



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 online on 7th May 2020 at 7.30 pm

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, the meeting of Felbridge Parish Council which took place on Thursday 7th May at 7.30pm was held online.

Present:

Cllr. Georgina Chapman (Chairman)
Cllr. Bridget Huntington
Cllr. Jo King
Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke
Cllr. Ian McBryde (Vice Chairman)

District Councillor Ken Harwood

Chairman Georgina Chapman read a tribute to District Councillor Ken Harwood at the start of the meeting. "I'd like to start the meeting by taking a minute to remember Ken, our District Councillor, centre of the Felbridge community and friend who passed away on the evening on Tuesday 24th March and who is already very much missed by everyone who knew him. Ken was elected to Felbridge Parish Council in 2003 and continued as a Parish Councillor until 2010. Ken represented Felbridge on Tandridge District Council since 2004 where he served in a number of different roles and we owe him a great debt of gratitude for his dedicated and unrivalled service to the Parish. I only got to know Ken well in the last few years but I will always remember him very fondly and be motivated by his huge commitment and enthusiasm for improving things in Felbridge. Anything, however small, even if it affected just one person, if you needed someone to fight for you and do all they could to sort your problem, then Ken was your man. I have no doubt that he touched the lives of so many people and our thoughts are with Joan and all of the family at this difficult time. We will make time to honour Ken properly when the time is right and with agreement from his family hope to hold a memorial service and celebration of his life".

1. APOLOGIES FOR ABSENCE

Received from Councillor Joan Harwood

2. DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

No additions to those already registered.

3. APPROVE MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on Thursday 5th March 2020 were approved and signed.

4. VILLAGE MAINTENANCE

(i) **Grass Cutting:** The first cut took place in early April and a second cut is scheduled for late May. Still awaiting confirmation on transfer of funds from SCC towards grass cutting costs for 2020-2021. **Action:** Clerk to liaise with contractor on further dates for grass cutting.

(ii) **Pavement Clearance/Off Road Footpath Clearance/Other Works:** The Clerk confirmed that under the terms of the new temporary regulations, only urgent or budgeted routine maintenance should be considered.

5. FINANCE

(i) Receipts and Payments for March and April 2020

FINANCIAL RECONCILIATION FOR PERIOD ENDING 31st March 2020

| Date | To / From | Description | Amount | Current Account | Deposit Account |
|---|---|---|----------|-----------------|-----------------|
| 29 Feb | | Brought Forward | | £17680.81 | £25033.49 |
| | | Receipts | | 0.00 | |
| | | Interest | | | 2.06 |
| | | Payments | | | |
| 3 Mar | Brian Wright | Bus Shelter Glass Cleaning | £40.00 | -£40.00 | |
| 9 Mar | NEST DD | Pension Contribution February | £185.96 | -£185.96 | |
| 23 Mar | Clerk | Payroll February | £936.40 | -£936.40 | |
| 23 Mar | Clerk | Payroll March | £936.40 | -£936.40 | |
| 27 Mar | HMRC | Tax/National Insurance February | £338.71 | -£338.71 | |
| 27 Mar | HMRC | Tax/National Insurance March | £338.71 | -£338.71 | |
| 31 Mar | Brian Wright | Bus Shelter Glass/Frame Cleaning | £50.00 | -£50.00 | |
| | | Sub-Total | £2826.18 | -£2826.18 | |
| | | Transfers | Nil | | |
| 31 Mar | | Carried Forward | | £14854.63 | £25,035.55 |
| | | Less Unbanked Transactions | | -£0 | |
| | | Bank Balances including unbanked transactions | | £14854.63 | £25,035.55 |
| 31 Mar | Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions (includes c/f CIL revenue of £22669.03) | | | £39890.18 | |
| 31 Mar | Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k) | | | -£26000.00 | |
| 31 Mar | General Reserve (Available Funds minus Allocated Reserves) | | | £13890.18 | |
| Bank statements for both the current and deposit accounts were circulated to councillors on 1 st April 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy | | | | | |

