



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 5th November 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 5th November at 7.30pm was held online.

Present:

Cllr. Georgina Chapman (Chairman)
Cllr. Bridget Huntington
Cllr. Jo King
Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke
Cllr. Ian McBryde (Vice Chairman)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Joan Harwood and Councillor Lesley Steeds (County Councillor and Interim District Councillor)

2. DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

Councillor Clarke declared an interest in planning applications TA/2020/1619 and TA/2020/1823 since they were business customers and took no part in the decisions taken for either application.

3. APPROVE MINUTES OF PREVIOUS MEETING

Minutes of the Parish Council Meeting held on Thursday 1st October 2020 were approved and signed.

4. CHAIRMAN'S REPORT

Seminar on SCC Proposal for Unitary Authority: Councillor Chapman attended a seminar on this subject organised by Tandridge District Council. The proposal has been postponed indefinitely since an expected government White Paper on the subject was not presented as anticipated.

Remembrance Service: Councillor Chapman has laid Felbridge Parish Council's wreath at the War Memorial in St. John's Church. Wreaths were laid individually by organisations being represented and were filmed for inclusion in the service which is to be streamed live on Remembrance Sunday.

5. VILLAGE MAINTENANCE

(i) **Grass Cutting:** A further cut can be added if considered necessary and is weather permits.

Action: Clerk to monitor.

A final copy of the contract between Surrey Highways and Felbridge Parish Council to cover grass cutting for the next four years have now been received. **Action:** Clerk to circulate contract to councillors with a view to approval being given at the next meeting.

(ii) **Bus Shelter:** A replacement pane has been ordered. **Action:** Clerk to monitor

(iii) **Pavement Clearance:** Postponed until w/c 9th November since so many leaves were yet to fall.

Action: Clerk to monitor.

(iv) **Verges at Ward Farm:** The proposal for wild flower seeding will be progressed once the agreement for verge maintenance has been agreed with SCC. **Action:** Clerk to monitor.

6. FINANCE

(i) Receipts and Payments for September and October 2020

September

Date	To / From	Description	Amount	Current Account	Deposit Account
1 Sept		Brought Forward		£19177.12	£25035.55
		Receipts			
10 Sept	TDC	Covid-19 Funding	£1500.00	1500.00	
		Sub-Total		£20677.12	
		Payments			
9 Sept	NEST	Pension Payment	£156.49	-£156.49	
29 Sept	HMRC	Tax and National Insurance	£262.69	-£262.69	
		Sub-Total	£419.18	-£419.18	
		Transfers	Nil		
		Carried Forward		£20257.94	£25,035.55
		Less Unbanked Transactions			
		Bank Balances including unbanked transactions		£20257.94	£25,035.55
30 Sept	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£45293.49	
30 Sept	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
30 Sept	General Reserve (Available Funds minus Allocated Reserves)			£19293.49	
Current Account Bank statement was circulated to councillors on 4 th November 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

October

Date	To / From	Description	Amount	Current Account	Deposit Account
1 Oct		Brought Forward		£20257.94	£25035.55
		Receipts			
9 Oct	TDC	Precept Part 2	£12000.00	12000.00	
		Sub-Total		£32257.94	
		Payments			
2 Oct	Hedgecourt Scouts	S137 Donation	£200.00	-£200.00	
2 Oct	Felbridge Primary School	Covid 19 Grant from TDC	£1500.00	-£1500.00	
2 Oct	Brian Wright	Bus Shelter Cleaning	£50.00	-£50.00	
2 Oct	Holtye Windows	Replacement Bus Shelter Panel	£485.00	-£485.00	
2 Oct	Clerk	Payroll August	£924.77	-£924.77	
5 Oct	Brian Wright	Bus Shelter Cleaning	£40.00	-£40.00	
5 Oct	Nick Dance	Grass Verge Cutting	£468.00	-£468.00	
5 Oct	Clerk	Payroll September	£810.33	-£810.33	
5 Oct	Clerk	Office Expenses	£43.17	-£43.17	
9 Oct	NEST	Pension Contribution	£181.53	-£181.53	
15 Oct	HMRC	Tax and National Insurance	£319.95	-£319.95	
		Sub-Total	£5022.75	-£5022.75	
		Transfers	Nil		
		Carried Forward		£27235.19	£25,035.55
		Less Unbanked Transactions			
		Bank Balances including unbanked transactions		£27235.19	£25,035.55
31 Oct	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£52270.74	
31 Oct	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
31 Oct	General Reserve (Available Funds minus Allocated Reserves)			£26270.74	
Current Account Bank statement was circulated to councillors on 4 th November 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

(ii) **Proposal for Outdoor Table Tennis Table**

Two quotes have so far been received and a third is to follow. **Action:** Clerk to circulate three options so councillors can take a decision on which product and service is considered the better option.

