

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 4th May 2017 at 7.30pm in the Village Hall.

Present:

Mr. Jeremy Clarke (Chairman)

Mrs. Joan Harwood

Mr. Ian McBryde

Mr. Ken Harwood (District Councillor) attended part of the meeting

Mrs. Patricia Slatter (in attendance)

Mrs. Linda Hainge

Mr. Brian Apps

Mrs. Bridget Huntington

1. **APOLOGIES FOR ABSENCE** were received from Ms. Georgina Chapman. Councillor Michael Sydney did not attend the meeting.
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 6th April 2017 were approved and signed.
4. **ONGOING ITEMS**
 - (i) **Community Consultation:**
Transport/Environment and Green Issues: –
 - (ii) Welcome to Felbridge White Gates: In order to secure the best price for equipment and installation, FPC are now working direct with suppliers. Georgina Chapman has discussed the issue with SCC and is now securing quotes. **Action:** Georgina Chapman to report to June meeting.
 - (iii) Gullege Bridleway – Linda Hainge and Ros White have submitted an application for GACT funding to cover the cost of resurfacing the Gullege. Felbridge Parish Council will contribute to the costs of resurfacing the land which falls within the parish boundary. **Action:** Linda Hainge to report back when response is received.
 - (ii) **Leisure and Health Actions:-**
 - a. Fencing between Village Hall Grounds and Copthorne Road. The new fence has been cut in one section. Clerk has asked Nick Dance to repair the damage and plant a large shrub suitable to deter further damage. Surrey Highways have agreed to remove the barrier on the footpath although this is not considered urgent so no date has been given. **Action:** Clerk to follow up with Nick Dance.
 - (iii) **Hub Project:**
 - (i) **Dates for Urban Cuts** have now been agreed and Rural Cuts are to be confirmed. **Action:** Clerk to check that the works are undertaken as scheduled. The dates below refer to the complete Hub area so the Felbridge cuts may be a week later and all are subject to weather - w/c 13th March, w/c 10th April, w/c 8th May, w/c 5th June w/c 24th July, w/c 4th September.

The first cut took place on 27th March. It was noted that the Felbridge cut was done using trimmers rather than mowers which would have given a more even cut. The second cut scheduled for w/c 10th April has still not taken place.

- (ii) **Future of Hub Project:** Surrey County Council have written to the Hub Project Co-ordinator to say that they are further reducing their budget on grass cutting in the next financial year by 38%. This will result in the current 7 cuts being reduced to 4.
Agreed: Felbridge Parish Council agreed to hand the contract back to SCC since the project can not properly continue with such a reduction in the resource and because of the poor service provided by the current contract holder.
 FPC request that if SCC do decide to award the contract to the current incumbent that the contract requires the grass to be cut instead of trimmed and that penalties are put in place should cuts not take place within the agreed time. **Action:** Clerk to liaise with other Hub Project members on options for 2018.

5. FINANCE

(i)	LLOYDS BANK: -	Current	£	15497	
		Instant Access		20003	35500
		KIV -			£
		Traffic Calming Reserve			2000
		Village Gates			
		Reserve			6000
		Replacement bus shelter			2000
		Playground Resurface			
		Reserve			5000
	TOTAL				15000
		Available funds			20500
					£ 35500

RECEIPTS FROM

DATE		DETAILS		TOTAL £
		1st half year's		
07.04.17	Tandridge District Council	Precept		8000.00
20.04.17	HMR&C	VAT Refund 2016-		
		17		2747.66
21.04.17	Tandridge District Council	Community Infrastructure Levy		
		Payment		2904.23
TOTAL				10747.66

PAYMENTS TO

DATE		DETAILS	CHQ	TOTAL £
06.04.17	P Slatter	Clerk's Salary & Allowance – April	50	422.00
"	Brian Wright	Bus shelter cleaning April	51	38.00
TOTAL				460.00

SUMMARY

30.04.17

Lloyds Bank - Current Account	10683.50
Lloyds Bank - Business Reserve	20002.99
Less outstanding cheques	-838.00
TOTAL BALANCES	29848.49
Less reserves for new Village Gates, , traffic calming, new bus shelter & & playground re-surface	-15000.00
AVAILABLE FUNDS	14848.49

(ii) **Annual Audit** The Annual Internal Audit was carried out by Peter Frost on 10th April. No issues were raised. The RFO recommends that Peter Frost is re-appointed as FPC's internal auditor for 2017-2018 following his thorough, comprehensive and helpful approach to this year's audit. **Agreed:** Peter Frost to be appointed as FPC's internal auditor for the financial year 2017/2018. Two additional sets of guidelines/regulations need to be followed:

- (a) An additional section 5 was added to the Governance and Accountability Guide 2016
- (b) Local Government, England & Wales, The Accounts and Audit Regulations 2015

The Responsible Financial Officer has obtained copies of both and having read them confirms that FPC needs to amend some of its working practices. It was proposed by Brian Apps that two councillors meet with him to consider the issues and report back to the next meeting. **Action:** Linda Hainge and Ian McBryde will meet with Brian Apps and report back to the next meeting.

