

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 1st June 2017 **at 7.30pm in the Village Hall.**

Present:

Mr. Jeremy Clarke (Chairman)

Mrs. Joan Harwood

Mrs. Patricia Slatter (in attendance)

Ms. Georgina Chapman

Mr. Brian Apps

1. **APOLOGIES FOR ABSENCE** were received from Mr. Ian McBryde, Mrs. Bridget Huntington; Mrs. Linda Hainge, District Councillor Ken Harwood and County Councillor Lesley Steeds.

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 4th May 2017 were approved and signed.

4. **ONGOING ITEMS**

(i) **Community Consultation:**

Transport/Environment and Green Issues: –

(ii) Welcome to Felbridge White Gates: Georgina Chapman has now secured two quotes and will create ‘photoshopped’ examples of how the gates would look for the next meeting. **Action:** Georgina Chapman to report to July meeting.

(iii) Gullege Bridleway – GACT decided not to award funds to cover the cost of resurfacing the Gullege. Ros White and Linda Hainge will now look at alternative funding options. **Action:** Linda Hainge to report back when responses received.

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

a. Fencing between Village Hall Grounds and Copthorne Road. The cost of repairing the vandalised fence and planting 6 x Pyracantha hedging is £260 + VAT. **Agreed:** It was agreed to accept the quote and proceed with the order. **Action:** Clerk to place order.

(iii) **Hub Project:**

(i) **Dates for Urban Cuts** are w/c 13th March, w/c 10th April, w/c 8th May, w/c 5th June w/c 24th July, w/c 4th September. So far, Felbridge have had cuts/strimming on 29th March and 8th May so already one cut has been missed. **Action:** Clerk to monitor and report back to Hub Project.

(ii) **Future of Hub Project:** The Burstow Clerk who manages the Hub Project and asked that councillors discuss the option of handing the project over to TDC. **Agreed:** It was agreed that since TDC do such an excellent job with grass cutting and maintenance of the common land in the village, FPC would welcome this option. **Action:** Clerk to monitor and report back to next meeting.

5. **FINANCE**

LLOYDS BANK: -	Current Instant Access	£	13471 <u>20004</u>	33475
	KIV -			£
	Traffic Calming Reserve			2000
	Village Gates Reserve			6000
	Replacement bus shelter			2000
	Playground Resurface Reserve			<u>5000</u>
TOTAL				15000
	Available funds			<u>18475</u>
		£		<u>33475</u>

RECEIPTS
FROM

DATE	DETAILS	TOTAL £
04.05.17	Clerk Repayment of gross salary & allowance April 2017	422.00
TOTAL		<u>422.00</u>

PAYMENTS
TO

DATE	DETAILS	CHQ	TOTAL £
04.05.17	P Slatter Clerk's Salary April	52	297.60
"	P Slatter Clerk's Tax April	53	74.40
"	P Slatter Clerk's Salary May	54	297.60
"	P Slatter Clerk's Tax May	55	74.40
"	P Slatter Clerk's Allowance & Expenses - April	56	50.00
"	Brian Wright Bus shelter cleaning May	57	38.00
"	Society of Local Council Clerks - Annual Membership Fee	58	93.00
"	Society of Local Council Clerks - Clerk's Training	59	118.80
"	Surrey Association of Local Councils Annual Membership Fee	60	642.51
"	Came & Company Annual Insurance	61	578.29
"	Peter Frost Audit	62	133.34
"	P Slatter Clerk's Allowance & Expenses - May	63	<u>50.00</u>
TOTAL			<u>2447.94</u>

SUMMARY
31.05.17

Lloyds Bank - Current Account	13682.95
Lloyds Bank - Business Reserve	20003.78
Less outstanding cheques	<u>-211.80</u>
TOTAL BALANCES	33474.93
Less reserves for new Village Gates, , traffic calming, new bus shelter & & playground re-surface	-15000.00
AVAILABLE FUNDS	18474.93

(ii) **Annual Audit** The Annual Internal Audit was carried out by Peter Frost on 10th April. No issues were raised. The RFO recommends that Peter Frost is re-appointed as FPC's internal auditor for 2017-2018 following his thorough, comprehensive and helpful approach to this year's audit.
Agreed: Peter Frost to be appointed as FPC's internal auditor for the financial year 2017/2018.

(iii) Internal Audit Effectiveness

Two additional sets of guidelines/regulations need to be followed:

- (a) An additional section 5, 2016 was added to the Governance and Accountability Guide as was:
- (b) Local Government, England & Wales, The Accounts and Audit Regulations 2015
Agreed: The Risk Management Schedule has been updated and approved.

