



## **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 2<sup>nd</sup> July 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 2<sup>nd</sup> July at 7.30pm was held online.

#### Present:

Cllr. Georgina Chapman (Chairman)

Cllr. Bridget Huntington

Cllr. Jo King

Cllr. Lesley Steeds (County Councillor and Interim District Councillor) attended part of the meeting

Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke

Cllr. Ian McBryde (Vice Chairman)

A member of the public addressed councillors at the start of the meeting. He outlined a proposal for 4G football pitches and associated infrastructure and floodlights to be built on Green Belt land in Felbridge. The Chairman thanked him for sharing the information and the Clerk confirmed that councillors were unable to formally comment on any potential development or planning application until it had been validated by Tandridge District Council.

#### **1. APOLOGIES FOR ABSENCE**

Cllr. 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 4<sup>th</sup> June 2020 were approved and signed.

#### **4. CHAIRMAN'S REPORT**

**Planning Meetings** Cllr. Chapman suggested that Planning Meetings should move to become a mix of email and online meetings as considered appropriate. Resolved: It was agreed that planning meetings will take place online as required from 16<sup>th</sup> July. **Action:** Clerk to add Cllr. Clarke to the Zoom account as administrator along with Cllr. Chapman.

### **Felbridge Parish Council Covid Response**

The Chairman put on record Felbridge Parish Council's operations during lockdown. Cllr. Chapman noted that:

The Felbridge Parish Council meeting scheduled for 2<sup>nd</sup> April which included the Annual Parish Meeting had to be cancelled. This was due to public meetings being halted and the new regulations allowing online meetings had not been approved on time.

The Annual Meeting was also cancelled in line with regulations with the Chairman and Vice-Chairman agreeing to remain in post for a further year.

All other meetings had taken place as scheduled either online or by email consultation.

Acting on advice from the Society of Local Council Clerks and in line with neighbouring Parish and Town councils, priority was given to processing planning applications; managing finances and any urgent business with new projects and non-urgent business put on hold for three months until end June. The only delayed business was off-road footpath clearance which has now been taken on by Surrey County Council.

The temporary toilet in the Village Hall grounds was locked and then removed in line with government guidelines.

The Felbridge Parish Council website was updated regularly with current information for residents and offers of assistance.

The Chairman and Clerk, with assistance from Councillor Joan Harwood, went through lists of potentially vulnerable residents, making contact to ensure that all were receiving assistance.

Practical help with shopping and prescription delivery was also provided and continued contact kept with vulnerable residents.

## **5. VILLAGE MAINTENANCE**

(i) **Grass Cutting**: A third cut is scheduled for early July with a fourth in early August. A draft contract has now been received from Surrey Highways which is awaiting amendment. **Action**: Clerk to follow up with Highways Officer and circulate to councillors.

(ii) **Off Road Footpath Clearance**: County Councillor Lesley Steeds contacted the Rights of Way team at Surrey County Council to ask them to clear paths. They initially agreed to cut back footpaths 365 (Stubpond Lane to West Park Road); 286 (Birch Grove to A22); 259 (Wiremill to Newchapel Road); 366a (Domewood); 367 (Cophorne Road to Hedgecourt Lake); 283 (A22 to Stubpond Lane). Felbridge Parish Council asked for the following footpaths to be added: 268 (The Limes to footpath 257B); 257B (Wards Farm to 258); 258 (Wiremill to the A22); 365A (365 to Cophorne Road); 282 (A22 to Mormon Temple); 261 (Wiremill to A22). Works are expected to take place during July and August.

(iii) **Pavement Clearance**: Expenditure was approved for works to clear footpaths on the A22 and A264 funded from CIL revenue as in the previous two years. **Approved**: Expenditure of c£800. Works are scheduled for September. **Action**: Clerk to liaise with contractor.

(iv) **Verges at Ward Farm**: The Clerk has contacted Surrey Highways to confirm whether a licence costing c£80 would still be required for wild flower planting on a section of these verges since once the grass cutting contract has been signed Felbridge Parish Council will take over responsibility for verge maintenance. **Action**: Clerk to monitor.

