



FELBRIDGE PARISH COUNCIL

Meetings are held on the first Thursday of each month (except January and August)
at 7.30pm in Felbridge Village Hall

Minutes of the Felbridge Parish Council Meeting held on 6th June 2024 at 7.30pm in the Committee Room at Felbridge Village Hall

Present:

Cllr. Jeremy Clarke (Planning Chairman)
Cllr. Alex Horwood
Cllr. Nigel Lea

Cllr. Stephen Hall
Cllr. Bridget Huntington (Chairman)
Cllr. Ian McBryde (Vice-Chairman)

In attendance:

Cllr. Nicholas White, District Councillor
Cllr. Nicola O'Riordan, District Councillor
Mrs. Patricia Slatter (Clerk)

1. APOLOGIES FOR ABSENCE

County Councillor Steeds and Cllr. Groom

2. DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

Cllr. Clarke disclosed an interest in the agenda item regarding CCTV Upgrade and did not take any part in the decision on this subject

3. APPROVE MINUTES OF PREVIOUS MEETING

Minutes of the Parish Council Meeting held on Thursday 2nd May were approved and signed.

4. CHAIRMAN'S REPORT

Playground Upgrade

A pre-installation meeting has been scheduled and it is expected that works will start at the end of July and take three weeks. A final visual will be provided by Kompan. TDC need to clear the weeds alongside the base and cut back the overgrown hedge to ensure that the new base has a clean edge.

Action: Clerk to liaise with TDC regarding pre-works clearance and to publicise the works through the school and playgroup and on social media. Clerk and Chairman to report back.

Coronation Planter

The planter has been cleared up with new plants for the spring and summer months

5. **FINANCE**

(i) **Receipts and Payments for May 2024**

Date	To / From	Description	Amount	Current Account	Deposit Account
30 Apr		Brought Forward	£33115.56	£33115.56	£25359.30
		Receipts		0.00	
		Payments			
9 May	Payroll	Payroll	£1588.86	-1588.86	
9 May	Chairman	Flyer Printing Costs	£44.40	-44.40	
9 May	Felbridge Village Hall	Main Hall Hire Fee (Annual Village Meeting)	£32.50	-32.50	
9 May	WR Hazeltine	Bus Shelter Cleaning Apr	£45.00	-45.00	
9 May	St. Catherine's Hospice	Donation (S137)	£250.00	-250.00	
9 May	Cloud Next	Gov.uk Domain Reg	£12.00	-12.00	
9 May	Cloud Next	Email Address Reg	£59.98	-59.98	
9 May	Clerk	Annual Village Meeting Expenses	£101.40	-101.40	
30 May	Zurich	Annual Insurance Premium	£782.43	-782.43	
			£2916.57	-2916.57	
		Sub-Total		£30198.99	
		Transfers	Nil		
		Carried Forward		£30198.99	£25359.30
		Bank Balances		£30198.99	£25359.30
31 May	Available Funds - Current a/c plus Deposit a/c			£55558.29	
31 May	Allocated Reserves - traffic calming £2K, bus shelter £6K, playground £15K, skateboard ramp £2k) includes restricted use CIL revenue			-£25000.00	
31 May	General Reserve (available funds - including budgeted expenditure - minus Allocated Reserves)			£30558.29	
Current Account statement was circulated to councillors on 4 June 2024, along with the above record of receipts and payments, for transparency and confirmation of accuracy					

- (ii) **Approval of Annual Governance Statement 2023-24 Approved:** The Annual Governance Statement was approved and signed by the Chairman and Clerk
- (iii) **Approval of the Accounts Statement and Annual Return 2023-2024: Approved:** The Accounts Statement and Annual Return were approved and signed by the Chairman having already been signed by the Clerk **Action:** Clerk to prepare and submit financial documents to the External Auditor
- (iv) **Internal Auditor Report and Recommendations:** The auditor noted that last year's notice of exercise of rights was two days longer than required. Recommended that the Clerk's contact was updated to show additional hours payments. Recommended that FPC consider investing in an accounts system. Salary payment date to move to month end to avoid payment delays. **Action:** Clerk to manage and report back.
- (v) **Appointment of Auditor for 2024-25. Resolved:** Councillors agreed to the Clerk's recommendation that this year's auditor should be retained for the next financial year.
- (vi) **Review of Allocated Reserves** The Clerk advised that Reserves should be reviewed since payment would soon be required for the Playground Upgrade. **Resolved:** It was agreed that as traffic calming reserves were unlikely to be used in the near future, this funding should be allocated to a CCTV upgrade. Recent vandalism to the skateboard ramp and the new playground made this a priority. The skateboard reserve would remain unchanged and it was noted that CIL revenue due on the Rowplatt Lane development in the current year would build up reserves again. Cllr. McBryde noted that larger payments scheduled for payment in August should be set up in advance to avoid delays. **Action:** Clerk to arrange.

