

# 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 2<sup>nd</sup> July 2015 at 7.30pm in the Village Hall

Present:

Mr. Jeremy Clarke (Chairman)	Mrs Joan Harwood
Mrs. Bridget Huntington	Mr. Ian McBryde
Mr Brian Apps	Mrs. Linda Hainge
Mr David Archer	Mrs. Patricia Slatter (in attendance)
Mr. Ken Harwood, District Councillor (attended part of the meeting)	

1. **APOLOGIES FOR ABSENCE** – were received from County Councillor Michael Sydney
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**  
There were no additions to those previously registered.
3. **APPROVE MINUTES OF PREVIOUS MEETINGS**  
The Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> June 2015 and the Annual Meeting held on Thursday 21<sup>st</sup> May 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:** The verge outside No 34 Crawley Down Road has been badly damaged during the building of the new property. Steve Hyder, TDC had visited the site and asked the owners to reinstate the verge. He has since visited twice but had no response. Ken Harwood visited the site on 1<sup>st</sup> June in response to a request from a resident and confirms that the crossover is still uneven. **Resolved:** Clerk to ask Steve Hyder to take further action.
5. **ONGOING ITEMS**
  - (i) **Community Consultation:**  
Transport/Environment and Green Issues: –  
Actions completed:-
    - a. Welcome to Felbridge White Gates: Following the agreement from SCC to the location of two vergeside gates to mark the entrance to the village each at Copthorne Road and Crawley Down Road and a single gate at Woodcock Hill, County Councillor Michael Sydney has agreed to allocate £1500 towards the funding. It was stated that the estimated balance of £3000 would be met from Parish Council finances. **Resolved:** Jeremy Clarke proposed that FPC order the proposed gates together with the village name and speed limit signs. The motion was carried unanimously. **Action:** Clerk to contact SCC to progress order.

- b. Gullege Bridleway – Following a campaign in the village two members of the public had volunteered to join a working party to get improvements made to The Gullege track. As the track is outwith the Parish area FPC cannot allocate its funds to the project. However, the working party should be able to seek funding from local groups and business.

Leisure and Health Actions:-

- a. Seats – Jeremy Clarke approached Monster Play as a provider of suitable shelters. The pros and cons of construction options were discussed and it was agreed to ask for community feedback which would be taken into consideration when deciding on which option to select at the next meeting. **Action:** Jeremy Clarke to circulate shelter options to all councillors. Councillors to seek community feedback.
- b. Toilet Facility in Village Hall Grounds – Linda Hainge reported that Val Wickenden had sourced quotes previously for chemical toilets which came in at around £500 for six months. **Action:** Linda Hainge to follow up. Clerk to ask for quote.
- (ii) **Hub Project:** The 4<sup>th</sup> Urban Cut is scheduled for Monday 20<sup>th</sup> July. There was a discussion about the deep verge outside Ward Farm which had been reclaimed by SCC. **Resolved:** Clerk to ask for this area to be added to the Rural Cut and for it to be cut at depth back to the boundary hedge.

6. **FINANCE**

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

171	P. Slatter	Clerk's Salary July	£221.00
172	HMRC	July Tax	£55.20
173	P. Slatter	Payroll Costs June	£82.80
175	Felbridge Village Hall	Room and Storage Hire	£210.40
176	P. Slatter	Clerk's Salary August	£221.00
177	HMRC	Income Tax August	£55.20
178	P. Slatter	Payroll Costs July	£50.00

- (ii) **Financial Position at 3<sup>rd</sup> June15:** Schedule of Payments and Receipts for June 2015  
CURRENT ACCOUNT – Payments made to 2<sup>nd</sup> July 2015

146	B. Wright	Bus Shelter Cleaning	£36.00
147	Howard Searle	Replacement Post for Village Hall Entrance	£50.00
148	Tandridge District Council	Dog Bin, Copthorne Road	£214.80
149	P. Slatter	Payroll Costs	£80.74
150	1 <sup>st</sup> Hedgecourt Scouts	Donation	£300.00
151	HMRC	Clerk's Salary June	£55.20
152	P. Slatter	Income Tax June	£221.00

Bank Account Reconciliation at 2nd July 2015:-	
Current Account Balance	5785.69
Less outstanding cheques	-576.20
Cashbook Balance	5209.49
Business Reserve Balance	<u>25027.75</u>
TOTAL BALANCES	30237.24
Less reserves for new playground area shelter, A264 fencing and traffic calming/village gate	-£14000
AVAILABLE FUNDS	<u>£16237.24</u>

(iii) **Section 137 Payments:**

**Surrey Wildlife Trust:** A request for a donation towards replacing the boardwalks at Hedgecourt Lake was received from the Surrey Wildlife Trust. The cost of materials is £6500. Trust members will provide the labour themselves. Ian McBryde proposed that FPC make a donation of £1000 which was seconded by Jeremy Clarke. **Resolved:** FPC to donate £1000 to Surrey Wildlife Trust towards the cost of replacing the boardwalks at Hedgecourt Lake.

