

# **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 2<sup>nd</sup> June 2011 at 7.30pm in the Village Hall, following the Annual Meeting**

Present: Mr Jeremy Clarke (Chairman)  
Mr Brian Apps  
Mrs Linda Hainge  
Mrs Joan Harwood  
Mrs Bridget Huntington  
Mr Ian McBryde  
Mr Michael Sydney (County Councillor) - attended part of meeting.  
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from Mr Ken Harwood (District Councillor),

2. **DECLARATIONS OF INTEREST**

There were no additions to those previously registered.

3. **MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 5<sup>th</sup> May were approved and signed.

The Chairman welcomed Inspector Angie Austin, Tandridge Neighbourhood Policing Team, and PC Paul Clifton, who is currently Neighbourhood Officer for Felbridge but who is shortly to be replaced by PC 2193 Barry Reece, who has always been a Tandridge Officer and knows the area well. His email address is [2193@surrey.pnn.police.uk](mailto:2193@surrey.pnn.police.uk). Inspector Austin is based at Caterham and the Neighbourhood Officer is now based at the Lingfield and Dormansland Community Centre. Inspector Austin spoke about the changes in Surrey Police and confirmed that they are still recruiting and front-line policing will continue. The Call Centre number for Surrey Police is unchanged – 0845 1252222 which should be used to report a crime or to speak to an individual. Inspector Austin's direct line is 01483 630899. Inspector Austin urged residents to report all crimes.

The Chairman then welcomed Anne Bott, Surrey Support Officer, SCAPTC, who spoke about the work of SCAPTC and the support and training available to Parish Councillors. She suggested the membership of SCAPTC should be viewed in the same way as insurance and believed that Parish Councils will need their support when the Localism Bill is rolled out. The Chairman pointed out that the current fee structure means that the cost per resident in Felbridge is higher than in the larger parishes and councils but Anne Bott pointed out that 85% of her work comes from the smaller parishes. She will raise FPC's concerns over the cost of membership at the SCAPTC Management Committee Meeting on 23<sup>rd</sup> June.

4. **MATTERS ARISING**

(i) **Path from Puffin Crossing and Village Sign:** At a meeting on 22<sup>nd</sup> May 09, Steve Hyder, TDC, suggested railings alongside the pavement and a path across the green avoiding the trees. An updated quote has been received from Nick Dance for £3,530 to cover an increase in the cost of tarmac of £200. The planning applications for the path across the green and the sign have been granted

consent. Work on the path should take place on 6<sup>th</sup> and 7<sup>th</sup> June. FPC agreed to progress installation of the village sign and Jeremy Clarke agreed to obtain three quotes.

- (ii) **Surrey Council for Voluntary Youth Service:** Marie Silvester, Surrey Youth Development Worker, will attend FPC's meeting on 7<sup>th</sup> July 2011.
- (iii) **Verges on A264 Cophorne Road:** Jeremy Clarke is awaiting a reply from John Lawlor, SCC, regarding the lack of grass cutting near to Furnace Wood. Jeremy Clarke has emailed details to Michael Sydney who had a meeting with John Lawlor in May.
- (iv) **Woodcock Hill:** Anita Guy, SCC, has obtained a quote from Westcotec, SCC's VAS supplier, to supply and install one new sign and install the sign already owned by SCC for £2,100 plus VAT. She is awaiting a quote from Skanska for the cost of electrical work. She estimates that the total cost should be in the region of £3,500 - £4,000. FPC have agreed to contribute up to £2,000. Frank Lilley has confirmed that residents will contribute £1,000 toward the cost. He also confirmed that they no longer have consent from the owners of the land on which a mirror would be placed. **Resolved:** Clerk to complete the form to request funding from the TDC Local Committee. Clerk to reply to Frank Lilley offering FPC's assistance with negotiating with the owners of the land and asking him to inform residents that their contributions will be required when the orders are placed.
- (v) **Fence along Woodcock Hill:** SCC are progressing.
- (vi) **Queen Elizabeth II Fields:** Terry Housden, Project Officer, The Queen Elizabeth II Fields Challenge, has confirmed that the Felbridge Playing Fields site is eligible for the Challenge. FPC agreed that the site should be named Felbridge Queen Elizabeth II Playing Fields.
- (vii) **Gritting:** FPC wish to retain a grit bin on Woodcock Hill. Michael Sydney will ensure that there will be a grit bin in this location.
- (viii) **Sycamore Trees:** Steve Hyder, TDC, has placed an order for the 3 sycamore trees to be felled.
- (ix) **Footpath alongside Cophorne Road:** Clerk had site meeting with Community Payback Co-ordinator on 10<sup>th</sup> March. Michael Sydney will discuss with John Lawlor the Clerk's email which summarised the current situation and asked if SCC could carry out a risk assessment with the Community Payback Co-ordinator.
- (x) **Verge in Crawley Down Road:** A path is being formed across the green opposite the track towards the Gullege. Nick Dance will repair and re-seed when he carries out work on path across village green.
- (xi) **Village Hall Committee Lease:** The Village Hall Management Committee are negotiating a new lease with TDC.
- (xii) **Hub Project:** Clerk and Bridget Huntington attended a meeting with Derek Poole and William Kear on 19<sup>th</sup> May, which involved driving round the village to view all verges that should be cut by the SCC contractor. SCC will produce maps showing all verges, to be checked by Hub members prior to finalisation. Emails have been sent to William Kear re the lack of grass cutting in the lay-by at Furnace Wood.
- (xiii) **Wifi at Village Hall:** The Village Hall Committee are interested but need to wait until the new lease is signed.
- (xiv) **Graffiti on skateboard ramp:** TDC have painted the sides covering some of the graffiti. It was agreed to review after Half Term. **Resolved:** Clerk to report to TDC a missing screw which has caused a panel to lift.
- (xv) **Annual Meeting:** SCAPTC have advised that the Annual Meeting should not be held before 12<sup>th</sup> May even if the election was uncontested. TDC have agreed with this advice and suggested that FPC hold the meeting again.