(vii) **Review of CCTV** While FPC were able to provide Surrey Police with images of the youths who had vandalised the skateboard ramp, the definition wasn't sufficient for identification to be made. There are also areas which were not covered by a camera.

Cllr. Clarke left the meeting.

The Clerk put forward three options for consideration by councillors. All involved engaging the existing contractor to upgrade the system rather than having to replace the full system. **Expenditure Approved:** Councillors approved expenditure of c £1300 (CIL) to replace the recorder and increase storage capacity to handle higher resolution cameras; replace cameras 4 & 5 which cover the play area/adult gym/skate ramp with higher resolution cameras (8MP instead of 2M); replace Camera 2 (car park entrance) with higher resolution (4MP instead of 2MP); additional camera at the west end of the hall to cover blind spot. All other existing equipment and cabling to be retained. **Action:** Clerk to place order with contractor.

Cllr. Clarke returned to the meeting

6. VILLAGE MAINTENANCE

(i) **Grass Cutting:** While the first Urban cut by the Surrey Highways contractor took place at the end of April, the scheduled Rural cut has still not taken place. The Clerk has reported this and asked when the cuts will take place. The website for recording grass cuts has not been updated. **Action:** Clerk to report back.

7. COUNTY/DISTRICT COUNCILLOR REPORT

- Cllr. Steeds now represents Felbridge at both County and District level. At TDC, she is a member of the Planning Committee and Planning Policy Committee and will now be dealing with the Barratt Homes application for 200 dwellings off Crawley Down Road on behalf of Felbridge residents.
- There has been a report of drug dealing in the Hedgecourt Lake area. Surrey Police are following this up.
- Cllr. Steeds is engaging with Surrey Highways regarding Surrey Highways' failure to deliver rural grass cuts which has resulted in sightline issues. This is an issue across the Lingfield Division.
- Cllr. Steeds has contacted Surrey Police regarding the damage to the skateboard ramp and the delays in being able to upload CCTV footage to their system. She has asked to be kept updated on the investigation. The Borough Commander has said that the crime will be investigated and both Cllr. Steeds and the Clerk kept updated.
- Cllr Steeds has set up a meeting with Nigel Pond from Surrey Highways and the Clerk for 28th June regarding the VAS which was removed from Crawley Down Road following an accident and has not been replaced.
- Visited Felbridge on Monday 3rd June with Highways Officer to check works had been completed and has identified other issues which have been reported.

8. DISTRICT COUNCILLOR REPORT

- Cllr. White reported that he had been approached by Felbridge Cricket Club who are raising funds to rebuild their pavilion.
- A resident has requested additional bins around the Effingham Road area which he is raising with TDC.
- Cllr. White has been appointed as Chairman of the Standards Committee and a member of the Audit & Scrutiny Committee. On outside bodies, Cllr. White is a representative on the Gatwick Airport Consultative Committee and the Gatwick Noise and Track Monitoring Advisory Group (NaTMAG) and the Gatwick Airport Noise Management Board; TDC representative of the High Weald Joint Advisory Committee and the Gatwick Airport Noise Management Board (Executive)
- Cllr. O'Riordan is a member of the Housing Committee. She has a particular interest in early years and schools and would like to establish a link with Felbridge Primary School. **Action:** Clerk to email school Business Manager to arrange introduction.

9. COUNCILLORS' REPORTS/UPDATES

Village Green: Cllr. Hall reported that the tree debris still hasn't been removed. **Action:** Clerk to add to SCC Community Gang list for removal since no response from TDC. The wildflower area on the Village Green has not been managed. **Action:** Cllr. Hall to remove the signs. **Action:** Clerk to ask the TDC contractor to include this area in their grass cut schedule.

Speedwatch: Cllr. Hall reported that there has been further interest in this project with another two volunteers required. Cllr. Lea offered to join the project. **Action:** Clerk to promote again.

A22 Hedge: Cllr. McBryde had checked on a hedge and found it not in need of attention.

Dog Bin by Felbridge School: One of the bins was damaged and in need of repair. **Action:** Cllr. McBryde to provide the identification number so it can be reported.

Tree on Verge by McIver Close: Cllr. Lea reported that a tree was overgrown and restricting access to the footpath. **Action:** Clerk to investigate and report.