FINANCIAL RECONCILIATION FOR PERIOD ENDING 30th April 2020

| Date | To / From | Description | Amount | Current Account | Deposit Account |
|---|--|---|----------|-----------------|-----------------|
| 31 Mar | | Brought Forward | | £14854.63 | £25035.55 |
| | | Receipts | | | |
| 24 April | Tandridge DC | CIL Revenue | £1844.60 | £1844.60 | |
| | | Sub-Total | | £16699.23 | |
| | | Payments | | | |
| 9 Apr | NEST DD | Pension Contribution | £185.96 | -£185.96 | |
| | | Sub-Total | £185.96 | -£185.96 | |
| | | Transfers | Nil | | |
| 30 Apr | | Carried Forward | | £16513.27 | £25,035.55 |
| | | Less Unbanked Transactions | | -£0 | |
| | | Bank Balances including unbanked transactions | | £16513.27 | £25,035.55 |
| 30 Apr | Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions | | | £41548.82 | |
| 30 Apr | Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k) | | | -£26000.00 | |
| 30 Apr | General Reserve (Available Funds minus Allocated Reserves) | | | £15548.82 | |
| Current Account Bank statement was circulated to councillors on 1 st May 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy | | | | | |

(ii) **Internal Audit:** Documents have been prepared for the Internal Auditor. The audit will take place by email this year with the AGAR figures and auditor report to be signed at the June meeting. **Action:** Clerk to submit documentation and liaise with the Internal Auditor.

(iii) **Asset Register:** The Clerk has updated the record to show the acquisition of the new gate by Footpath 286 and the removal of the old gate.

(iv) **CIL Revenue:** A payment of £1844 was received in April.

(v) **Insurance:** The annual insurance renewal is due on 1st June. **Action:** Clerk to arrange

6. COUNCILLORS' REPORTS/UPDATES

- (i) **17 Copthorne Road Development:** Cllr. Clarke reported that developers had started work on this site without having first met the conditions imposed by the Planning Inspectorate. The Clerk has alerted TDC Planning Enforcement. **Action:** Clerk to monitor.
- (ii) **17 Copthorne Road Advertising Sign:** The Clerk sent photographs of this sign to TDC Planning Enforcement who have told the developers to remove the sign which was in breach of planning regulations. **Action:** Clerk to monitor.
- (iii) **Fly Tipping:** TDC attended and removed items from land behind Woodcock Hill following a report made by Cllr. McBryde

7. DELEGATION OF POWERS TO CLERK

Resolved: It was agreed that until public meetings could resume, the Clerk would have delegated powers to cover the management of essential and routine maintenance works and the payment of routine, budgeted expenditure. Any payments would still need to be authorised by two councillors.

8. SURREY HIGHWAYS:

A264 Drainage Works: Works took place in early May to clear gulleys on the A264 Copthorne Road between the Furnace Wood Layby and Lyndhurst Farm Close. There had been considerable flooding in this area and District Councillor Ken Harwood had been liaising with Surrey Highways and Southern Water to find a solution.

A22 Woodcock Hill: Works scheduled to take place on 18th May by BT to install new fibre broadband equipment.

9. **PLANNING**

(i) **Applications in Felbridge**

Applications considered at the Planning Meeting on 19th March held by email attended by Councillors Chapman, Clarke, Huntington, King and McBryde.

TA/2020/370 Chester Lodge, Woodcock Hill, Felbridge RH19 2RD Replacement office facilities, improvements to car park and associated landscaping.

Resolved: Felbridge Parish Council support this proposal. Councillors believe that the moderate enlargement to the office building does not represent inappropriate development in the green belt as it is directly supporting a rural business.

TA/2020/243 Pendas, Herons Lea, Cophorne RH10 3HE (Revised Site Plan).

Resolved: No Action

TA/2020/357 Long Acres Caravan and Camping Park, Lingfield RH7 6LE (CLUED)

Resolved: No Action

TA/2020/352 Little Sandford, Snow Hill, West Sussex RH10 3EY Demolition of existing detached garage. Erection of replacement detached garage with residential accommodation ancillary to Little Sandford.

Resolved: FPC support this application as long as a suitable planning condition is applied to prevent the future subdivision of the plot such that the use of the new accommodation remains ancillary to the main property.

TA/2020/86 Cophorne Stud, Effingham Road, RH10 3HY. Erection of nine dwellings with associated garages, access, parking and landscaping

