerk sent list of roads in Felbridge that need resurfacing etc to Michael Sydney for his meeting on 17<sup>th</sup> February with the TDC Local Committee.
- (viii) **Beacons for Queen's Jubilee:** It was unanimously agreed that FPC will not purchase a beacon.

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

- (i) **Potholes in Furnace Wood Access Road:** Clerk to follow up with SCC.
- (ii) **Storm Water Drain outside 106 Copthorne Road:** Repaired Feb 2012.
- (iii) **Hole on southbound carriageway of A22:** Repaired Feb 2012.

#### 6. **ONGOING ITEMS**

- (i) **Village Sign:** Jeremy Clarke is awaiting a detailed quote and design for a cast alloy sign with a tree in the centre of the finial from Heritage Finger Posts.
- (ii) **Community Consultation:** It was agreed that each councillor will approach two individuals from the Felbridge Parish to invite them to join a community group and give the names and contact details to the Clerk by 11<sup>th</sup> March.
- (iii) **Felbridge History Board:** Jeremy Clarke showed two designs, one for the noticeboard by the school and one for half of the noticeboard at The Limes. It was unanimously agreed that the designs were excellent. Jeremy will now obtain quotes.
- (iv) **Queen's Diamond Jubilee:** Patrick Thackaberry has quoted £570 to supply and plant four heavy standard sweet chestnut trees. At a meeting with Patrick on 27<sup>th</sup> February it was agreed that two trees would be planted on the verge opposite the shop, one opposite Oak Farm Place and one at the end of Warren Close.
- (v) **Olympic Torch Relay:** Giuseppina Valenza, TDC Communications Manager, attended the meeting to give details of the torch relay through Felbridge on 17<sup>th</sup> July. The public announcement should be on 19<sup>th</sup> March. FPC agreed to publicise this event when further details are known. **Resolved:** Clerk to forward contact details of the two village nursery schools to TDC. Giuseppina agreed to forward requirements for stewards to the Clerk.
- (vi) **Felbridge Country Show:** TDC have emailed an event application pack for completion by the Country Show Group for permission to be granted to use all grounds and verges for the show. A temporary road closure order has been applied for. FPC agreed a donation of £800 towards initial costs for the event on 16<sup>th</sup> June. FPC will have a stand at this show.

#### 7. **VERGES ALONG COPTHORNE ROAD:**

- (i) **Verge outside No. 84:** The verge is badly damaged following building work. **Resolved:** Clerk to write to residents to ask them to reinstate the verge and not park on the verge.

- (ii) **Conifer Tree:** A conifer tree has been planted on the verge. **Resolved:** Clerk to write to residents to ask them to remove the tree as it is out of character and may block sight lines when it has grown larger.

## 8. ANNUAL PARISH MEETING

Loral Bennett, Volunteer Centre Co-ordinator, and Christine Hardisty, CVS Chief Officer, have been invited to speak at the Annual Parish Meeting on 5<sup>th</sup> April. **Resolved:** Clerk to circulate invitation letters to all councillors, which they can forward to residents.

## 9. HUB PROJECT

The Hub Working Group have had meetings with the new contractor and SCC during February. SCC are preparing the final contract award documentation. All sites will be visited by the new contractor and the Clerks during March.

## 10. FINANCE

- (i) **Cheques:** The following cheques were approved and signed:

900	B. Wright	Bus shelter cleaning for Mar	£30.00
901	R. White	Clerk's salary for Mar	£222.19
902	HM Revenue & Customs	Income Tax for Mar	£55.40
903	R White	Office Allowance for Mar 12 and Petty Cash for Feb	£63.05
904	Felbridge & Sunnyside Cricket Club	Donation towards new practice nets	£1000.00
905	Brian Apps	RFO Expenses 2011-12	£15.06

- (ii) **Section 137 Payments:** A donation of £800 was agreed for the Felbridge Country Show.