8. **DEFIBRILLATOR IN FELBRIDGE:** Joan Harwood reported that The Star public house had offered to provide an outdoor location for a defibrillator and would apply for a licence. **Action:** Clerk to ask Sam Corbin if she considers this location appropriate.

9. **TRANSPARENCY CODE FOR SMALLER COUNCILS**

As part of the new transparency code for smaller councils, FPC need to establish a website on which agendas, minutes, financial information and procedures can be posted and updated in PDF format. **Action:** Jeremy Clarke to establish temporary website using felbridge.org.uk website. Clerk to investigate options and costs for establishing permanent website and report back in September aiming for the new full website to be active by the New Year.

10. **COUNCILLORS' FEEDBACK**

- (i) **Vehicle Activated Sign on Woodcock Hill:** Bridget Huntington reported that the overgrown hedges obscuring this sign have now been cut back.
- (ii) **Ebor Lodge:** Bridget Huntington reported that the grass area outside Ebor Lodge had been replaced with pebbles and that weeds were now growing through the pebbles. **Action:** Jeremy Clarke to check that land belongs to Surrey Highways. Clerk to write to resident and ask that grass verge is re-instated.
- (iii) **Outdoor Gym Training Sessions:** Joan Harwood reported that fitness instructors from TDC had been holding half hour sessions at the Outdoor Gym on Monday afternoons. However since these hadn't been publicised they were poorly attended. **Action:** Jeremy Clarke to ask if fitness staff can attend the County Show to demonstrate equipment when a large number of residents are present.
- (iv) **Bus Shelter on Crawley Down Road:** Jeremy Clarke reported that the shelter was in need of refurbishment. The stain was bleached; the roof felt torn and the supports damaged. He estimated that material would cost no more than £200 and suggested a working party to repair and upgrade before winter. **Action:** Councillors agreed to create working party of volunteers to undertake the necessary work.
- (v) **Reduction of Paperwork and Printing:** Councillors are keen to ensure that FPC reduce the amount of paperwork currently created. It was suggested that papers such as Highways and Environment updates would in future be emailed prior to each meeting. **Action:** Clerk to email Highways and Environment updates in advance of future meetings.

- (vi) **White Lines at Furnace Wood:** Brian Apps asked for the request for the right turn road markings at Furnace Wood to be reinstated is followed up. **Action:** Clerk to write to County Councillor.
- (vii) **Roadsign Cleaning:** Ian McBryde asked that FPC again request that road signs in Felbridge are cleaned. There has been no work undertaken since last requested in November 2013. **Action:** Clerk to write to County Councillor.
- (viii) **Overgrown Hedges Rowplatt Lane:** The overgrown hedges outside Thornhurst have now been cut back.
- (ix) **Roadworks at London Road/Imberhorne Lane:** FPC discussed the serious problems created for Felbridge residents and businesses by these roadworks. Bridget Huntington suggested that the large signs at the Duke's Head roundabout did not help through traffic since only local people would recognise where the junction was located. **Resolved:** FPC to write to SCC and WSCC Highways; the local County Councillor and local MPs and the leader of WSCC to emphasise the damage being done to local businesses as a direct result of these roadworks. **Action:** Clerk to write to those listed above.
- (x) **Village Name on Bus Shelters:** Jeremy Clarke reported that the cost of adding the village name to bus shelters would be £26. **Resolved:** Jeremy Clarke to progress.
- (xi) **Village Green Protection Against Travellers:** Ken Harwood reported that travellers had moved on to the Village Green for a short time on 25<sup>th</sup> June. They were quickly moved on by police who had been alerted by residents. **Action:** Clerk to contact Steve Hyder at TDC to establish what measures could be taken to prevent future problems.
- (xii) **The Jubb Report:** Ken Harwood reported that Surrey Highways had refused to acknowledge the findings of the Jubb report on traffic issues on the A22 and A264. It was agreed that the Clerk should write to the Transport minister seeking intervention to ensure that SCC review the findings of that report.