Resolved: Felbridge Parish Council objects to the application to build nine houses at Cophorne Stud, Effingham Road, RH10 3HY. FPC has reviewed the application and in particular the Design and Access Statement. However, Felbridge Parish Council would have liked to see the applicant lodging a clear plan showing the proposals and how they sit in respect of the whole site and the existing uses and the extant planning consent. From the information provided, FPC assumes that the existing framework of the barn building is demolished, but again there is no proper plan to compare showing the whole site as existing. Felbridge Parish Council considers that the construction of nine houses in the Green Belt is ‘inappropriate development’ which would result in material harm to the openness of the Green Belt. The applicant has not put forward a case for ‘very special circumstances’ as set out in Paragraph.145 of the NPPF. The development does not accord with the Tandridge Local Plan Policies DP10, or DP13 as the proposed development is not within a Defined Village, or the replacement of an existing structure of the same use. CSP1, to which the applicant also refers, states that the location of development should take place in built up areas (which are listed) where there is a choice of mode of transport, but this application does not accord with this policy. There are no substantial changes in the emerging local plan that would alter the position so far as this application is concerned. Although the applicant has put forward a case that the site is ‘sustainable’, Felbridge Parish Council does not consider this location to be ‘sustainable’ for housing within the meaning of the NPPF. The applicant points out that Haskins garden centre and a Public House/Restaurant are close-by, but the provision of any basic amenities and services is, by the applicant’s own admission, approximately two miles away in Cophorne Village. There is no bus service along Effingham Road, and the nearest bus stop (with the exception of an infrequent service to East Grinstead from West Park Road) is at The Duke’s Head which is about 20 minutes walk. The housing is therefore totally dependent on the use of the private car. The Introduction to the Design and Access Statement states that the scheme would have regard to housing mix and affordable housing. However, in 6.27, the application states that the number of dwellings is under the threshold for the provision of affordable housing and therefore such provision is not required.

The mix of housing is somewhat limited, being 9 x 3-bed dwellings and 1 x 4-bed dwelling. Felbridge Parish Council raised no objection to the application 2018/1871 (Demolition of the existing single storey front element and the erection of a replacement structure with rear extension to the main sand-school building and formation of new access), as this was a leisure amenity to be provided within the Green Belt under Paragraph 89 of the NPPF, and mirrored in the Local Plan. However, Felbridge Parish Councillors object to this planning application to build nine dwellings and asks that the application be rejected for the above reasons.

TA/2020/467 Ferndene, Lake View Road , Felbridge RH19 2QE Variation of conditions.

Resolved: No Action

Applications considered at the Planning Meeting on 2nd April held by email attended by Councillors Chapman, Clarke, Huntington, King and McBryde.

TA/2020/353 11 Rowplatt Lane, Felbridge RH19 2PA Erection of single storey rear extension.

Resolved: No Action

TA/2020/402 Haskins Snowhill, Snowhill Lane, Copthorne RH10 3EY Erection of covered staff bicycle rack to be located within Service Yard.

Resolved: No Action

TA/2020/477 Taroona, Herons Lea, Copthorne, RH10 3HE Erection of entrance gate and boundary fence.

Resolved: No Action

TA/2020/527 Lewiston, 107 Copthorne Road, Felbridge, RH19 2PB Erection of single storey rear extension.

Resolved: No Action

Applications considered at the Planning Meeting on 16th April held by email attended by Councillors Chapman, Clarke, Huntington and McBryde.

TA/2020/643 Land between the Laurels and Oakview, London Road, Felbridge RH19 2QZ Erection of three detached dwellings

Resolved: Felbridge Parish Council objects to this application and requests that it be refused.

The application is similar to a previous application to build three, albeit larger, detached houses submitted in November 2013 (2013/1637), which was refused by Tandridge District Council on 17th January 2014, and dismissed at appeal (APP/M3645/A/14/2219304) on 22nd October 2014. A further application (2015/2133) to build three houses was made by the applicant in December 2015 and refused by Tandridge District Council on 8th February 2016. The decision was not appealed. Felbridge Parish Council (FPC) considers that the construction of three houses in the Green Belt is 'inappropriate development' which would result in material harm to the openness of the Green Belt. The applicant has not put forward a case for 'very special circumstances' as to why the development should be granted consent. The development does not accord with the Tandridge Local Plan Policies DP10, or DP13 as the proposed development is not within a Defined Village, or the replacement of an existing structure. There are no substantial changes in the emerging local plan that would alter the position so far as this application is concerned. The NPPF states that the construction of new buildings within the Green Belt will be considered inappropriate, unless 'very special circumstances' exist. There are certain exceptions to this but none of these apply in this case. The applicant appears to be relying on 'limiting infilling within villages.' However, the land in question clearly falls outside the built-up area. The scattering of properties to the North does not form part of the built-up area, or defined village. The proposal would merge the village with the mainly rural properties surrounding and including Wards Farm, therefore creating a ribbon of development along the east side of the A22. This would cause harm to the openness of the Green Belt contrary to the NPPF. FPC wish to draw attention to statements made by the Inspector in the 2014 appeal:

