

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 7th April 2016 at 7.30pm in the Village Hall.

Present:

Mr. Jeremy Clarke (Chairman)
attended part of the meeting
Mrs Joan Harwood
Ms. Georgina Chapman
Mrs. Bridget Huntington

Mr. Ken Harwood (District Councillor)
attended part of the meeting
Mr. Brian Apps
Mr. Ian McBryde
Mrs. Linda Hainge
Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE** were received from County Councillor Michael Sydney.
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 3rd March 2016 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/Footpath, Crawley Down Road:** Ken Harwood has written to Surrey County Council requesting urgent action to ensure that the necessary repairs are made along this footpath leading to Felbridge Primary School. **Update:** Surrey County Council have responded to Ken Harwood saying that this footpath “is not part of the Public Highway Asset and is therefore not maintained by SCC” **Action:** Clerk to raise with TDC
5. **ONGOING ITEMS**
 - (i) **Community Consultation:**
Transport/Environment and Green Issues: –
Actions completed:-
 - a. **Welcome to Felbridge White Gates:** Jeremy Clarke to liaise with SCC to agree designs for double gates at each of the three locations on Crawley Down Road, Copthorne Road and on the A22 near the Woodcock Inn. Michael Sydney has agreed to add the £1.5K he had offered in funding to the 2016 reserve to allow time for agreement to be reached. **Action:** Jeremy Clarke to liaise with SCC and report back.
 - b. **Gullege Bridleway** – Jeremy Clarke reported that either MSDC or EGTC will fund clearing the bridleway from the county boundary to the bridge. FPC to cover the costs for the small section at the entrance. **Action:** Clerk to write to EGTC to request that funding for these works is added to the agenda for their next meeting and that FPC Councillor Linda Hainge is invited to address the council.

(ii) **Leisure and Health Actions:-**

- a. Seats – The Shelter has now been installed and added to FPC’s insurance policy.
- b. Fencing – Clerk has asked TDC to recommend potential suppliers so three quotes can be received to allow this project to be progressed.
- c. Temporary Toilet Facilities in Village Hall Grounds: It was agreed that FPC would contract Hire A Loo to provide a temporary chemical portable toilet at a cost of £20.00 plus vat p/w to include toilet rolls, soap, and a weekly service. **Resolved:** FPC to provide temporary toilet facilities in the Village Hall grounds from May for five months. **Action:** Clerk to place order.

Hub Project: Contracts have been agreed at the same cost level for 2016. Dates of cuts to be confirmed.

6. FINANCE**(i) Current Account**

<u>RECEIPTS FROM</u>			TOTAL £	
DATE				
22.03.16	Surrey Police Business Reserve	Grant towards Youth Shelter cost	6000.00	
23.03.16	Account	Transfer	5000.00	
31.03.16	SSALC	Grant towards the costs of setting-up the new web-site and lap-top, etc needed for the new Transparency Regulations	1106.10	
			<u>12106.10</u>	
<u>PAYMENTS TO</u>			TOTAL £	
DATE		DETAILS	CHQ.	
03.03.16	P Slatter	Clerk's Sal - March	194	174.62
"	H M Revenue & Customs	Clerk's tax - March	195	193.66
"	P Slatter	Office All'ce & Expenses Feb	196	56.50
"	B Wright	Bus Shelter Cleaning - March	197	36.00
"	WEL Medical	Defibrillator	198	1838.10
"	Information Commissioner	Data Protection Registration	199	35.00
"	Brian Apps	RFO's Expenses 2015-16	200	15.75
22.03.16	Monster Play	Youth Shelter	201	13668.00
				<u>16017.63</u>
BUSINESS RESERVE ACCOUNT				
<u>RECEIPTS FROM</u>			TOTAL £	
DATE				
29.03.16	H M Revenue & Customs	VAT Refund 01.03.15 - 29.02.16	1193.00	
SUMMARY 31.03.16				
Current Account Bank Balance			20801.13	
Less outstanding cheques			-	
Cashbook Balance			<u>15930.88</u>	
Business Reserve Account Balance			4870.25	
TOTAL BALANCES			<u>21233.23</u>	
Less reserves for new Village Gates, A264 fencing, traffic calming & new bus shelter,			26103.48	
			<u>-8500.00</u>	
AVAILABLE FUNDS			<u>17603.48</u>	

(ii) Grants: Two grants have been received this month. £1106 from central government through SSALC towards the costs of the Transparency set up and the £6000 contribution from the Surrey Police and Crime Commissioner's office towards the shelter.

(iii) VAT Refund: The VAT refund for the period 1st March 2015-29th February 2016 was £1193. As the Youth Shelter total invoice for £13668 was paid in March, the VAT element £2278 will be refunded in March 2017.

(iv) Section 137 Payments:

- a) **The Campaign for the Protection of Rural England, Tandridge** have requested a suggested donation of £1k from FPC and other local parish councils towards their 'fighting fund' to protect the Green Belt in Tandridge. FPC reaffirmed their commitment to maintaining the Green Belt in Felbridge. It was unanimously decided that at present FPC would not provide financial support to CPRE. **Resolved:** FPC would not commit Parish Council funding to CPRE Tandridge at present. **Action:** Clerk to write to Michael Sydney to confirm the decision made and to ask for the names of those parish councils who had pledged funding.