#### 11. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** Carried forward from previous meeting, Councillor Michael Sydney is arranging a meeting between Surrey and Mid Sussex MPs, Surrey and West Sussex Highways and FPC to discuss this junction. Clerk will report when a date has been agreed.
- (ii) **Star Lights A22 Resurfacing:** Request was submitted on 28<sup>th</sup> June for the uneven road surface on the carriageway outside Hydropool Spas to be resurfaced.
- (iii) **Damaged Tree on A22 at Old Lodge:** Potential hazard reported on 1<sup>st</sup> July. Large tree overhanging the footpath and carriageway near to Old Lodge on the A22. Top section of tree has broken and dropped down the side of the main trunk.

Ken Harwood left the meeting.

#### 12. **PLANNING APPLICATIONS**

**Planning Meeting held on 18<sup>th</sup> June** attended by Jeremy Clarke, Ian McBryde, Bridget Huntington, Joan Harwood and David Archer

- (i) TA/2015/1014: 42 Copthorne Road, Felbridge RH19 2NS  
Erection of two dormer windows to side roof slope. Formation of patio and first floor balcony to rear elevation.  
**Resolved:** Felbridge Parish Council are concerned that the balcony is out of scale to the building and the length of the rear garden of this property. It is also out of keeping with the area which has no other balconies of this scale. The new dwellings being built to the north of the site may also be overlooked.

- (ii) Lyric Cottage, Rowplatt Lane, RH19 2PA  
Single storey extension. Reconstruction of existing garage with first floor extension.  
**Resolved:** Felbridge Parish Council are concerned that the first floor addition over the existing footprint of the garage is against the boundary at the rear corner and therefore imposes upon the neighbouring property.

**Parish Meeting held on 2nd July 2015** attended by Jeremy Clarke, Bridget Huntington, Brian Apps, Ian McBryde, Linda Hainge and Joan Harwood.

- (iii) TA/2015/1149: 31, Rowplatt Lane, Felbridge, RH19 2PA  
Demolition of two storey side projection. Erection of two storey side extension  
**Resolved:** Felbridge Parish Council strongly object to this proposal since a two storey construction on the boundary would create a large flanking wall detrimental to the neighbouring property.

### 13. CONSULTATIONS

- (i) New Consultations Received  
No new consultations were received.
- (ii) Consultations in Progress  
Grass Roots Planning Ltd. Proposed residential development of land at Gibbshaven Farm.  
FPC responded to this proposed development in writing to both Acorn Property Group and Grass Roots Planning Ltd on 12<sup>th</sup> June and by posting on the website. FPC did not believe that the pre-application consultation had been undertaken in line with government advice and asked that the consultant and developer restart their consultation due to lack of local awareness. While acknowledging that it was not compulsory, FPC also asked for a one day public exhibition to be considered. Grass Roots Planning responded that they had distributed 100 letters to neighbours of the site and had 296 website views and would not be holding an exhibition. They extended the consultation period from 15<sup>th</sup> June to 19<sup>th</sup> June.

Ken Harwood rejoined the meeting.

### 14. CLERK'S REPORT

- (i) **Damaged Chestnut Tree:** Steve Hearn from TDC will arrange for a climbing inspection to be undertaken of the tree reported as damaged on 18<sup>th</sup> May Ref 20424.
- (ii) **Maintenance Work to Trees at Village Hall:** Steve Hearn advised that some minor maintenance works would be carried out to trees in and around the Village Hall grounds. These would include the reduction of the Sweet Chestnut immediately adjacent to the entrance which is in decline. **Action:** Clerk to ask if the tree would be suitable for crown reduction rather than the suggested monolith.
- (iii) **Clerk Training:** It was proposed by Jeremy Clarke and seconded by Brian Apps that FPC should cover the cost of an online training course 'Introduction to Local Council Administration' for the Clerk at a cost of £99 plus VAT.

### 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> September 2015 at 7.30pm, in the Committee Room. Planning Meetings will be held on 16<sup>th</sup> July, 6<sup>th</sup> and 20<sup>th</sup> August 2015.

The meeting closed at approximately 10.35pm.

**Attached:** Surrey Highways Repairs List

Patricia Slatter  
Clerk to Felbridge Parish Council  
13<sup>th</sup> June 2015

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