(iii) **Extension to Clerk's Hours:** The Chairman proposed that the Clerk's working hours should be increased to cover the additional duties being performed and the increased workload created by new transparency regulations. **Resolved:** It was agreed to increase the Clerk's hours from forty hours per month to sixty hours per month with effect from 1st April 2017. **Action:** Chairman to update Clerk's contract.

(iv) **Section 137 Payments:** A request for funding was received from the Community First Responders who assisted in sourcing the Defibrillator for Felbridge and provided training. **Resolved:** It was agreed to donate £250 towards the work of the Community First Responders. **Action:** Clerk to write to Sam Ford.

(v) **Approval of the Annual Governance Statement**

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

(vi) **Approval of the Accounts Statement 2016-2017**

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 undertaken in preparing the year end accounts.

(vii) **Responsible Financial Officer Role:** Brian Apps reported that he would be standing down from his role at the end of the current financial year. He hoped that a replacement councillor with a similar financial background could be found to work alongside him for a period before taking over the role. The Chairman thanked Brian Apps for his dedication to the role over such a long period on behalf of Felbridge Parish Council. **Action:** Clerk to ask SALC for a job specification for the role. **Action:** Councillors to try to identify a suitably qualified person to take on the role.

6. **COUNCILLORS' FEEDBACK**

- (i) **Bollards Outside Village Hall:** The wooden posts outside the Village Hall will be replaced with weatherproof bollards. Samples were received of hard wearing composite alternatives. **Agreed:** 44 replacement bollards to be ordered in black with a reflective white stripe. **Action:** Clerk to ask Nick Dance if he can accept delivery of the bollards and provide a quote for removing and disposing of old bollards and installation of new ones.
- (ii) **Mill Lane Resurfacing: Surrey Highways Road Programme 2018:** Michael Sydney was asked in November to withdraw the planned resurfacing of Mill Lane since it was considered that the funds could be better spend elsewhere in the village for example repairing the carriageway at the A22/A264 junction, repairing potholes and footpaths. However, Surrey Highways are going ahead with the works.
- (iii) **Parish Council Leaflet:** It was agreed to update the Parish Council leaflet. **Action:** Councillors to look out copies of older leaflets for Bridget Huntington to update.
- (iv) **Defibrillator Training:** The training proved very popular with more than thirty people attending. First Responder Sam Ford has offered to run further training/refresher sessions as required.

- (v) **Non-Attendance of County Councillor:** David Hodge has responded to the Clerk's letter regarding the non-attendance of the County Councillor and an email was received from Anita Guy, Principal Engineer for the South-East Area Team, requesting more information on the outstanding Highways issues. Jeremy Clarke prepared a report on outstanding issues which the Clerk emailed on 5th April. No response has yet been received. **Action:** Clerk to follow up with Anita Guy.
- (vi) **Oak Tree at Rowplatt Lane:** Surrey Highways have agreed to check out this tree and raise the canopy over the footpath. It is not considered urgent. **Action:** Clerk to follow up.
- (vii) **Noticeboards:** Replacement noticeboards have now been delivered and are of excellent quality. **Action:** Clerk to chase up quote for erecting the new noticeboards and removing and disposing of the old boards at Furnace Wood, The Limes and Mill Lane.
- (viii) **Cross Boundary Consultations:** Jeremy Clarke reported that he and Ken Harwood had met Charlotte Parker (MSDC Planning) to discuss cross-boundary consultations and improve communication. Charlotte has agreed that comments from FPC can be made direct to MSDC and they will receive the same consideration as comments from residents. **Action:** Clerk to monitor planning applications for both Worth Parish Council and East Grinstead Town Council will be located near to the Felbridge border and provide details for councillors.
- (ix) **DfT Public Consultation on UK Airspace/Airports National Policy** Mr McBryde reported that he had attended the 'Department for Transport airspace policy and airport expansion stakeholder event', held in Brighton on 18th April. The presentations gave a basic outline of the need for a Policy Framework for any future changes in the use of UK airspace. There is a need for the Policy Framework as the current arrangements date back nearly 50 years and are in need of modernisation if the UK is to remain at the forefront of aviation and make efficient use of airspace. A number of proposals are being put forward as to who should make decisions on different types of airspace changes, operating restrictions for Noise Management together with proposals for compensation. Mr McBryde confirmed that GACC (Gatwick Area Consultative Committee), representing over 50 District and Parish Councils and community groups in the area, had responded to the DoT on the UK Airspace Consultation. **Action:** Ian McBryde to respond directly to the DoT on behalf of FPC before 25th May deadline.
- (x) **Birches Wood:** Bridget Huntington had been asked about access to Birches Wood since no entry signs had been put in place and there was barbed wire fencing. Jeremy Clarke explained that this was to stop people walking through the woods while planned maintenance took place which included tree felling. It was purely a safety issue. Once works had been completed the woods would be opened up again.
- (xi) **Pot Holes in Crawley Down Road:** Linda Hainge reported that the pot holes near to the Village Hall were becoming worse. The Clerk confirmed that they had been reported but were not considered urgent by Surrey Highways.
- (xii) **Overgrown Hedge, Cophorne Road:** Joan Harwood reported that the hedge outside a property near to Felbridge Showground was very overgrown and was obstructing the footpath. **Action:** Clerk to write to resident and ask for it to be cut back.
- (xiii) **Mill Lane Resurfacing:** Joan Harwood reported that Mill Lane residents had received leaflets advising that the road was to be resurfaced. The original information was inaccurate so further leaflets were distributed. It was again noted that FPC had advised Surrey Highways that they considered the planned works to be unnecessary and had asked that the money was spent on repairing potholes and footpaths in the village instead.
- (xiv) **Crawley Down Neighbourhood Plan:** Jeremy Clarke reported that Mid Sussex District Council had approved a planning application for a development which fell outside the agreed Neighbourhood Plan for the area.
- (xv) **Wates Presentation:** Councillors had attended a presentation made on behalf of Wates who have applied to build houses on the Crawley Down Road to the rear of the Red Cross building.