Weeds in Playground: Cllr. Lea asked who was responsible for clearing weeds in the playground area. The Clerk advised this was TDC's responsibility and that a shortage of maintenance staff had meant that these works were not been done. However, the area would be cleared in advance of the Playground Upgrade.

Sightline Restrictions at Furnace Wood Layby Exits: Cllr. Clarke confirmed that the sightline restrictions caused by overgrown grass and vegetation now meant that cars exiting could not clearly view oncoming traffic. (already reported by Clerk)

TDC Gatwick Meeting: Cllr. Clarke attended this meeting on behalf of FPC and provided considerable information on the impact of additional traffic on roads in Felbridge – many of which are already operating over capacity. Cllr. White offered to assist with any future Gatwick related matters.

Footpath 286 (Copthorne Road to A22) Cllr. Huntington reported that this footpath was deeply rutted and difficult to navigate. She would report to the Rights of Way team.

10. SURREY HIGHWAYS/RIGHTS OF WAY/TDC

Limes Pond Clearance: TDC have still not scheduled this work.

Graffiti on Shelter: Still awaiting cleaning team.

11. PLANNING

(i) Applications in Felbridge

2024/510 Wards Farm Cottage, Wards Farm, London Road, Felbridge, RH19 2QZ

Resolved: No Action

2024/454 Stub Pond Fisheries, Stubpond Lane, Newchapel, Lingfield, RH7 6HU

Resolved: It is noted that no supporting statements for this application have been uploaded to the Planning Portal. Felbridge Parish Council consider that insufficient evidence has been provided to support this application for a Certificate of Lawfulness for Existing Use. While documents such as tenancy agreements, statements from tenants, receipts or bank statements have been provided in previous similar situations, none have been submitted to support this application.

2024/571/NC Leonards Turf Farm, West Park Road, Copthorne, Surrey, RH7 6HT

Resolved: No supporting statements have been uploaded to the Planning Portal so Felbridge Parish Council are unable to consider the application.

2024/570/NC Leonards Turf Farm, West Park Road, Copthorne, Surrey, RH7 6HT

Resolved: Since no application form or planning statement have been provided in support of this application, Felbridge Parish Council are unable to comment.

2024/563/NC Leonards Turf Farm, West Park Road, Copthorne, Surrey, RH7 6HT

Resolved: Felbridge Parish Council are unsure when the May 2024 changes to permitted agricultural development rights come into effect for the purposes of the determination of this application. The reason being that Q1 (P) specifies that development is not permitted if a building does not have a suitable existing access to a public highway. The proposed entrance shown on the plan is not an existing entrance to the site and the nearest adjacent entrance based on aerial photography from Google shows that it last appeared to be used in 2014 is cannot be considered to be current. The current access to this area of the field for the agricultural business is the corner of the field further to the west at West Park Road.

The Transport Statement specifies that this site will have less vehicle movements than the existing building but the building has been redundant since 2014 therefore there can have been no associated vehicle movements. If the council was minded to approve the conversion of this barn to residential dwellings, then Felbridge Parish Council would prefer to see the three smaller dwellings option being approved rather than a five bedroomed house as this would support more affordable housing in a rural area.

(ii) Adjoining Planning which may affect Felbridge

Nothing which directly affects Felbridge

(iii) MSDC Development on Felbridge Border

Welbeck Development, Imberhorne Lane: Cllr. Clarke reported that more documents had been submitted and that FPC were now being consulted on the latest updates. Action: Cllr. Clarke to review the many new documents provided and to share key information with councillors in advance of the next Planning Meeting at which the application would be considered.

Barratt Homes Development, Crawley Down Road: It was noted that this application had still not be brought before the TDC Planning Committee. **Action:** Cllr. Steeds to be asked to investigate

12. CLERK'S REPORT

Temporary Toilet: Now in position in the Village Hall grounds

24 Rowplatt Lane Development: Issues with HGVs reversing from the A264 into Rowplatt Lane and then continuing along to the development without a banksman was raised with the developer who took action.

Skateboard Ramp Damage: Surrey Police have images of the youths responsible and have visited local schools. Both TDC and Surrey Police suggest that the existing CCTV is upgraded to provide further coverage and higher definition images.

13. BUSINESS FOR NEXT MEETING

First quarter budget review

14. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next full Parish Council meeting will take place on Thursday 4th July in the Club Room since the Committee Room is being used as a polling station for the General Election. A Planning Meeting is scheduled for 20th June

The meeting closed at approximately 2120.

Patricia Slatter

Clerk to Felbridge Parish Council

www.felbridge-pc.org.uk