7. COUNTY/DISTRICT COUNCILLOR UPDATE:

Councillor Steeds has confirmed that the Acting Chief Executive of Tandridge District Council has moved to a new position with Croydon Borough Council and a member of the senior management team has taken over the role of Acting Chief Executive while the vacancy is advertised and filled.

8. COUNCILLORS' REPORTS/UPDATES

(i) Fly Tipping: Councillor Harwood submitted a report through the Clerk to advise that there had been several instances of fly tipping on Mill Lane and on one occasion the road was temporarily blocked. Tandridge District Council had responded quickly to remove the debris on each occasion.

(ii) Pop Up Cycle Lane: It was noted that the Pop-Up Cycle lanes across West Sussex were being removed by WSCC. Councillor King noted that several damaged bollards on the A22 in East Grinstead were being replaced on the day the announcement was made.

9. **SURREY HIGHWAYS:**

Nothing new to report.

10. **PLANNING**

(i) **Applications in Felbridge**

Applications considered at the Planning Meeting held online on 15th October and attended by Councillors Chapman, Clarke, Huntington, King and McBryde. Councillor Clarke declared a pecuniary interest in TA/2020/1552 and took no part in the decision making process for that application.

TA/2020/1595 Little Sandford, Snow Hill, Crawley Down West Sussex, RH10 3EY Demolition of existing detached garage. Erection of replacement detached garage incorporating dependent accommodation ancillary to the dwellinghouse at Little Sandford.

Resolved: Felbridge Parish Council are concerned about the east facing dormer window overlooking the boundary and would prefer to see obscure fixed glazing. Councillors would also like to see the option of establishing a condition to prevent any future splitting of the plot enforced.

TA/2020/1675 Derry Beg, Domewood, Copthorne RH10 3HD Erection of a single storey rear extension

Resolved: No Action

TA/2020/1553 Tree Tops, 85 Copthorne Road, Felbridge RH19 2PB Erection of replacement conservatory

Resolved: No Action

TA/2020/1612 Casa Inca, 47A Copthorne Road, Felbridge RH19 2NX variation of condition 2 (Plans) 3 (Materials) 8 (soft landscape) and 9 (parking) of planning permission ref: 2016/299

Resolved: Despite Surrey Highways' approval, Felbridge Parish Council wish to repeat their concerns regarding the reduction in sight lines due to the 2m fence in place of the bell mouth design which was originally approved.

Applications considered at the full Parish Council meeting:

TA/2020/1619 Clannaborough, Domewood, Copthorne, RH10 3HD Erection of rear extension to detached garage and associated roof modifications including raising of existing ridge height in connection with the provision of rooms within the resultant roof space.

Resolved: No Action

TA/2020/1768/TPO 16 Whittington College, London Road, Felbridge RH19 2QU Mature Oak - Reduce tree to produce a 5m Monolith

Resolved: No Action

TA/2020/1775 Fairways, Mill Lane, Felbridge, RH19 2PF Removal of garage pitch roof in association with conversion to habitable accommodation and erection of rear extension and first floor side extension part over. Erection of front gable extension and new roof over dwelling in association with raising roof height and conversion of loft space to habitable accommodation. Installation of roof lights to roof slope.

Resolved: Felbridge Parish Council object to this application. There is a predominance of bungalows and chalet bungalows on this side of Mill Lane and the proposed height and elevations are not in keeping with the street scene. The proposal is overly large and the lack of separation would have an overbearing affect. The roof window to the rear could have an impinging affect on the privacy of neighbouring properties.

TA/2020/1689 Unit 39, Hobbs Industrial Estate, Newchapel RH7 6HN Erection of a new industrial unit within an existing car compound.

Resolved: No Action

TA/2020/1828 Thornhurst Place, 1 Rowplatt Close, Felbridge RH19 2RJ Erection of a single storey side and rear extension.

Resolved: Felbridge Parish Council are not adverse to an extension to this property but are concerned about the proposed location which is right against the roadside boundary. As such, this would restrict rural views, remove vegetation screening on entering Rowplatt Close and be overbearing on the road. Felbridge Parish Council wish to retain a rural characteristic within the village.

TA/2020/1823 Applegarth, Mill Lane, Felbridge RH19 2PE Erection of a two-storey rear extension.

Resolved: No Action

TA/2020/1665 Felbridge Showground, Copthorne Road, Felbridge RH19 2NU Formation of 50m x 80m equestrian arena with associated post and rail fencing, drainage and surfacing works.

