

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 5th March 2015 at 7.30pm in the Village Hall, and of the Planning Meeting held on 19th February 2015

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

1. **APOLOGIES FOR ABSENCE** – None.

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 5th February 2015 and the Planning Meetings held on 18th December 2014 and 15th January 2015 were approved and signed.

The Chairman welcomed Marnie Cotterill, Social Care Development Coordinator (SCDC), Tandridge Locality Team, who spoke about the Social Care Team and her role. The SCDC role, which is new for Surrey, is to find out what services are already available within the District which could help the 1,600 residents cared for by the team. A pilot scheme has started in 2015 with Wellbeing Advisors located at doctor's surgeries in Oxted and Smallfield. Marnie agreed to investigate funding available for personal alarms.

4. **CHAIRMAN/CLERK'S REPORT**

- (i) **Social Care Team:** Clerk to remind Marnie Cotterill about funding available for personal alarms.
- (ii) **Skateboard Ramp:** The new skateboard was installed between 25th February and 2nd March 2015. TDC have confirmed that they will inspect and insure the new ramp.
- (iii) **MSDC Planning Policy Update – District Plan 2014-2031: Consultation**
Draft: Following consultations, the District Plan has been updated where appropriate. The Pre-submission Draft District Plan was considered by the Scrutiny Committee for Planning and Economic Development on 3rd March and by the Council on 18th March. If approved for pre-submission public consultation, this will take place in May-June 2015.
- (iv) **Drainage Ditch in front of Village Hall:** This is full of leaves. **Resolved:** Clerk to contact TDC.
- (v) **Parish Council Elections in May:** Jeremy agreed to add local information to poster supplied by SALC. Ken agreed to circulate information via his email hub.

- (vi) **Surrey Wildlife Trust:** For the next 12-18 months, fundraising will be focussed on a new classroom building at the Nower Wood Educational Reserve near Leatherhead. Therefore FPC agreed not to send a donation towards the Treasure Chest Appeal.
- (vii) **Post alongside Verge in Crawley Down Road:** A post near the village hall entrance is broken. Clerk has contacted Howard Searle to arrange for a replacement post.
- (viii) **Damaged Verge:** The verge outside No 34 Crawley Down Road has been badly damaged during the building of the new property. Steve Hyder, TDC, visited the resident on 16.2.15 to ask the owners to reinstate the verge and drive. Steve will follow up in April 2015.
- (ix) **Jubb Consulting Survey and Review of Traffic Conditions:** Jeremy and Ken attended a briefing on 13th February by Jubb transport consultants, who were commissioned by a local resident to carry out a traffic survey around East Grinstead. WSCC, MSDC, SCC and TDC have been sent copies of the report. Ken has suggested a meeting at Oxted with TDC, Surrey Highways and Jubb consultants.
- (x) **Gatwick Airport:** Following a letter from the Head of Community Engagement suggesting a meeting with residents to discuss local issues, a meeting has been arranged on 18th March at 7.30pm at the Lingfield Park Marriott Hotel.

5. **ONGOING ITEMS**

- (i) **Community Consultation:**
Transport/Environment and Green Issues: –
Actions completed:-
 - a. **Gullege Bridleway** – David has contacted Sue Phillipson, WSCC, who has agreed to a notice asking for volunteers to join the action group. David has spoken to the owner of the Gullege, regarding responsibility for the bridleway as far as the bridge. **Resolved:** David and Bridget to produce notice.**Leisure and Health Actions:-**
 - a. **Seats** – A shelter with seating located behind the gym equipment was discussed. The existing seat could be renovated and moved. **Resolved:** Bridget agreed to source suggested shelters and quotes.
 - b. **Toilet Facility in Village Hall Grounds** – A brick built toilet adjacent to the village hall was discussed with a contract for cleaning. It was agreed to investigate the cost of a public toilet maintenance contract.
- (ii) **Hub Project:** Provisional dates for 2015 have been circulated to Clerks. The first urban cut is scheduled to commence on 16th March, with the first rural cut between 23rd March and 10th April. Jeannie Crosby, Burstow PC Clerk, will prepare a leaflet for clerks to distribute in areas where residents park on the verges and cause ruts and damage to the grass.