Para. 15: *"Nevertheless, my impression is that the site does not display sufficient visual and practical characteristics, in terms of its physical proximity and relationship to key community features, to suggest it to be a discernible part of a village."*

Para.16: *“The site comprises a substantial area of open land beyond this Defined Village boundary and its presence, far from reading as an undeveloped frontage within the village, marks some degree of transition from it to open countryside, in spite of the more sporadic pattern of residential development further to the north.” “I similarly find that the houses to the north also do not read as part of the village”.*

Para. 22: *“I therefore conclude that the presence of the dwellings would result in a harmful reduction in openness and, accordingly, the development would be contrary to the Framework which seeks to ensure that the openness of the Green Belt is maintained. I attach substantial weight accordingly.”*

The applicant draws attention to housing need and how this will be met. The Examination of the TDC Local Plan was due to report just as the Covid-19 lockdown started. Therefore it would be premature to progress this application until such time as the Inspector has reached a conclusion relating to housing delivery.

In any event, FPC contends that the housing need should not be met by piecemeal construction causing harmful reduction in openness of the Green Belt surrounding Felbridge. Rather, additional housing should be provided within the built-up area. It should be noted that within the ‘defined village’ 21 net additional dwellings were approved between 2015 and 2020, and 18 net additional dwellings approved between 2010 and 2014. This is without taking into the account the 121 units consented to the land south of Copthorne Road and Crawley Down Road on the border of Felbridge and Mid-Sussex

TA/2020/405 Churchill Stud, West Park Road, Newchapel RH7 6HT. Erection of agricultural barn
Resolved: No Action

TA/2020/528 Lewiston, 107 Copthorne Road, Felbridge RH19 2PB. Single storey rear extension
Resolved: No Action

TA/2020/620 Derry Beg, Domewood, Copthorne RH10 3HD. Single storey rear extension.
Resolved: No Action

Applications considered at the full online Parish Council meeting on 7th May

TA/2020/621 Long Ridge, Herons Close, Copthorne, RH10 3HF Erection of a single storey side extension.

Resolved: Felbridge Parish Council consider this proposed extension to constitute inappropriate development. Having gone from a bungalow to a two storey property, this extension would result in a 28.3% increase on the original dwelling which does not comply with DP13 Part E.

TA/2020/718 18 Warren Close, Felbridge, RH19 2PR

Resolved: Felbridge Parish Council considered this revised application and found it suitable for approval.

TA/2020/555 15-39 Crawley Down Road, Felbridge, RH19 2PP

Councillors were unable to consider this application since key documents were unavailable on the TDC Planning Portal and the location was recorded as Copthorne Road rather than Crawley Down Road. **Action:** Clerk to ask the Planning Officer to make all documents available and update the location description with the start of the consultation period deferred until this had been done.

(ii) **Applications Received by Neighbouring Authorities**

None which directly affect Felbridge

10. CONSULTATIONS

(i) Mid Sussex District Council Site Allocations (DPD) Consultation SA19 and SA20

This consultation had been due for consideration on 1st April. That meeting had been postponed and it has not yet been rescheduled. **Action:** Clerk to monitor.

11. CLERK'S REPORT

(i) Correspondence from Residents: Residents have contacted the Clerk regarding concerns relating to speeding on the A22 London Road and on Rowplatt Lane; to note that drawings relating to consultations SA19 and SA20 (above) had been posted along the Worth Way and an email of thanks had been received from Surrey Fire & Rescue for Felbridge Parish Council's donation towards the Safe Drive Stay Alive scheme.

(ii) Covid-19 Response: Felbridge Parish Council continue to work with Tandridge District Council to identify and support vulnerable residents. Flyers have been circulated offering assistance to residents and the Chairman and Clerk are actively supporting a number of residents and responding to requests for help. The Felbridge Parish Council website is updated regularly with help and advice for residents including information on local sources for groceries and hot food deliveries and takeaways.

(iii) Imberhorne CRC Re-opens on Monday 11th May with access only for cars and ID required to show proof of residence. As before, the facility is closed on Tuesday and Wednesdays.

12. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next full Parish Council meeting will take place online on Thursday 4th June at 7.30pm. A Planning Meeting to be held by email is scheduled for Thursday 21st May.

The meeting closed at approximately 2025.

Patricia Slatter
Clerk to Felbridge Parish Council

