

# **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> February 2012 at 7.30pm in the Village Hall**

### **and of the Planning Meetings held on 15<sup>th</sup> December 2011 and 5<sup>th</sup> and 19<sup>th</sup> January 2012**

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

1. **APOLOGIES FOR ABSENCE** – were received from PC Barry Reece.

2. **DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS**

Mrs Joan Harwood declared a personal and prejudicial interest in planning application TA2012/34, Homestead, Mill Lane, the nature of the interest being the close proximity of Homestead to her own property. In accordance with the Members' Local Code of Conduct, she was not present at the meeting for the discussion and voting thereon. Mr Jeremy Clarke declared a personal interest in discussions about the Felbridge garden plots, the nature of the interest being that the land is owned by his wife and her brothers. In accordance with the Members' Local Code of Conduct, he stayed in the meeting for the duration of the discussion and voting thereon. Mrs Linda Hainge declared a personal interest in planning application TA/2012/54, the nature of the interest being that she is a resident of Rowplatt Lane. In accordance with the Members' Local Code of Conduct, she stayed in the meeting for the duration of the discussion and voting thereon. There were no other additions to those previously registered.

The Chairman welcomed a resident from the Felbridge Country Show Group, who updated FPC on progress to date and requested help from FPC on certain matters. The requests were discussed later in the meeting.

The Chairman then welcomed two residents from the Felbridge Gardening Club who updated FPC on progress with the garden plots in Crawley Down Road. They are shortly due to sign the lease and allocate plots. Approx 25 people have expressed an interest, including the school. Some local residents are concerned about parking in Crawley Down Road. Set up costs are estimated at £17,500. Councillor Michael Sydney gave details of the Community Improvement Fund announced on 13<sup>th</sup> December 2011, which will support local initiatives and has grants available of £10–50,000 for capital costs. The first panel meeting is in April. **Resolved:** Clerk to send application form to the Club and to contact PC Moira Cocks about parking.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 1<sup>st</sup> December and the Planning Meeting held on 17<sup>th</sup> November were approved and signed.

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

- (i) **Woodcock Hill:** The two signs were erected w/e 3<sup>rd</sup> February 2012. Clerk to suggest to PC Moira Cocks that the temporary sign can be removed.
- (ii) **Queen Elizabeth II Fields:** Grants are now available from the SITA Trust Queen Elizabeth II Fields for projects which would benefit the wider community. TDC will reply to the letter received from FSRA, once TDC are in receipt of the deeds of dedication for the site.
- (iii) **Gritting:** An email has been received from Steve Cunnah, SCC, confirming that the grit bin on Woodcock Hill will continue to remain part of the Highways assets and will be serviced. If the bin falls into disrepair, FPC will be advised and asked if they wish to retain a bin funded by FPC. The report from the Operations Team on 15<sup>th</sup> October 2011 was that the bin was in good order. An up-to-date gritting map has been received from SCC.
- (iv) **Litter Bins:** The 4 new dark green litter bins to be placed by the puffin crossing/telephone box, on the village green by the noticeboard, by the bus shelter in Crawley Down Road, and by the seat at Hedgecourt Lake have been delivered to TDC's Warren Lane depot – total cost £970. **Resolved:** Clerk to arrange installation.
- (v) **Crawley Down Road:** PC Moira Cocks has checked the VAS sign in Crawley Down Road and has confirmed that the sign is accurate. Peter Wickenden agreed to contact Moira Cocks.
- (vi) **Skateboard Ramp:** Rob Steele, Radiiramps has replaced the platforms and supports at each end of the ramp. He considers the life of the existing ramp to be approximately 3 summers. He estimates the cost of a new 4ft high, galvanised steel structure with a wooden surface to be between £10-12,000. It was agreed that money should be set aside each year for the next 3 years towards the cost of a new ramp.