## 6. FINANCE

### (i) Receipts and Payments for June 2020

#### FINANCIAL RECONCILIATION FOR PERIOD ENDING 30<sup>th</sup> June 2020

Date	To / From	Description	Amount	Current Account	Deposit Account
31 May		Brought Forward		£24953.04	£25035.55
		<b>Receipts</b>	0	0	
		Sub-Total		£24953.04	
		<b>Payments</b>			
2 June	Felbridge Village Hall	Room and Storage Hire	£327.40	-£327.40	
2 June	Peter Frost	Internal Audit Fee	£195.00	-£195.00	
2 June	HMRC	Tax & National Ins	£262.69	-£262.69	
3 June	Clerk	Payroll May	£810.33	-£810.33	
3 June	Clerk	Office Expenses	£164.99	-£164.99	
9 June	NEST	Pension Payment	£156.49	-£156.49	
16 June	Brian Wright	Bus Shelter Glass/Frame Cleaning	£50.00	-£50.00	
18 June	STCH	S137 Donation	£500.00	-£500.00	
19 June	Marie Curie	S137 Donation	£200.00	-£200.00	
23 June	Hire A Loo	Temporary Toilet Hire March	£72.00	-£72.00	
		Sub-Total	£2738.90	-£2738.90	
		<b>Transfers</b>	Nil		
30 June		Carried Forward	22214.14	£22214.14	£25,035.55
		Less Unbanked Transactions	20.00	-£20.00	
		Bank Balances including unbanked transactions	22194.14	£22194.14	£25,035.55
30 June	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£47249.69	
30 June	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
30 June	General Reserve (Available Funds minus Allocated Reserves)			£21249.69	
Current Account Bank statement was circulated to councillors on 2nd July 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

(ii) Notice of Accounts and audited documents have been uploaded to the website. Clerk/RFO will now prepare accounts for external auditor. **Action:** Clerk to submit accounts to external auditor.

## 7. COUNTY COUNCILLOR UPDATE:

- (i) Cllr. Steeds was pleased that she had been able to secure footpath clearance for Felbridge.
- (ii) A meeting was scheduled with the Highways Officer to survey village. Cllr. Clarke asked to join the meeting to identify the area at Furnace Wood where sight line problems persist despite Surrey Highways recording that the problem had been addressed. **Action:** Cllr. Clarke to liaise with Cllr. Steeds.
- (iii) The Community Gang have been asked to clean the road signs and white gates in Felbridge.

## 8. COUNCILLORS' REPORTS/UPDATES

- (i) **Footpath 257:** Cllr. King reported a fallen tree on footpath 257 to Rights of Way and the path was cleared within twenty-four hours.
- (ii) **Dead Branch Report:** Cllr. King reported a dead branch on a tree near Ebor Lodge to Surrey Highways who responded that it wasn't considered urgent.

- (iii) **Overhanging Trees:** Cllr. King reported that trees overhanging the footpath on a section of the A22 were causing an obstruction. **Action:** Clerk to write to residents to ask for them to be cut back.
- (iv) **Hedgecourt Lake Area:** Cllr. Joan Harwood has been liaising with Surrey Police regarding anti-social behaviour in this area which is creating major problems for local residents. She advises that the local Borough Commander has said that a Dispersal Order will be considered should problems persist. Residents are asked to report incidents either on 101 or online. **Action:** Clerk and Cllr. Harwood to monitor and report back.
- (v) Vehicle Activated Sign on A22: It was reported that overgrown vegetation is obscuring the VAS. **Action:** Clerk to contact resident to ask for hedge to be cut back.

## 9. **SURREY HIGHWAYS:**

No new items to report other than those recorded above in 8.(i), (ii) and (iii).

## 10. **PLANNING**

### (i) **Applications in Felbridge**

Applications considered at the Planning Meeting on 18<sup>th</sup> June held by email attended by Councillors Chapman, Clarke, Harwood, Huntington, King and McBryde.

**TA/2020/712 Woodland Farm, Copthorne Road, Felbridge RH19 2QG** Erection of a steel framed storage barn for agricultural use.

**Resolved:** No Action

**TA/2020/893 Casa Inca, 47A Copthorne Road, RH19 2NX** Repositioning of dropped kerb. Felbridge Parish Council object to this proposal. We are concerned that the amended existing and proposed plans for the application submitted on the 3<sup>rd</sup> June show a material change to the front boundary of the property which has already been partially implemented, but the application description is only for additional drop kerbs. Our reason for objection is on the grounds of impact upon Highway Safety. By the reduction in visibility sightline as a result of the change to the front boundary treatment which is not as per the approved landscaping plan approved by application 2016/299/Cond1 which approved the construction of a bell mouth brick entrance with railings above providing wider visibility splays, in particular to the east which is the nearside approaching traffic on the A264. The 'existing wall line' shown at the east of the entrance in the existing plans for 2020/893 has been removed. This was a dwarf wall with a hedge planted behind, as such the wall did not impact the sightline. The line of the dwarf wall was in front of the end fence post of the adjoining 47 Copthorne Road which was therefore the restriction to the sightline. The proposed 'existing boundary wall' depicted in application 2020/893 is the already existing full height boarded fence. A Google Street View image of May 2019 shows that this has been constructed by that date. We are concerned that the existing and proposed plans submitted with application 2020/893 show the east section of the boundary wall (presumably a continuation of the existing high boarded fence) as being the position of the prior dwarf wall, this will therefore reduce the visibility as the dwarf wall extended beyond the neighbouring fence. Whilst we accept that Surrey Highways have provided their comments on 18<sup>th</sup> June stating no objection, we would ask the officer to discuss the information above with Surrey Highways to check that they have not only considered the changes to the drop kerbs, but have also considered the restriction to the sightline resulting in the changes made since the approval of 2016/299 which would be formalised by approval of this application. If Tandridge District Council are minded to approve this application, then we request that the redundant drop kerbs to the west of the entrance are restored to full height as part of the works.