(iv) **Section 137 Payments;** No requests for payments were received in this period.

(v) **Responsible Financial Officer Role:** Brian Apps reported that he would be standing down from his role at the end of the current financial year. He hoped that a replacement councillor with a similar financial background could be found to work alongside him for a period before taking over the role. **Action:** Clerk to ask SALC for a job specification for the role. **Action:** Councillors to try to identify a suitably qualified person to take on the role.

6. COUNCILLORS' FEEDBACK

- (i) **Bollards Outside Village Hall:** Clerk has asked for quotes for supplying replacement bollards, removing and disposal of old kit and installation. **Action:** Clerk to follow up.
- (ii) **Gate by Birch Grove:** Jeremy Clarke has been investigating options for a replacement oak gate. Two quotes have been received to date. **Action:** Jeremy Clarke to report back when further quotes have been received.
- (iii) **Parish Council Leaflet:** It was agreed to update the Parish Council leaflet. A digital copy has now been made available. **Action:** Bridget Huntington to update and report to next meeting.
- (iv) **Noticeboards:** The quote for removing and disposing of the old and installing the new noticeboards is £600. **Agreed:** The cost was agreed. **Action:** Clerk to place order.
- (v) **Crawley Down Neighbourhood Plan:** Jeremy Clarke reported that Mid Sussex District Council had approved a planning application for a development which fell outside the agreed Neighbourhood Plan for the area.
- (vi) **Wates Presentation:** Following the presentation made on behalf of Wates who have applied to build houses off the Crawley Down Road which councillors attended, a request was received for a meeting with councillors. The Clerk responded that the first ten minutes of each meeting were reserved for such a purpose and provided the next meeting dates.
- (vii) **Police and Fire Service Talks:** Jeremy Clarke reported that he had recently attended the Horne Annual Parish Meeting as one of the speakers. Other speakers included representatives from the Police and Fire services. He considered that a similar presentation would work well in Felbridge Parish. **Action:** Clerk to investigate this as an option for the 2018 Annual Parish Meeting.
- (viii) **New Transport Study – 17 Copthorne Road:** Developers wanting to build on the land behind 17 Copthorne Road have commissioned a new transport study relating to the current capacity at the nearby Star Crossroads. Their study suggests that this junction is operating below capacity which is contrary to all other studies. TDC have appointed a traffic consultant to investigate and report.

7. **CIL REVENUE AND EXPENDITURE:** Payments would be made in the current financial year through TDC from the Community Infrastructure Levy paid by developers to District and Parish Councils. Suggestions for expenditure included clearing footpaths; cutting back hedges; replacement gate by Birch Grove; Seat at Tangle Oak; Tree Planting; Facilities for youth and for older residents. **Action:** Councillors to consider options for further discussion. A meeting to decide the bidding process by which parish councils can apply for funding from the TDC CIL allocation will take place in June. **Action:** Clerk to monitor and report back.

8. SURREY HIGHWAY REPAIRS:

- (i) New reported issues include damaged surface on Stubpond Lane reported to SH by a cyclist and the removal of damaged street signs from the footpath outside the Star Inn.

- (ii) **Meeting with SCC to look at Felbridge Issues:** FPC wrote to David Hodge regarding the non-attendance of the (previous) County Councillor and he asked Anita Guy, Principal Engineer for the South-East Area Team to address the outstanding issues. Anita Guy has now responded but a number of issues remain unresolved. **Action:** Jeremy Clarke to request meeting with MP to progress major Highways issues in Felbridge.

9. **PLANNING APPLICATIONS.**

The following planning application was considered at the Planning Meeting held on Thursday 18th May attended by Ian McBryde, Joan Harwood, Bridget Huntington and Brian Apps.

TA/2017/873 27 Rowplatt Lane, Felbridge, RH19 2PA

Resolved: Felbridge Parish Council note that whereas the existing garage is built close to the boundary, it objects to the further extension of the garage abutting the boundary. This comment also applies to the first-floor extension where the gap between the building and boundary is below the minimum requirement.

Applications considered at the Parish Council Meeting:

TA/2017/963 **36-38 Copthorne Road, Felbridge, RH19 2NS** Variation of conditions to allow changes to approved soft landscaping plan and tree protection details.

Resolved: Felbridge Parish Council strongly object to any further removal of boundary screening on this site, particularly as it abuts the Green Belt. There is particular concern about the substantive loss of vegetation against the boundary to the north and the proposal to replace 15-20 trees with 1.5m borders. Felbridge Parish Council urge Tandridge District Council to take the strongest possible action should any protected tree be removed without consent.