- (xvi) **Housing Needs Survey:** A reply from Mona Johansson, the Surrey Rural Housing Enabler, to the questions raised by FPC was circulated to all councillors for discussion at the July meeting.
- (xvii) **SCAPTC Membership Subscription:** FPC decided to continue with their membership of SCAPTC/NALC for 2011/12 at a cost of £559.22 and try to make more use of their membership.
- (xviii) **Veterinary Practice along Woodcock Hill** – The boards have been removed.
- (xix) **Barong at Doves Barn** – 2 flags, approximately 10ft high, have been erected. Clerk reported to TDC.
- (xx) **Parking on verge in Rowplatt Lane:** A vehicle is parked regularly on the grass verge next to the lay-by outside No. 50. This is damaging the grass verge. PC Paul Clifton will deal with this if it is causing an offence.
- (xxi) **New Seats in Felbridge:** Councillors to consider possible locations.
- (xxii) **Tree on Village Green:** Two trees have been planted very close together, one of which is partly dead. **Resolved:** Clerk to ask Steve Hyder to inspect to see if dead branches could be cut back. Clerk to ask Steve if FPC can arrange for removal of large tree stump in middle of green and re-seed the area.
- (xxiii) **Street Light at entrance to Furnace Wood:** The street light by the pillar box has not been changed as part of the new street lighting programme. Surrey Lighting Services confirmed on 20.05.11 that this light is on their list of queries to be discussed with SCC.
- (xxiv) **Gullege Bridleway:** WSCC Local Access Ranger has visited but has reported on the path from Hophurst Hill to the Gullege. **Resolved:** Clerk to ask her to inspect the bridle path starting alongside the recreation ground – northern end of path 40A.
- (xxv) **Village Fair:** This will be held on 18<sup>th</sup> June, 12pm – 3pm. A rota was agreed for the Parish Council table.

## 5. **SURREY HIGHWAY REPAIRS:**

- (i) **83112069 – Missing Drain Cover near Furnace Wood** – re-reported 27.4.11. **Resolved:** Clerk sent photos to Michael Sydney on 16.5.11.
- (ii) **Large Oak Tree opposite Nos 18/19 Rowplatt Lane** – Clerk to send email to Colin Pearse to ask if he inspected this tree last year.
- (iii) **Two dead horse chestnut trees outside entrance to Felbridge School carpark** – Clerk to report to TDC.
- (iv) **New Drive in Rowplatt Lane** – A resident is planning a drive very near to a large oak tree, which could damage the roots. Clerk to report to TDC Tree Officer.  
New drive will involve drop kerb into lay-by of highway – Clerk to inform Colin Pearse.