Applications considered at the full Parish Council meeting:

**TA/2020/909 17 Copthorne Road, Felbridge, RH19 2NR (Advertisement)** Display of 1 x non-illuminated free-standing sign board on two posts, stating 'Land Acquired' with contact details.

**Resolved:** Felbridge Parish Council object strongly to such a prominent advertising sign in an Area of Special Advertisement Control and note that previous similar signs in Felbridge were removed immediately.

**TA/2020/831 Herons Bonsai, Wiremill Lane, Felbridge RH7 6HJ** Erection of steel building/shed on existing hard standing to assist in developing the site's on-line business.

**Resolved:** Felbridge Parish Council support this type of proposal by a local business in the Green Belt supporting local employment.

**TA/2020/999 Pooks Hill Cottage, Domewood, Copthorne RH10 3HD** Erection of single storey front/side extensions, extension to existing detached garage and entrance gates.

**Resolved:** Felbridge Parish Council are concerned by the footprint increase caused by the proposed new garage.

**TA/2020/788 Land to West of Arlington, Woodcock Hill, Felbridge RH19 2RB** Part retrospective application for the regrading of agricultural land and increasing the depth of a ditch

**Resolved:** In principle, Felbridge Parish Council have no objection to the works, but wish to highlight that this application has been validated without a Heritage Statement. A Roman Road runs across the site so works should not take place without Heritage advice.

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

**DM/20/1875** Woodside House, 1 Thicket Rise, Felbridge, RH19 2SN Rear extension of detached triple garage for ancillary residential use. Conversion of roof space with 2 side facing dormers.

(iii) **Planning Enforcement : 17 Copthorne Road**

- a) **Building Works:** The Planning Enforcement department at Tandridge District Council have advised that they will not be enforcing the pre-condition set by the Planning Inspectorate which required road realignment works to be completed before any works started on site. Instead they would be requiring these safety works to be completed within a 'reasonable' time. **Action:** Clerk to monitor.
- b) **Advertising Sign:** The Planning Enforcement Team at Tandridge District Council accepted a planning application for this sign despite the land being in an Area of Special Advertising Control. **Action:** Clerk to monitor

## 11. **CONSULTATIONS**

### **Land South and West of Imberhorne School**

Cllrs. Chapman and Clarke attended the East Grinstead Town Council Online Planning Meeting which included a presentation by Welbeck on their proposals for land at Imberhorne Farm. The site has been included in the Site Allocations proposals and will not be brought forward until the MSDC plan is adopted. The proposal is for 550 houses and a care community, there are ongoing discussions regarding the provision of a GP surgery within the care community that could be available for local residents. There is a local centre proposed within the development as well as a primary school and land provided for expansion of Imberhorne Secondary School. In terms of direct impact upon Felbridge, the land to the west of Gullege track would be an open space (SANGS) with public access, the land to the east of Gullege track abutting Felbridge Water would continue to be agricultural land providing a buffer against coalescence. There were questions regarding transport and how the roads will cope with the additional traffic. Welbeck stated that there is a strategic transport plan covering the Star Junction, Imberhorne Lane junction and Lingfield Road junction to deliver reduced journey times as part of the MSDC plan and that was designed to relieve the impact of not only this development but the others within the MSDC plan.

## 12. **CLERK'S REPORT**

### **(i) Correspondence from Residents:**

A resident raised concerns about speeding near to the Star Junction and requested a speed camera for the area. Acknowledged that their previous request had been declined by Surrey Highways.

(ii) **Speedwatch:** A resident has volunteered to act as Speedwatch coordinator should enough residents come forward as volunteers. **Action:** Clerk to contact Surrey Police to ask for a survey to identify which locations in Felbridge would be considered suitable for speed monitoring.

(iii) **Defibrillator:** The battery is recorded as due for replacement within the next year. **Action:** Clerk to check regularly and source a replacement when required.

(iv) **Donation Thanks:** Letters of thanks for recent donations have been received from St. Catherine's Hospice and Marie Curie.

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

The next full Parish Council meeting will take place online on Thursday 3<sup>rd</sup> September at 7.30pm. Planning Meetings are scheduled for Thursday 16<sup>th</sup> July, Thursday 6<sup>th</sup> August and Thursday 20<sup>th</sup> August.

The meeting closed at approximately 2135.

Patricia Slatter  
Clerk to Felbridge Parish Council