7. **DEFIBRILLATOR IN FELBRIDGE:** The defibrillator has now been installed by the doors into Felbridge Village Hall. The equipment has been added to FPC's existing insurance policy and registered with the NHS. Sam Corbin, First Responder, has agreed to arrange for training sessions for anyone interested in learning how to use the equipment. There would be a cost of £5 per person to help fund the work of the First Responders in the local community. **Action:** Clerk to liaise with Sam to organise sessions.
8. **FPC WEBSITE:** The new FPC website www.felbridge-pc.org.uk is now active and includes Minutes going back to 2011, Agendas, Financial information, Surrey Highways outstanding works and some basic information about the village. FPC are now complaint under the terms of the Transparency Code for Smaller Councils. More pages and information will be added over time.
9. **COUNCILLORS' FEEDBACK**
- (i) **Ebor Lodge:** Clerk contacted the owners again on 4th April asking for confirmation of when the grass verge will be restored. **Action:** Clerk to follow up.
- (ii) **Limes Pond:** Steve Hyder at TDC agreed to the request for the Limes Pond to be cleared and the vegetation around the pond to be cut back. The work will be undertaken when weather permits.
- (iii) **Overhanging Vegetation on Woodcock Hill:** There are still issues with some sections of footpath along Woodcock Hill. **Action:** Clerk to write to householders with vegetation overhanging the footpath. **Action:** Georgina Chapman to hand deliver the letters to the relevant properties..
- (iv) **Post Outside Village Hall:** One of the posts alongside the verge at the entrance to the Village Hall had been knocked over. **Action:** Clerk to arrange for post to be reinstated.
- (v) **Potential Development on land between Copthorne Road and Crawley Down Road:** A time extension for the implementation of the proposed A264 realignment and access modifications to be made to allow this development to progress was refused at the TDC planning meeting held on 10th March. Jeremy Clarke attended the meeting on behalf of FPC.
- (vi) **Trees Near Ash Farm, Mill Lane:** Ken Harwood reported that some trees on the land between Ash Farm and the Millpond were leaning towards power cables. It is unclear who owns the land. **Action:** Further investigation to be undertaken.
- (vii) **Footpath and Verges on Copthorne Road:** Brian Apps and Joan Harwood reported that sections of footpath and verges near to the new development on the Copthorne road were damaged. **Action:** Clerk to write to householder and/or developer to ask for repairs to be made.

- (viii) **Howard Cundey Board at Mill Lane:** Joan Harwood reported that Howard Cundey had placed a board on council owned land at the top of Mill Lane. Howard Cundey had previously been asked to remove boards from Crawley Down Road. **Action:** Clerk to write to Howard Cundey and ask for the board to be removed.
- (ix) **Drain Covers Furnace Wood:** Brian Apps reported that a number of drain covers near to Furnace Wood were raised and creating a potential hazard. **Action:** Clerk to report to Surrey Highways.
- (x) **Seat In Woods Behind Village Hall:** Linda Hainge reported that the seat in the woods had appeared to be in disrepair but she and Derek Hainge had cleaned and repaired it and it was now safe for use.
- (xi) **Doctors' Surgeries in East Grinstead and Crawley Down:** Linda Hainge wanted to record the fact that no doctors' surgeries in the surrounding areas were able to accept new patients and wanted this to be noted when future larger scale planning applications were received.
- (xii) **Advertising Board Oakview/The Laurels:** Ian McBryde reported that an agent's board/advertising board was in position on land near to Oakview and The Laurels. **Action:** Clerk to write to company and ask for it to be removed.
- (xiii) **Water Main Leak at Peacock Lodge:** Ian McBryde reported that there was a water main leaking on to the A22 from Peacock Lodge. **Action:** Clerk to write and ask for the water main to be repaired.
- (xiv) **Chairman's Board in Village Hall:** Bridget Huntingdon reported that the board in the Village Hall listing the names of Parish Council Chairmen hadn't been updated for some time. **Action:** Clerk to investigate.

10. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** Meeting between Michael Sydney and Councillor Heidi Brunson from EGTC is still to be arranged. **Action:** Michael Sydney to report back.
- (ii) **Meeting with SCC to look at Felbridge Issues:** Jeremy Clarke said that two representatives from FPC would still like to meet with a representative from Highways to look at ongoing issues. **Action:** Michael Sydney to report back.
- (iii) **Road Sign Cleaning:** Jeremy Clarke asked Michael Sydney when Felbridge residents could expect local road signs to be cleaned. Michael Sydney stated that the Highways Operations Team no longer existed and that due to lack of funding only damaged signs received attention. Jeremy Clarke referred to TD/2515 which requires dirty hazard signs to be cleaned immediately. He also reported that signs in other areas such as Dorking appeared to have been cleaned. Michael Sydney acknowledged the statutory requirement to clean signs and will follow up. **Action:** Michael Sydney to report back.
- (iv) **Footpath Between Doves Barn and Furnace Wood:** Following Michael Sydney's intervention confirmation had now been received that this work had been allocated to the Community Gang. No date could be provided. Brian Apps asked Michael Sydney to chase. **Action:** Michael Sydney agreed to follow up.
- (v) **A264 Resurfacing:** Jeremy Clarke reported that WSCC had resurfaced an area of SCC land near to the Crawley Down Garage. The finish was poor and uneven. **Action:** Michael Sydney to follow up.