#### 5. ONGOING ITEMS

- (i) **Village Sign:** Five quotes have been received and were discussed. **Resolved:** Jeremy Clarke agreed to contact Heritage Finger Posts to request a detailed quote and design for a cast alloy sign with a tree in the centre of the finial.
- (ii) **Community Consultation:** At the meeting on 5<sup>th</sup> January 2012, the following was agreed:-
  - (a) The neighbourhood plan questions would be in the following five broad areas:- Housing; Highways/Transport; Village/Business Development; Leisure/Health; Environment/Green Issues.
  - (b) Each councillor would identify specific topics to be covered by the questionnaire for the meeting on 2<sup>nd</sup> February.
  - (c) A group of local individuals would be invited to a meeting to discuss the plan.
  - (d) Once the topics have been finalised, FPC and the community group will engage with Surrey Community Action to finalise the questions.
  - (e) The final questionnaire will include the respondent's postcode as the only identifier. Mid Sussex residents living on the south side of Crawley Down Road and Copthorne Road will be included.
  - (f) The questionnaire will be promoted as being answered by the whole household as a single return, unless additional copies are requested by individuals who prefer to respond separately.

At the meeting on 2<sup>nd</sup> February, topics were suggested to be included within the five main areas. It was agreed that each councillor will approach two individuals from the Felbridge Parish to invite them to join a community group. It is hoped that this group will cover a wide cross section of the local community. **Resolved:**

It was agreed that each councillor will bring two names to the next meeting. Clerk to contact Gershon Berkowitz, Surrey Community Action, to update him on our progress.

- (iii) **Felbridge History Board:** Jeremy Clarke is working on the design for a waterproof history board to be placed on the noticeboard outside the school. He will obtain quotes and samples. A reduced size was suggested for the noticeboard at The Limes. Linda Hainge agreed to discuss erecting a board at the village hall, with the Village Hall Committee.
- (iv) **Meeting Point for Older Residents:** Two new day care centres for the elderly have opened at the Haven Centre, Crawley Down and The Pavilion, Copthorne Bank.
- (v) **New Seats in Felbridge:** It was agreed to locate a seat on the grass triangle at the junction of Crawley Down Road and Rowplatt Lane. It was agreed to purchase the seat suggested by TDC, to be supplied by Glasdon Manufacturing, at a cost of £802, plus £120 installation charge, £150 for a concrete base and VAT. The seat has been ordered by TDC.
- (vi) **Queen's Diamond Jubilee:** Patrick Thackaberry has quoted £285 to supply and plant two heavy standard sweet chestnut trees. The cost of each tree would be £90. It was agreed to obtain a quote for 4 trees to replace trees that have been felled and restore the line of chestnuts. **Resolved:** Clerk to reply to resident who suggested two Spanish chestnuts to replace the dead horse chestnuts removed from outside the school.  
An email has also been received from the son of a previous parish councillor who would like to commemorate his contribution to the village. **Resolved:** Clerk to suggest he might like to support an additional sweet chestnut tree.
- (vii) **East Grinstead Council for Volunteer Service:** It was agreed that FPC would commence membership from 1<sup>st</sup> April 2012 at a cost of £10 pa. Loral Bennett, Volunteer Centre Co-ordinator, and Christine Hardisty, CVS Chief Officer, have been invited to speak at the Annual Parish Meeting on 5<sup>th</sup> April.

## 6. **HUB PROJECT**

Peter Wickenden updated FPC on progress. Minutes of the Hub Group Meeting on 25<sup>th</sup> January had been circulated. Tenders have been received and two quotes were within budget. Two contractors were interviewed by the Working Party. At the Hub Group Meeting on 25<sup>th</sup> January, the Working Party's recommendations were agreed and the Inter Parish Agreement was signed, with Lingfield as the lead Parish. The Lingfield Clerk, supported by Dormansland Clerk, will take on the role as contract manager for the first year. This work will be charged against Hub Group funds. The new contract will start on 1<sup>st</sup> April 2012. The Chairman and Councillor Sydney thanked Peter Wickenden for all his work as part of the Working Party.

## 7. **FINANCE**

- (i) **Cheques:** The following cheques were approved and signed:
 

893	Broxap Ltd	4 new litter bins	£1134.96
894	Macphersons	New windows for committee room at village hall	£1224.00
895	B. Wright	Bus shelter cleaning for Feb	£30.00
896	R. White	Clerk's salary for Feb	£222.19
897	HM Revenue & Customs	Income Tax for Feb	£55.40
898	R White	Office Allowance for Feb 12 and Petty Cash for Dec/Jan	£103.19
899	Information Commissioner	Data Protection Notification	£35.00

(ii) **Section 137 Payments:**

(a) **Felbridge and Sunnyside Cricket Club:** A letter has been received asking for a donation towards the cost of installing new practice nets. It was proposed by Jeremy Clarke, seconded by Ian McBryde, and unanimously agreed that FPC would donate £1,000. Michael Sydney suggested that the cricket club also apply to the TDC Local Committee for a grant.