7. **CIL REVENUE AND EXPENDITURE:** Payments would be made in the current financial year through TDC from the Community Infrastructure Levy paid by developers to District and Parish Councils. Suggestions for expenditure included clearing footpaths; cutting back hedges; replacement gate by Birch Grove; Seat at Tangle Oak; Tree Planting; Facilities for youth and for older residents. **Action:** Councillors to consider options for discussion at June Meeting. The Clerk reported that she would be applying to TDC for additional CIL funds to cover the cost of replacing the specialist base in the playground. **Action:** Clerk to ask TDC when the bidding process for additional CIL funds for 2017 would open.
8. **SURREY HIGHWAY REPAIRS:**
- (i) **A264/A22 Junction at Star Inn:** Councillor Sydney reported in November that there was no progress on funding for improvement works to this junction. **Action:** Michael Sydney to report back.
 - (ii) **Meeting with SCC to look at Felbridge Issues:** Following the Clerk's letter to David Hodge regarding outstanding issues, Surrey Highways have offered to meet representatives from FPC. Jeremy Clarke prepared a list of issues which the Clerk sent to Highways on to provide Clerk with a full list of issues for discussion. **Action:** Clerk to arrange meeting.
 - (iii) **Road Sign Cleaning:** Michael Sydney acknowledged the statutory requirement to clean signs but funds were not available. **Action:** Michael Sydney to review and report back.
 - (iv) **Footpath Between Doves Barn and Furnace Wood:** Overhanging vegetation has been cut back and works at ground level are to follow. **Action:** Clerk to monitor.
 - (v) **A264 Resurfacing:** WSCC have 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) **Star Crossroads** Jeremy Clarke reported that a potential developer was advised by SCC that there was no capacity issues with the Star Crossroads. Michael Sydney agreed that this was not true. **Action:** Michael Sydney to investigate and report back.
 - (vii) **Footpath on A22:** Ian McBryde reported that this footpath remains overgrown and impassable in places. It has been reported to Surrey Highways. **Action:** Clerk to monitor.

9. **PLANNING APPLICATIONS.**

The following four planning applications were considered at the Planning Meeting held on Thursday 20th April attended by Ian McBryde, Joan Harwood, Linda Hainge and Bridget Huntington and Jeremy Clarke.

TA/2017/613 Garfield Farm, Felbridge, RH19 2QZ

Variation of condition 2 and 5 of planning application TA/2016/1008 to allow for the erection of a chimney, alterations to fenestrations and the removal of the photovoltaic panels to be replaced by an air source heat pump to meet the 10% renewables policy.

Resolved: No Action

TA/2017/666 3a, Rowplatt Lane, Felbridge, RH19 2PA

Erection of part single/part two storey front/side extension and first floor extension over utility in association with conversion of garage to habitable accommodation. Changes to fenestration including removal/installation of windows and doors.

Resolved: No Action

TA/2017/650 Woodlands, Domewood, RH10 3HD

Demolition of existing single storey rear extension and conservatory. Erection of single storey rear extension and two storey front gable extension incorporating pitched roof canopy, roof lights to front and rear roof slopes in association with conversion of loft space to habitable accommodation.