TA/2017/893 **Nirvana, Heather Way, Felbridge, RH19 2RF** Erection of open porch; single storey side/rear extension; raised roof height and dormer windows for conversion of loft space.

Resolved: Felbridge Parish Council are concerned that this is inappropriate development in the Green Belt as this is a significant increase in volume and no design or access statement is provided to explain the very special circumstances.

TA/2017/910 **Windrush, Herons Close, Copthorne, RH10 3HF** Demolition of existing dormer windows; erection of side extension and conversion of loft space to habitable accommodation.

Resolved: No action

TA/2017/526 **Pixiewood, Rowplatt Lane, Felbridge RH19 2PA** Demolition of conservatory and detached garage; erection of pitched roof with single storey infill and formation of hard standing.

Resolved: No action

10. **CLERK'S REPORT**

(i) **Developer/Contractor Vehicle Parking on Crawley Down Road** Regular reports are still be received about contractor vehicles parking illegally within 10m of the junction. Anyone witnessing this is asked to call Surrey Police on 101 to report the obstruction and email the Clerk on clerkfpc@aol.com with the reference number to all comprehensive records are kept. **Action:** Clerk and councillors to continue to monitor.

(ii) **Damaged Dog Bin outside Village Hall:** Clerk has followed up with TDC who confirm it is on their repairs list but not considered urgent. **Action:** Clerk to monitor.

(iii) **Speeding on Crawley Down Road:** A resident has contacted the Clerk regarding vehicles speeding along Crawley Down Road. It was noted that Highways had rejected an earlier proposal to reduce the speed limit at the school to 20mph since it was considered that traffic congestion prevented speeding. Surrey Police do monitor speeding in the village but only when resources allow. A Speedwatch team had previously been active in the village but lack of volunteers had prevented it continuing. **Action:** Clerk to contact the previous Speedwatch co-ordinator and the resident to see whether there was sufficient interest to reactivate the scheme.

(iv) **National Cycle Network Access:** FPC have been advised that the road surface on Stubpond Lane, which is part of the National Cycle Network, is damaged making it unsafe for cyclists to use. The cyclist has reported the issue direct to Surrey Highways. Now that FPC have been made aware of the issue it has been added to the Outstanding Highway Repairs List.

(v) **Street Naming Consultation:** Mid Sussex District Council would like FPC to comment on the proposed name for the new development on Crawley Down Road adjacent to Acacia Cottage. The developers prefer the name Acacia Drive. The houses are being built on MSDC land with access in Surrey. **Agreed:** FPC have no objection to the name Acacia Drive and approve of the developer's plans to plant Acacia trees within the development. **Action:** Clerk to respond on behalf of FPC

(vi) **Speed Sign, Crawley Down Road:** The speed sign on Crawley Down Road near to Rowplatt Lane is not working. **Action:** Clerk to contact Surrey Police who installed the equipment to arrange repair.

(vii) **Thank You Letter from Felbridge Guides:** A hand written thank you letter has been received from the Guides following FPC's donation to help them buy a new shelter.

11. **CONSULTATIONS**

(i) **Tandridge District Council Local Plan:** Locations have been suggested for the creation of a single Garden Village. The nearest to Felbridge is the Blue Anchor site at Blindley Heath.

(ii) **Draft Trees and Soft Landscaping Supplementary Planning Document**

FPC's Tree Officer is pleased to see that issue of trees and landscaping is to be regulated as part of the overall planning process. FPC have always considered this to be a major issue when considering planning applications and believe that any release of conditions or amendments to approved developments which involve trees and landscaping should be referred back to Parish Councils for comment. FPC would welcome any local policy that prevents the clearance of trees from larger sites prior to planning applications being submitted or approved, these clearances destroy the natural landscape and in several local cases have been for developments that were not subsequently approved, making the loss of trees avoidable. FPC also suggest that TDC should have a tree planting programme in and near to flood areas. **Action:** Clerk to respond on behalf of FPC

12. **BUSINESS FOR NEXT MEETING**

There was no additional business for the next meeting.

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

The next Parish Council Meeting will be held on Thursday 6th July at 7.30pm, in the Committee Room. The next Planning Meeting is scheduled for Thursday 15th June at 7.00pm.

The meeting closed at approximately 9.45pm.

Patricia Slatter
Clerk to Felbridge Parish Council

Copies to:- Parish Councillors, District Councillor, County Councillor, Felbridge School, Surrey Police