(b) **Local Works:** A request has been received for a donation to help protect the sustainable communities act. It was agreed not to send a donation.

(iii) **Data Protection:** Felbridge Parish Council is now registered with the Information Commissioners Office and the fee of £35 pa has been paid. A reminder will be received annually.

8. **GOOD COUNCILLORS GUIDE**

(i) **Financial Regulations:** Brian Apps has circulated a copy of FPC's Financial Regulations during January. All councillors have seen this document.

(ii) **RFO:** It was unanimously agreed to continue to appoint the RFO unremunerated.

9. **OLYMPIC TORCH RELAY**

A representative from TDC will attend FPC's meeting on 1<sup>st</sup> March to give details about the route and TDC's plans for this event.

10. **FELBRIDGE COUNTRY SHOW**

Felbridge Country Show Group have asked FPC for the following assistance:-

(i) Confirmation that all verges in Crawley Down Road, the village green and the village hall grounds can be used for the show. **Resolved:** FPC support this request. Clerk to contact TDC.

(ii) Confirmation from TDC that all grass will be cut during w/e 9<sup>th</sup> June. **Resolved:** FPC support this request. Clerk to contact TDC.

(iii) A road restriction for Crawley Down Road on 16<sup>th</sup> June. **Resolved:** FPC support this request. Clerk to contact TDC for a road closure order. If agreed, Show Group will provide signage etc.

(iv) Confirmation from TDC that vehicles and ponies are allowed on the commonland for this event. **Resolved:** FPC support this request. Clerk to contact TDC.

(v) A donation towards initial costs. A donation of £500 was discussed. **Resolved:** Clerk to contact Show Group for a list of items that need initial funding.

Brian Apps is attending the Show Group meetings on behalf of FPC.

11. **FELBRIDGE VILLAGE HALL GRANT APPLICATION:** Peter Wickenden's proposal was discussed. It was suggested that the Village Hall Committee apply for a grant from the Tandridge Local Committee.

12. **SURREY HIGHWAY REPAIRS:**

(i) **Flashing 'Wig Wag' Lights in Crawley Down Road:** Reprogrammed February 2012 – now working.

(ii) **Street Light at entrance to Furnace Wood:** New lamp post connected and old one removed January 2012.

(iii) **Drains in footpath alongside the A22:** The drains in the footpath between Hobbs Industrial Estate and the Newchapel roundabout have rusted through. Michael Sydney and Clerk have contacted SCC.

(iv) **Potholes in Furnace Wood Access Road:** SCC to monitor.

- (v) **Puffin Crossing on A264:** The controls need checking as there is a long delay before lights change to red after the button has been pressed. Reported to Traffic Signal Team on 11.1.12.

### 13. **COUNCILLORS' FEEDBACK**

- (i) **VAT Refund:** RFO to apply for refund during February.
- (ii) **Councillor's Expenses:** All claims should be sent to the Clerk prior to the March meeting.
- (iii) **Verges in Copthorne Road:** The verge outside No. 82 is damaged. A conifer tree has been planted. **Resolved:** Clerk to add to the agenda for March Meeting.
- (iv) **Board outside No.48 Copthorne Road:** This board has been erected on the verge. **Resolved:** Clerk to write to JOG to ask them to remove the board.
- (v) **Parking on verges in Rowplatt Lane:** Vehicles are parking on the verges, footpaths and near to the junction with Crawley Down Road. **Resolved:** Clerk to contact PC Barry Reece.
- (vi) **Village Hall:** The Village Hall Committee thanked FPC for their donation towards the cost of replacement windows.
- (vii) **Wifi:** The TDC Local Committee have awarded a grant of £350 to the Village Hall Committee to cover the cost of installing Wifi at the village hall.
- (viii) **SCC:** SCC are proposing a 2.99% increase in council tax, mainly to fund outstanding highways repairs. Michael Sydney has a special TDC Local Committee meeting on 17<sup>th</sup> February to discuss highways. **Resolved:** Clerk to send list of roads in Felbridge that need resurfacing etc to Michael Sydney for this meeting.
- (ix) **Beacons for Queen's Jubilee:** Michael Sydney has obtained funding for the 7 Lingfield parishes (£500 per parish) to cover the cost of purchasing a beacon. **Resolved:** Clerk to obtain permission from TDC for a beacon on the green and send application form to the TDC Local Committee.