## 6. **COUNCILLORS' REPORTS**

- (i) **Reporting a pothole:** SCC have introduced a new online highway reporting system for potholes. Clerk circulated SCC instructions.
- (ii) **On-street Pay and Display:** TDC have succeeded in being eliminated from the Surrey county-wide programme.
- (iii) **Community Pride Scheme:** This has been launched for small highway related schemes, with each country councillor being allocated £5,000, which means £700 for each parish in Lingfield Division. Projects to be nominated before March 2012. Michael Sydney to circulate details.
- (iv) **TDC Local Committee:** Michael Sydney is now chairman.

- (v) **Community Infrastructure Levy (CIL) Consultation:** A letter has been received from TDC regarding their plans to produce a CIL which will enable them to raise funds from developers undertaking new building projects in the District. TDC have invited all parishes to respond with key infrastructure needs within their area. **Resolved:** Councillors to send their suggestions to the Clerk by 17<sup>th</sup> June.
- (vi) **County Councillors' Members Allowances:** Parishes are invited to send their suggestions to Michael Sydney.
- (vii) **SCC Chairman** – Mrs Lavinia Sealy. Clerk to invite to the Village Fair.
- (viii) **New Lighting:** Work is ahead of schedule. Michael Sydney invited feedback. He will report the new light in Mill Lane which is on 24 hours per day.

Michael Sydney left the meeting.

- (ix) **Annual Accounts:** These were approved by the Council and signed.
- (x) **Annual Return:** The accounting statements were approved by the Council and recorded as minute reference 6(x). The annual governance statement was approved by the Council and recorded as minute reference 6(x).
- (xi) **District Councillor Ken Harwood:** Joan Harwood passed on Ken's thanks for FPC's card and good wishes.
- (xii) **Bus Shelter in Crawley Down Road:** This was vandalised on 26<sup>th</sup> May at night and was repaired by Derek Hainge. FPC expressed their thanks to Linda Hainge.
- (xiii) **Posts along Crawley Down Road:** Some of these posts have started to split vertically.
- (xiv) **Trees overhanging footpath alongside A22 outside Ebor Lodge and Glendale:** Bridget Huntington agreed to check on which property the trees were.

## 7. **PLANNING APPLICATIONS**

**Planning Meeting held on 19<sup>th</sup> May 2010** attended by Linda Hainge, Brian Apps, Bridget Huntington and Jeremy Clarke.

### **Applications Acknowledged 3<sup>rd</sup> – 6<sup>th</sup> May 2011**

None in Felbridge

### **Applications Acknowledged 9<sup>th</sup> – 13<sup>th</sup> May 2011**

**TA/2011/256:** Sheridan Farm, West Park Road, Newchapel. Formation of sand school and associated fencing. **Resolved:** No Action

### **Applications Acknowledged 16<sup>th</sup> – 20<sup>th</sup> May 2011**

**TA/2011/584:** Thai Cottage, Eastbourne Road, Newchapel. Erection of single storey extension to east elevation with fire escapes/access stairs to first floor (Retrospective).

**Resolved:** FPC support this application and believe that this type of small business should be encouraged.

**TA/2011/607:** Treefellows, Domewood, Copthorne. Erection of detached single storey annex. **Resolved:** FPC object to this application. FPC feel that the proposed annex remains overly close to the boundary considering the size of the plot. The overall feel of the two buildings is unbalanced. If the existing garage area was used as part of the annex and a new garage built on the other side of the property, this would generate a far more balanced property.

### **Parish Council Meeting held on 2<sup>nd</sup> June 2011**

#### **Applications Acknowledged 16<sup>th</sup> – 20<sup>th</sup> May 2011**

**TA/2011/590:** Felbridge Showground, Copthorne Road, Felbridge. Removal of existing catering, office, judging and viewing facilities. Erection of building to west elevation of existing barn. **Resolved:** No Action.

#### **Applications Acknowledged 23<sup>rd</sup> – 27<sup>th</sup> May 2011**

**TA/2011/659:** Eden House, Beaver Farm, Eastbourne Road, Newchapel. Use of aquatic nursery land as residential garden (Certificate of Lawfulness for an Existing Use).

**Resolved:** No Action.

**TA/2011/496:** Green Coppice, West Park Road, Cophorne. Erection of first floor extension. **Resolved:** No Action.

**TA/2011/581:** Land to R/O Dewley Mead, Twitten Lane, Felbridge.

Variation of condition 8 on permission granted under 2010/1126 for the erection of dwelling with integral double garage - to allow changes to the materials, single storey rear projecting element to be reduced in depth and increased in width, retaining walls and raised patio area, together with a 2.4m high close boarded fence. **Resolved:** FPC strongly object to the proposed 2.4m high fence and consider building such a high fence completely out of character in a rural environment.