## 11. COUNCILLORS' FEEDBACK

- (i) **VAT Refund:** A refund of £1,234 is awaited.
- (ii) **HMRC Guidance on PAYE Implementation:** The external auditors have provided a guidance sheet which was given the Clerk.
- (iii) **Gratuities:** The RFO has received a notification from the external auditors that all councils now have no discretion to pay any gratuities whatsoever.
- (iv) **Bulbs:** The Parish Council would like to pass on their thanks to all the volunteers who have planted bulbs on the verges.
- (v) **Lyric Cottage, corner of Rowplatt Lane/Crawley Down Road:** Recent tree work has left yew branches overhanging the pavement. **Resolved:** Clerk to write to the residents to ask them to cut the hedge back to the boundary.
- (vi) **Gatwick Airport Meeting:** Following a recent meeting organised by the MP for Surrey, Easyjet have moved their flight path to the east so that planes fly over open land.
- (vii) **APH:** Ken Harwood had a review meeting with APH to discuss their forthcoming planning application to use land beside the M23 for airport parking. Snow Hill will be retained for overflow parking.

Mr Ken Harwood left the meeting.

## 12. PLANNING APPLICATIONS

**Planning Meeting held on 16<sup>th</sup> February 2012** attended by Jeremy Clarke, Brian Apps, Linda Hainge, Joan Harwood, Bridget Huntington, Ian McBryde and Peter Wickenden.

**Applications Acknowledged 23<sup>rd</sup> – 27<sup>th</sup> January 2012**

**TA/2012/79:** Treefellows, Domewood, Copthorne. Erection of detached single storey annexe. **Resolved:** FPC object to this application. Whilst the 1m additional distance from the boundary is welcomed, FPC still believe that the negative impact of the proposal upon the neighbouring property far outweighs this. There is now an additional length of the proposal against this boundary. FPC still feel (as they commented on the last application) that this proposal to greatly extend one side of the existing dwelling generates an unbalanced property. FPC also object to the increasing separation of the extension from the existing dwelling as this increases the potential that the proposed extension will later become separated from the existing house.

**TA/2012/57:** Churchill Farm, West Park Road, Newchapel. Use of land for the stationing of a residential mobile home. (Certificate of Lawfulness for an Existing Use).

**Resolved:** No Action

**Applications Acknowledged 30<sup>th</sup> January – 3<sup>rd</sup> February 2012**

**TA/2012/179:** Laylands Farm, West Park Road, Newchapel. Erection of single storey side/rear extension. (Certificate of Lawfulness for a proposed use or development).

**Resolved:** No Action

**TA/2012/186:** Rest Harrow, Mill Lane, Felbridge. Demolition of existing garage and erection of detached garage. **Resolved:** FPC support this application as the alterations since the last proposal have reduced the negative impact upon the neighbouring properties.

**Applications Acknowledged 6<sup>th</sup> – 10<sup>th</sup> February 2012**

**TA/2012/193:** 72 Copthorne Road, Felbridge. Erection of conservatory to rear elevation. (Certificate of lawfulness for a proposed development). **Resolved:** No Action

**Parish Council Meeting held on 1<sup>st</sup> March 2012****Applications Acknowledged 13<sup>th</sup> – 17<sup>th</sup> February 2012**

**TA/2012/198:** Birchwood, Twitten Lane and r/o Gentian Cottage, Rowplatt Lane, Felbridge. Demolition of dwelling. Erection of 4x3-bed and 1x5-bed dwellings with associated garaging and formation of vehicular access and parking. **Resolved:** FPC object to this proposal. The proposed hard standing is upon the root protection areas of the ancient Evelyn Chestnuts. Any impact upon these historic trees represents unacceptable impact. The height and mass of plots 2-4 is out of character with the local area. The height of this building and its very close proximity to the adjacent ones generates a massing effect detrimental to the neighbouring properties to the north. This proposal increases the use of the 'road', there will be 16 dwellings (many family sized) using a single track which is extremely narrow. The access road exits onto a busy narrow road with on street parking increasing the risk of accidents. The close spacing of the proposed dwellings is out of character with the local area. Whilst the proposed density is close to that of the recent and immediately adjoining developments, it is still greater than them and significantly greater than the surrounding dwellings and is therefore not appropriate as it significantly increases the density within this rural village. FPC also object to the high level north facing windows which will generate an overlooking onto the properties to the north as they are on the third floor overlooking 2 storey houses. FPC are also concerned about the low level of parking as a result of it being impossible to have street parking on such a narrow lane. The inbuilt garages on the ground floor of plots 2-4 are very highly likely to become living space within a few years of occupation (as has already happened at Eden Place). FPC would seek a planning condition that these garages are to be retained at all times and cannot be converted to dwelling space as this would reduce the available parking below the required minimum. This proposal is not materially different to the last proposal, the overbearing and overlooking of the proposed three storey dwellings upon the two storey existing dwellings to the north remains the same.