Councillor Sydney was unable to attend the meeting and didn't yet have responses to any of the above outstanding issues. He would report to the next meeting.
- (vi) **Common Land, Crawley Down Road** The Clerk has now written to all properties bordering the Common Land on Crawley Down Road reminding householders of the bye-laws which relate to the use of this land. Two responses were received and the Clerk would reply to both.
- (vii) **Street Light, Rowplatt Lane:** A street light at the Copthorne Road end of Rowplatt Lane was out of order. **Action:** Clerk to report to Surrey Highways.

11. PLANNING APPLICATIONS

Jeremy Clarke joined the meeting on his return from the TDC Planning Meeting.

TA/2014/25: 11A, Crawley Down Road: Jeremy Clarke confirmed that the proposed development to demolish 11A Crawley Down Road and erect 32 dwellings and associated infrastructure had been refused. He had attended the meeting on behalf of FPC.

The following planning applications were considered:

TA/2016/369: Nutmeg Cottage, Domewood, Copthorne, RH10 3HD. Erection of conservatory to north elevation. (Certificate of Lawfulness for a Proposed Development).

Resolved: No action.

TA/2016/375: Woodpeckers, Herons Lea, Copthorne, RH10 3HE. Demolition of existing dwelling. Erection of dwelling.

Resolved: No action.

TA/2016/299: Casa Inca, 47A, Copthorne Road, Felbridge, RH19 2NX. Demolition of existing dwelling. Erection of dwelling.

Resolved: FPC strongly object to this proposal. The bulk, size, character and appearance of this proposal is completely out of character with the street scene. Note: If TDC are minded to approve then particular attention must be given to how construction will be controlled to prevent any vehicles parking outside of the property boundary.

Ken Harwood joined the meeting.

CLERK'S REPORT

- (i) **Street Lights on Crawley Down Road:** Response from Surrey Highways to request for additional street light for Crawley Down Road between Village Hall and McIver Close. "Unfortunately, the County does not have a budget for any additional lighting anywhere in the County. Regretfully, this has been the case for many years now and it is likely that it will be the case for some time to come".
Action: Clerk to respond to resident who had originally made the request.
- (ii) **Transparency Fund for Smaller Councils:** FPC have received a grant of £1106 from the government's Transparency Fund to help smaller councils become compliant with the new transparency requirements. This will cover the set up costs for the new website including the domain, 40 working hours, a laptop and software. **Action:** Clerk to order laptop and software.
- (iii) **TDC Paper Planning Applications:** The Clerk reported that TDC intend to stop issuing Parish Councils with paper copies of planning applications for consideration at planning meetings. **Action:** Jeremy Clarke to meet with Piers Mason to discuss.
- (iv) **New Surrey Highways Officer:** The new officer responsible for Felbridge phoned and offered to meet a representative from FPC to travel around the village and look at problem areas. **Action:** Jeremy Clarke to arrange a meeting.

14. **ANY OTHER BUSINESS**

Jeremy Clarke updated councillors following the Local Plan Update Meeting. The figures in the Local Plan were based upon the Objectively Assessed Need (OAN) which is the projected need for housing within the District. As the size of the OAN is critical to the Local Plan, there was concern raised by a number of Parish Councils who had worked with the consultants appointed by TDC to produce the OAN.

Their concern was that the final OAN had been determined by a third consultant and TDC had not publically stated why they had dismissed the previous two consultants both of whom had spent significant time working with a number of Parish Councils.

TDC reported that there had been a good response to the consultation, but that a lot of the responses had been by email rather than the online process and this required more time to process and make available for the next stage of the Local Plan. The Parish Councils responded that this was due to the large number of comments that did not fit into the online process and thus email had been the only way to get those comments submitted. TDC accepted that the process had been complicated, and that the large number of email responses now required resources to assign them to the appropriate sections of the Local Plan. The estimate was that this could take up to 5 months, although the level of resources assigned to this task was queried by the Parish Councils and TDC responded that they were interviewing for more people to accelerate the data entry.

15. **BUSINESS FOR NEXT MEETING**

Governance and Accountability For Smaller Authorities 2016

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

The next Parish Council Meeting will be held on Thursday 5th May 2016 at 7.30pm, in the Committee Room. The next Planning Meeting will take place on Thursday 21st April at 7.00pm.

The meeting closed at approximately 10.25pm

Attached: Surrey Highways Repairs List

Patricia Slatter
Clerk to Felbridge Parish Council
6th March 2016

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