## 8. CLERK'S REPORT AND CORRESPONDENCE

- (i) **Notification by Member of Financial and Other Interests:** Clerk circulated forms to be completed by all councillors and returned to Clerk at next meeting.
- (ii) **MSDC Statement of Community Involvement Review – Phase 1:** A letter has been received from MSDC inviting comments.
- (iii) **St John's Church Centre Building Project:** An email has been received from the Parochial Church Council re their decision to stop moving ahead with the existing plans for the foreseeable future.
- (iv) **Standing Orders:** FPC have been advised of a minor update to the wording of FPC's Standing Orders on page 17, item 28 – Variation, revocation and suspension of standing orders. Clerk to circulate amended page to all councillors.
- (v) **SCAPTC Management Committee:** New members are needed for the management committee. Nominations are invited for the AGM on 27<sup>th</sup> September.
- (vi) **St Dunstan's London to Brighton Sponsored Walk:** The village green will be used as a rest stop on Saturday 11<sup>th</sup> June.
- (vii) **Felbridge Bowling Club:** A letter has been received asking for a donation towards the cost of replacing their scoreboards. A donation of £200 was agreed.
- (viii) **New Councillor Training:** An email has been received from Limpsfield Parish Clerk re the possibility of arranging local training for new councillors. Clerk to ask for further information.
- (ix) **Surrey Community Action:** An invitation has been received to join this organisation at a cost of £35pa. It was agreed not to join.
- (x) **TVSC Funding Surgery:** This will be held on 15<sup>th</sup> June and local groups are invited to book a one-to-one slot. Details have been sent to the Felbridge Bowling Club.
- (xi) **DCLG Consultation on Planning for Traveller Sites:** NALC have asked for responses by 22<sup>nd</sup> June.
- (xii) **SCAPC Training:** Councillor Introduction Sessions have been arranged for May/June.
- (xiii) **Surrey Youth Focus:** Youth work training courses have been arranged for 18<sup>th</sup> June and 2<sup>nd</sup> July.
- (xiv) **Circulation:** TDC News Release re New Rating Scheme for Food Businesses, 9 May; TDC News Release re Local Elections Results, 6 May; Letter from Rt Hon Eric Pickles MP re Travellers and Planning, 15 Apr; TDC List of Delegated Action Taken, 11 May; Parish News, May 11; In the Picture Spring Newsletter; Poster re Surrey Artists Open Studios 11-26 Jun; Newsletter re Olympic Cycling in Surrey, May 11; TDC News Release re New TDC Chairman, 20 May; TDC News Release re New TDC Planning Chief, 20 May; Info re Drive Smart Campaign; GACC Aviation Policy Draft Response, 26 May; SCC Highways Bulletin 16-29 May; Clerks & Councils Direct, May 11; TVSC E-Bulletin, Jun 11; TDC News Release re No On-street Pay and Display in Tandridge, 31 May;

TDC Planning Policy Committee Agenda, 9 Jun; Email from Sam Gyimah MP re Surrey Minerals Plan and On-Street Parking Charges, 1 Jun; TDC List of Delegated Action Taken, 1 Jun; Info re Marie Curie Tea Party 12 Jun – 12 Jul.

9. **ACCOUNTS AND CHEQUES SIGNED:** Issue of the following cheques was approved by the Parish Council under Standing Orders:

848	B. Wright	Bus shelter cleaning for June	£30.00
849	R. White	Clerk's salary for June	£222.19
850	HM Revenue & Customs	Income Tax for June	£55.40
851	R White	Office Allowance for June and Petty Cash for May	£93.66
852	GACC	Annual Subscription due May 11	£10.00
853	Surrey Wildlife Trust	Membership Subscription due May 2011 and donation	£50.00

10. **ANY OTHER BUSINESS:**

- (i) **Hedgecourt Scouts:** This group needs a new minibus and will need to raise £3/4,000 towards the cost of a second-hand minibus, estimated cost £6,000. It was agreed that FPC would support them with a donation of £1,000 once the remainder of the money has been raised.
- (ii) **Felbridge Sports Association:** A letter has been received asking for a donation towards the cost of back rates due to MSDC. Although FPC would like to help this organisation, they are legally forbidden to help with running costs.

11. **DATE OF NEXT MEETING:** The next meeting will be held on Thursday 7<sup>th</sup> July 2011 at 7.30pm.

The meeting closed at approximately 10.58pm.

RW

16 June 2011