Resolved: No Action

24/17

TA/2017/656 Dormer Cottage, Woodcock Hill, Felbridge, RH19 2RD

Erection of two storey extension to north east elevation, single storey extensions to north west and south east elevations. (Certificate of Lawfulness for a Proposed Use or Development)

Resolved: Felbridge Parish Council do not believe that the proposed work constitutes permitted development in the Green Belt as the North-East elevation is at two storey and 60 square metres and should therefore be refused. We are also very concerned that the proposed design is not a viable domestic property since it has six bedrooms and no bathrooms.

Applications considered at the Parish Council Meeting:

TA/2017/812 Plyewell, Mill Lane, Felbridge, RH19 2PE

Demolition of existing garage, rear store and rear chimney. Erection of part single/part two storey side and rear extensions incorporating new roof. Alterations to fenestration including render finish to first floor elevations.

Resolved: No Action

TA/2016/2228 4a, Rowplatt Lane, Felbridge, RH19 2PA

Demolition of existing dwelling. Erection of two dwellings. (Amended plans)

Resolved: Felbridge Parish Council consider the proposal to be much more suitable for the site

TA/2017/810 18 Wembury Park, Newchapel, RH7 6HH

Demolition of existing store. Erection of single storey front, side and rear extension.

Resolved: No Action

TA/2017/671 Delaire, Lake View Road, Furnace Wood, RH19 2QF

Demolition of existing dwelling and outbuildings. Erection of a replacement dwelling

Resolved: Felbridge Parish Council support this application but wish to ensure that all the trees are retained.

TA/2017/738 Green Coppice, West Park Road, Copthorne, RH10 3EX

Variation of condition 2 of planning application TA/2011/1490 dated 12 March 2012 to allow for the installation of two roof lights, changes to the approved rear dormer window and addition of a balcony.

Resolved: Felbridge Parish Council consider that insufficient information has been provided to enable them to properly consider this application. There is no plot plan so this should have failed validation. A request to be made for suitable documentation to be provided in order that comments to be made.

TA/2017/687 The Range, Hobbs Industrial Estate, Newchapel, RH7 6HN

Change of use of land for open storage.

Resolved: No Action

TA/2017/744 Fairways, Mill Lane, Felbridge, RH19 2PF

Demolition of bay window to front elevation and removal of pitched roof over front of property. Erection of open porch to front elevation and flat roof over front of garage. Changes to fenestration including removal/installation of windows and doors.

Resolved: No Action

Ken Harwood joined the meeting.

10 . **CLERK'S REPORT**

- (i) **Gate by Birch Grove:** Jeremy Clarke has been investigating options for a replacement oak gate. **Action:** Jeremy Clarke to report back when quotes have been received.
- (ii) **Tree Planting:** Two replacement trees along with a new tree donated by a resident have now been planted.

- (iv) **Developer/Contractor Vehicle Parking on Crawley Down Road** Despite visits by Surrey Police and repeated requests by the Parish Council and District Councillor, contractor vehicles working on the Shanly Homes site on Copthorne Road continue to park on the Crawley Down Road creating problems for residents and local road users. While there are no parking restrictions on that stretch of road, it is illegal to park within 10m of a junction since this constitutes obstruction. Anyone witnessing this is asked to call Surrey Police on 101 to report the obstruction and email the Clerk on clerkfpc@aol.com with the reference number to all comprehensive records are kept. **Action:** Clerk and councillors to continue to monitor.
- (v) **Damaged Dog Bin outside Village Hall:** Clerk has followed up with TDC who confirm it is on their repairs list but not considered urgent. **Action:** Clerk to monitor.
- (vi) **Traffic Light Phasing at The Star Crossroads:** An HGV and knocked into one of the traffic lights at the crossroads. This was quickly repaired however the system defaulted into a 'safe mode' which left long tailbacks on the Copthorne Road. It had been reported to Surrey Highways who were taking urgent action.
- (v) **Air Ambulance:** A letter of thanks has been received for the donation received.
- (vi) **Surrey Museum:** A letter of thanks has been received for the donation received.

11. **CONSULTATIONS**

(i) Tandridge District Council Local Plan: Proposals have been put forward for the creation of a single Garden Village at one of five locations. The nearest to Felbridge is the Blue Anchor site at Blindley Heath.

(ii) Copthorne Village Plan: It was agreed that no action was necessary since the area abutting Felbridge is designated as the 'green ring' around Copthorne and therefore not for increased levels of development.

12. **BUSINESS FOR NEXT MEETING**

There was no additional business for the next meeting.

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

The next Parish Council Meeting will be held on Thursday 1st June at 7.30pm, in the Committee Room. The next Planning Meeting is scheduled for Thursday 18th May at 7.00pm.

The meeting closed at approximately 10.10pm.

Patricia Slatter
Clerk to Felbridge Parish Council

Copies to:- Parish Councillors, District Councillor, County Councillor, Felbridge School, Surrey Police

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