### **Applications Acknowledged 20<sup>th</sup> – 24<sup>th</sup> February 2012**

**TA/2012/115:** Glendale, London Road, Felbridge. Demolition of dwelling. Erection of 5 dwellings (1x3-bed, 3x4-bed and 1x5-bed) with associated garages, access and driveway. **Resolved:** This proposal is detrimental to the rural environment in this location. It is a higher density than the first proposal for this site which had its refusal upheld at appeal. The highways exit is poor with a considerable number of significant junctions onto the A road within a short distance. FPC are concerned about the potential for light pollution affecting the residents of The Limes as their road has no street lighting and thus night-time ambient light levels are low. The ecological report still recommends a further bat emergence survey is undertaken in summer and FPC believe that this should take place before planning consent is considered to ensure all available ecology information is available when a decision is made. FPC cannot understand why this has not been completed during the last 2 summers and strongly desire the data to be available before consent is granted. FPC are also concerned that the TPO root protection area is not proposed to be additionally protected during construction. The current surface is loose gravel and construction traffic would represent significantly increased root compression compared to the very infrequent small car traffic that this entrance has seen in recent years. Please can TDC ensure that the root protection zone is fully protected from potential damage during and after construction. FPC do not believe that the minor modifications made between this application and the previous one have made any material reduction in the impact upon the neighbouring properties.

**TA/2012/262:** Dove Cottage, Herons Lea, Copthorne. Conversion of garage into habitable accommodation. **Resolved:** No Action.

Mr Ken Harwood rejoined the meeting.

### 13. **CLERK'S REPORT**

- (i) **London to Brighton Sponsored Walk – 12<sup>th</sup> May:** TDC have authorised the sponsors – Action Challenge, to use the Felbridge Sports club ground for this event.
- (ii) **SCC Council Tax:** A fact sheet has been circulated to all councillors.
- (iii) **Circulation:** St John's Parish News, Feb 12; TVSC E-Bulletin, Feb 12; The Playing Field, Winter 11/12; Email re Enhanced Fostering Service, 6 Feb 12; TDC Resources Committee Agenda, 14 Feb 12; Email re SCC Flood Risk Management consultation, 7 Feb 12; TDC Corporate Strategy News, Feb 12; TDC News Release re Distraction Burglaries, 9 Feb 12; Press Release and TDC News Release re Citizen of the Year Awards, 13/24 Feb 12; Notes from GATCOM Meeting on 26 Jan 12; Press Release re Drive Smart Campaign; Email from Surrey Police re Fraud, 14 Feb 12; TDC List of Delegated Action Taken, 15 Feb 12; TDC News Release re Council Tax increases, 17 Feb 12; Letter from Tim North Associates re APH relocation, 16 Feb 12; Countrywatch Newsletter, 16 Feb 12; TDC Local Committee Agenda, 2 Mar 12; Members Heavy Goods Vehicles Issues Toolkit, Jan 12; TDC News Release re Jubilee Street Parties, 6 Feb 12; Email from TDC re small grants programme, 29 Feb 12; Clerks & Councils Direct, March 12.

### 14. **BUSINESS FOR NEXT MEETING**

- (i) Review of Risk Management
- (ii) Review of Internal Audit Effectiveness

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

The next Parish Council Meeting will be held on Thursday 5<sup>th</sup> April at 8pm following the Annual Parish Meeting. A Planning Meeting will be held on 15<sup>th</sup> March 2012.

The meeting closed at approximately 10.30pm.

RW

14 March 2012

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