6. **FINANCE**

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

122	9c Solutions Ltd	Interim payment for skateboard ramp	£6,652.80
123	B. Wright	Bus shelter cleaning for March 15	£36.00
124	R. White	Clerk's salary for March 15	£198.80
125	HM Revenue & Customs	Income Tax for March 15	£98.20
126	R White	Office Allowance for March 15	
		+ Petty Cash February	£75.25
127	Surrey County Playing Fields Assoc	Affiliation Fee 2014/15	£50.00

128	B. Apps	RFO Expenses 2014/15	£37.26
129	9c Solutions Ltd	Final payment for skateboard ramp	£4,017.60

(ii) **Section 137 Payments:**

St Catherine's Hospice: FPC have received a letter requesting a donation towards the services they provide in the Felbridge area. **Resolved:** FPC agreed a donation of £250.

(iii) **VAT Return:** The return to end February will be submitted shortly.

7. **ALL WEATHER PLAYGROUND SURFACE:** FPC agreed that this needs cleaning and maintenance. **Resolved:** Clerk to obtain quotes from Nick Dance and Kompan.

8. **COMMUNITY INFRASTRUCTURE LEVY:** Ken, Joan, Jeremy and Linda attended the briefing sessions at TDC, Oxted. Notes from the meetings were circulated in the March bag. Jeremy has spoken to TDC re CIL money from MSDC. TDC to arrange a meeting for Clerks. FPC need to consider projects for CIL money, when reviewing planning applications.

9. **COUNCILLORS' FEEDBACK**

(i) **Fence Alongside Copthorne Road:** Requests have been received from parents of young children that the fence is reinstated between the woods behind the village hall and the pavement alongside Copthorne Road.

(ii) **Street Cleaning in Rowplatt Lane:** The street cleaner arrived at 7am on a recent visit and was unable to clear the edges of the road due to the parked cars. **Resolved:** Clerk to contact TDC to ask if the street cleaner could come to residential roads later, when the drivers of the parked cars have left for work.

(iii) **Dog Litter Bin:** Requests have been received for a bin at the end of the footpath opposite Doves Barn. **Resolved:** Clerk to contact FPC.

(iv) **Verge outside Ebor Lodge:** The verge needs re-seeding now that shrubs have been cleared. **Resolved:** Clerk to send letter to residents.

(v) **Aircraft:** Ken is hoping to arrange a meeting with MP Nicholas Soames re planes over East Grinstead and Felbridge.

(vi) **Air Quality:** This is currently being monitored in Felbridge village.

(vii) **Fly Tipping:** Incidents of fly tipping in Stub Pond Lane have been reported to TDC.

(viii) **Infrastructure First Group Leaflet:** FPC agreed the revised wording and confirmed that copyright permission needs to be obtained from TDC for the map.

10. **SURREY HIGHWAY REPAIRS:**

(i) **Copthorne Road:** . Pothole in centre of road between 2 entrances to Furnace Wood reported to SCC 20.2.15, Ref MG00724687. Email received 6.3.15 to say pothole repaired.

(ii) **Copthorne Road:** Large amount of debris on westbound verge between Furnace Wood and county boundary reported to TDC Amenity Services 20.2.15. "Right turn ahead" sign lying on verge opposite bus lay-by reported to SCC on 23.2.15 - Colin Pearse to investigate. Drain cover missing near Furnace Wood reported to SCC 23.2.15, ref MG00725168 – email received 3.3.15 to say repair carried out.

(iii) **Puffin Crossing on Copthorne Road:** Green light on westbound carriage not working reported to SCC on 20.2.15.

(iv) **Rowplatt Lane:** Potholes in road by white lines at junction with Crawley Down Road reported to SCC 2.3.15, ref MG00726713.

- (v) **Pavement alongside Copthorne Road:** Email sent to Steve Cunnah on 23.2.15 re clearing of mud and dead leaves from pavements between Housmann Close and the Puffin Crossing – on list for community gang.
 - (vi) **Hedges alongside Copthorne Road:** Clerk sent letters to residents to ask them to cut back their hedges. Ken circulated a reminder via the hub email.
 - (vii) **Mill Lane:** Large pothole just before Hedgecourt Lake, near public footpath on left, reported to SCC 16.2.15, ref MG00723611.
 - (viii) **Star Inn Junction:** Michael trying to arrange meeting with MPs and SCC/WSCC. He will send further letter to MP Sam Gyimah, with a copy to Ian, who agreed to send a follow-up letter.
 - (ix) **Crawley Down Road:** Work is being carried out by WSCC to create a new pavement within the Surrey boundary. Michael agreed to investigate.
- Ken Harwood left the meeting.