### 14. **PLANNING APPLICATIONS**

**Planning Meeting held on 15<sup>th</sup> December 2011** attended by Peter Wickenden, Joan Harwood, Linda Hainge, Brian Apps and Jeremy Clarke.

**Applications Acknowledged 21<sup>st</sup> – 25<sup>th</sup> November**

**TA/2011/1328:** Beaver Farm, Eastbourne Road, Newchapel. Erection of dual green mesh covered polytunnel. **Resolved:** No Action

**TA/2011/1321:** Linken Holt, Effingham Road, Copthorne. Demolition of barn.

Erection of detached dwelling, with parking area and shared access drive. **Resolved:** FPC have no objection to this application but would like to see a restriction preventing future subdivision of the plot and sale of the barn as a separate household as this would potentially lead to further outbuildings in the green belt.

**Applications Acknowledged 28<sup>th</sup> November – 2<sup>nd</sup> December 2011**

None in Felbridge

**Planning Meeting held on 5<sup>th</sup> January 2012** attended by Brian Apps, Linda Hainge, Bridget Huntington, Ian McBryde, Peter Wickenden and Jeremy Clarke

**Applications Acknowledged 5<sup>th</sup> – 9<sup>th</sup> December 2011**

**TA/2011/1525:** Toads Croak House, 30 Copthorne Road, Felbridge. Erection of single storey side/rear extension. Erection of car port. Widening and alterations to driveway.

**Resolved:** No Action.

**Applications Acknowledged 12<sup>th</sup> – 16<sup>th</sup> December 2011**

**TA/2011/1599:** 107 Copthorne Road, Felbridge. Erection of detached 2-bay garage with store at front of property. **Resolved:** FPC really like the proposed building design but are very concerned about the closeness to the front boundary. They would prefer to

see the garage on the west boundary to prevent the proposed tree screen extending beyond the front boundary and impacting on the adjacent sightline.

**TA/2011/1602:** Pendle Cottage, 3 Wembury Park, Newchapel. Erection of single storey extension to front elevation. **Resolved:** No Action.

**Planning Meeting held on 19<sup>th</sup> January 2012** attended by Brian Apps, Joan Harwood, Peter Wickenden and Jeremy Clarke.

**Applications Acknowledged 19<sup>th</sup> – 30<sup>th</sup> December 2011**

None in Felbridge

**Applications Acknowledged 2<sup>nd</sup> – 6<sup>th</sup> January 2012**

**TA/2011/1656:** 82 Copthorne Road, Felbridge. Erection of building comprising two bay car port and single garage. **Resolved:** FPC strongly object to the impact upon the street scene that this proposal generates. There are no dimensions to indicate how close to the front boundary the structure is located. There is no permanent screening in the proposal, the roof material is not appropriate in this location and the length of the structure is overwhelming in the length of the frontage.

**TA/2011/1577:** Purley Cottages, 2 West Park Road, Copthorne. Erection of two storey extension to rear elevation, single storey extension to side elevation and porch to front elevation. (Certificate of Lawfulness for a proposed use or development). **Resolved:** No Action.

Mrs Harwood left the meeting.

**Applications Acknowledged 9<sup>th</sup> – 13<sup>th</sup> January 2012**

**TA/2012/34:** Homestead, Mill Lane, Felbridge. Erection of single storey front extension incorporating two bay windows, pitched roof over existing first floor front window, part two-storey/part first floor rear extension incorporating Juliet balconies to rear elevation. **Resolved:** No Action

**Parish Council Meeting held on 2<sup>nd</sup> February 2012**

**Applications Acknowledged 16<sup>th</sup> – 20<sup>th</sup> January 2012**

**TA/2012/54:** Pixiewood Farm, Rowplatt Lane, Felbridge. Use of existing mobile home for ancillary and incidental purposes in connection with lawful uses on the site.