Resolved: Felbridge Parish Council support this application to expand a much used equestrian facility.

TA/2020/1774 Yerba Buena, Herons Close, Copthorne RH10 3HF Demolition of existing dwelling and erection of a replacement 4-bedroom detached dwelling with detached garage.

Resolved: No Action

TA/2020/1896 146 Copthorne Road, Felbridge RH19 2PD Replacement of existing face brick to external walls with painted render and vertical cladding

Resolved: No Action

TA/2020/1958 Farmside, Mill Lane, Felbridge RH19 2PE Variation of condition 2 (drawings) and condition 4 (windows) of planning permission ref: 2019/881

Resolved: No Action

TA/2017/1290/cond1 15-39 Crawley Down Road, Felbridge, RH19 2PP Condition relating to the granted development relating to the demolition of existing buildings no's 15 and 39 Crawley Down Road and the erection of 63 dwellings with associated new access.

Resolved: Felbridge Parish Council object to this application as it does not address all the conditions imposed by the Planning Inspectorate to minimise the affect on local residents. Condition 4 imposed by the Planning Inspectorate requires that as part of the Construction Transport Management Plan, 'traffic routing' must be in place before works can commence. Due to the narrow width of Crawley Down Road it is not possible for HGVs to wait in the road before entering the site.

Therefore, vehicles are to wait in suitable locations away from the site and be called to approach when they will be able to enter the site immediately upon arrival. The reasons for the routing restrictions are (i) that Rowplatt Lane has been designated unsuitable for HGVs by Surrey Highways and therefore should not be used for these vehicles; (ii) Due to the acute turn into Crawley Down Road from the eastbound A264 (Copthorne Road), HGVs are to approach Crawley Down Road from the Star Junction, they must also exit Crawley Down Road towards the Star Junction.

Vehicles approaching the area from the west, for example from the M23/A264 should therefore take the B2028 to Newchapel and then the A22 south to the Star Junction to approach the site from the Star Junction. To avoid conflicts with the start and end of the school day, HGV movements into and out of the site are not to take place between 0815 and 0915 in the morning and 1500 and 1600 in the afternoon during the school term. Felbridge Primary School operates staggered start and finish times to reduce congestion. Felbridge Parish Council request that a copy of a monthly report of the routine noise and dust monitoring specified within the mitigation strategy is provided for their information.

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

DM/20/3615/FUL Duaris House Imberhorne Way East Grinstead Conversion and change of use of the first floor of building to residential comprising 5 apartments with associated parking spaces – recommended for refusal by East Grinstead Town Council.

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

Advertising Sign: The developers of this site have been granted permission on appeal to retain the sign until December 2021. **Action:** Clerk to liaise with Interim District Councillor Lesley Steeds regarding this application process and the wider implications of the ruling on the enforcement of the Area of Special Control of Advertisements both in Felbridge and across Tandridge.

11. **CONSULTATIONS**

(i) Copthorne Neighbourhood Plan

Councillors noted the content of the plan. **Resolved:** No response from Felbridge Parish Council is necessary.

12. **RESUMPTION OF PUBLIC MEETINGS**

Resolved: It was acknowledged that it will not be possible to resume public meetings before February. The decision on future meetings will remain under review.

13. **CLERK'S REPORT**

Correspondence from Residents:

Concerns regarding planned fireworks displays at Cophall in Burstow near to Felbridge.

Advertising Signs: A sign at Birch Grove was removed by the business involved and the South of England Society removed a number of signs which had been put in place by one of their hirers.

HGVs on Rowplatt Lane: Despite signs showing that the road is Unsuitable for HGVs an increasing number of HGVs have recently been using the road and causing an obstruction. **Action:** Clerk to investigate.

Dog Waste Bins: Tandridge District Council are reviewing their bins and locations and are currently unable to accept any more requests for additional sites.

Silent Soldiers: Have been put in position on the Village Green, at the Limes Pond and at Furnace Wood layby. The large poppies will be put in place before Remembrance Sunday.

14. **PARISH COUNCILLOR VACANCY:** The Clerk has prepared a notice to invite residents who might be interested in joining Felbridge Parish Council to submit an application. **Action:** Clerk to liaise with Tandridge District Council to confirm current procedure before proceeding.

15. **BUSINESS FOR NEXT MEETING**

Budget for financial year 2021-2022

Appointment of Internal Auditor for financial year 2020-2021

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

The next full Parish Council meeting will take place online on Thursday 3rd December at 7.30pm. A planning meeting is scheduled for Thursday 19th November

The meeting closed at approximately 2100.

Patricia Slatter
Clerk to Felbridge Parish Council