11. **PLANNING APPLICATIONS**

Planning Meeting held on 19th February 2015 attended by Ian McBryde, Brian Apps, David Archer, Linda Hainge and Joan Harwood.

Applications Acknowledged 2nd – 6th February 2015

None in Felbridge

Applications Acknowledged 9th – 13th February 2015

TA/2015/145: Stonecroft, 58 Copthorne Road, Felbridge. Erection of single storey rear extension and single storey infill extension to form porch. **Resolved:** No Action.

TA/2015/66: Whittington College, London Road, Felbridge. Demolition of unit 37 and associated garages serving Ebbisham Court. Erection of 14 almshouses and extension to Felbridge Place to form community space with associated landscaping and formation of 10 parking spaces. **Resolved:** FPC support the application including the provision of further units within the curtilage of Whittington College.

TA/2015/169: Beechwood, 11 Crawley Down Road, Felbridge. Demolition of existing shed. Erection of part two storey/part single storey side/rear extension. **Resolved:** FPC do not object in principle to the application, but wish to ensure that the gap of at least 1 metre is maintained between the house and the boundary.

TA/2015/191: Treefellows, Domewood, Copthorne. Erection of detached 3 bay garage with playroom over and 3 dormer windows north west facing roof slope. **Resolved:** FPC have no objection in principle to the construction of the garage, with upper parts, within the curtilage of the property and in accordance with the materials specified. However, FPC are of the opinion that the proposed building should be set further back within the plot, closer to the main dwelling house, and less obtrusive to neighbouring properties.

SCC Ref 2014/0162: Land near Paygate Wood, West Park Road, Newchapel.

Landraising works to improve land drainage on some 3.69 hectares of land near Paygate Wood involving the importation and disposal of up to 21,117 cubic metres of inert waste materials and soils to enable the long term use of the site for grazing in connection with planning permission ref. TA/2011/260 dated 10 May 2011 for stabling, storage, a ménage and four car parking bays. **Resolved:** FPC support the use of the land for agricultural purposes, including grazing for horses, as being appropriate in the Green Belt. However, FPC is concerned that the importation of inert material will be inappropriate development in the Green Belt, and therefore support SCC's stance to request the applicant to demonstrate the works are the minimum necessary for the use of the land for grazing and to ensure that any material brought on to the site is not harmful.

Parish Council Meeting held on 5th March 2015

Applications Acknowledged 16th – 20th February 2015

TA/2015/121: 29 Crawley Down Road, Felbridge. Change of use from Retail (Class A1) to Professional and Financial Services (Class A2). **Resolved:** No Action

Applications Acknowledged 23rd – 27th February 2015

TA/2015/227: Ivy Hatch, Dowlands Lane, Copthorne. Stationing of three mobile homes with access, parking and private amenity space (Retrospective). **Resolved:** Considering the comments made by Burstow Parish Council on the previous application, FPC concur that, as this land lies within the Green Belt, it should be returned to rural and therefore only a temporary extension should be allowed.

Ken Harwood rejoined the meeting.

12. **CLERK'S REPORT**

- (i) **Vacancy for Parish Clerk:** 14 applications have been received. Ian, Jeremy and Brian to review all the applications and arrange interviews.
- (ii) **SCC Highways Website:** Clerk reported that it is not possible to add further information to a problem already reported on website. Michael suggested contacting Steve Cunnah.
- (iii) **Parish Council Elections:** Nomination papers to be sent to the Clerk who will distribute them to councillors.
- (iv) **Planning Application TA/2015/75, Churchill House:** FPC have received a letter from the applicant suggesting that this property is not a small agricultural dwelling and that FPC have not taken account of the fact that this property has not been available to meet any local agricultural housing need since August 2001. FPC did not suggest that this property served an agricultural purpose for their property but that it could provide accommodation for agricultural workers in the area. It is deemed a small dwelling as it is less than 4 bedrooms.
- (v) **Annual Parish Meeting:** This will be held on 9th April with Sam Corbin, East Grinstead Community First Responders, as the speaker.

13. **BUSINESS FOR NEXT MEETING**

Appointment of new Clerk.

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

The next Parish Council Meeting will be held on Thursday 9th April 2015 at 8pm, following the Annual Parish Meeting. A Planning Meeting will be held on 19th March 2015.

The meeting closed at approximately 9.30pm.

RW

16th March 2015

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