(Certificate of Lawfulness for a Proposed Use). **Resolved:** No Action

**TA/2011/1652:** 75-77 Copthorne Road, Felbridge. Demolition of existing dwellings and erection of 4 detached dwellings with associated garaging, access road and landscaping. **Resolved:** FPC object to this proposal for the following reasons. FPC support the retention of a varied size of dwellings within the village and this proposal removes smaller properties replacing them with larger 5 bedroom dwellings. The proposal generates an additional entrance for 2 extra dwellings onto Copthorne Road directly opposite Hedgecourt Place. The group of trees near the centre rear of the plot including a number of protected trees is clearly visible from Copthorne Road along both the east and the west approaches to the site. These trees therefore form part of the visual amenity of our rural village. Therefore FPC do not accept the reasons stated for the felling of the protected trees.

**Applications Acknowledged 23<sup>rd</sup> – 27<sup>th</sup> January 2012**

**TA/2012/112:** Weavers, Domewood, Copthorne. Installation of bi-fold doors to east elevation. **Resolved:** No Action

#### 14. **CLERK'S REPORT**

- (i) **Surrey Police Panel Meeting:** The next meeting will be at 7pm on Thursday, 16<sup>th</sup> February at the Village Hall. This is a good opportunity for residents to discuss issues in their area.
- (ii) **Circulation:** (January 2012) TDC List of Delegated Action Taken, 7 Dec 11; Surrey Police Country Watch Newsletter, 5 Dec 11; Surrey Police Rogues Gallery, 12 Dec 11; Super Fast Broadband in Surrey Newsletter, 13 Dec 11; BT

Communication re London 2012 Paralympic Flame, 13 Dec 11; TDC News Release re Breach of Enforcement Notice, 20 Dec; TDC Overview & Scrutiny Committee Agenda, 10 Jan 11; Surrey Police Volunteer Opportunities, Olympics 2012, 16 Dec; Xmas News from Surrey Greenspace Project, Dec 11; CPRE Booklet – Planning Explained, Dec 11; Email from Local Works re Sustainable Communities Act, 3 Jan 12; TDC List of Delegated Action Taken, 4 Jan 12; Superfast Broadband Newsletter, Jan 12; FPC Financial Regulations, Jan 12. (February) The Voice, Jan 12; CPRE Booklet – How to Shape Where you Live, Jan 12; Surrey Clubs for Young People Annual Review, 2011; Clerks & Councils Direct, Jan 12; The Clerk, Jan 12; Surrey Police Press Release re vehicle crime, 9 Jan 12; Action Surrey Press Release, Jan 12; Surrey Police Press Release re 101 access number, 12 Jan 12, TDC News Release re Council services survey, 12 Jan 12; Info on Superfast Broadband from SCC, Jan 12; Digital UK roadshow events, 17 Jan 12; TDC List of Delegated Action Taken, 25 Jan 12; TDC email re New Standards Regime, 19 Jan 12; TDC News Release re new recycling and waste service, 20 Jan 12; Email from Local Works re proposal to empower Town and Parish Councils, 20 Jan 12; Email from Surrey Care Trust re London Marathon, 23 Jan 12; GACC Press Release, 23 Jan 12; Information re Digital Switchover dates; SCC Highways Bulletin, 16-31 Jan 12; Surrey-i Information Pack, 22 Dec 11; Surrey Matters, Winter 12; Letter from SCC re Minerals and Waste Development Framework, 12 Jan 12; Letter from Local Government Boundary Commission re final recommendations, 17 Jan 12; Email from Fields in Trust re London Marathon, 31 Jan 12; Info from London 2012 Local Leaders; TDC email re snow preparations, 2 Feb 12; Community Improvement Fund details, Jan 12.

15. **BUSINESS FOR NEXT MEETNG:** - None

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

The next Parish Council Meeting will be held on Thursday 1<sup>st</sup> March 2012 at 7.30pm. A Planning Meeting will be held on 16<sup>th</sup> February 2012.

The meeting closed at approximately 10.30pm.

RW

14 February 2012

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