

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 3rd November 2011 at 7.30pm in the Village Hall and of the Planning Meeting held on 20th October 2011

Present: Mr Jeremy Clarke (Chairman)
Mr Brian Apps.
Mrs Linda Hainge
Mrs Joan Harwood
Mrs Bridget Huntington
Mr Peter Wickenden
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from Mr Ian McBryde, Mr Ken Harwood (District Councillor) and Mr Michael Sydney (County Councillor).

2. **DECLARATIONS OF INTEREST**

There were no additions to those previously registered.

3. **MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 6th October were approved and signed.

The Chairman welcomed 4 residents who would like to form a committee to organise a Felbridge Country Show to form part of the village celebrations for the Queen's Diamond Jubilee. It was agreed that a co-ordinating committee was needed with representatives from all village organisations who would like to participate, with an independent chairman. FPC unanimously support this proposal.

4. **MATTERS ARISING**

- (i) **Land to the rear of Nos. 1-11 Crawley Down Road:** FPC sent letters to MSDC and Hillreed Homes. A reply has been received from Hillreed Developments Ltd offering a meeting with FPC to discuss their proposals. The Chairman has also received replies from Francis Maude MP and the Department for Communities and Local Government. **Resolved:** Clerk to reply to Hillreed Developments welcoming an opportunity for them to present their proposals when they have a set of plans in a formative state ready for submission.
- (ii) **Village Sign:** FPC have agreed to progress installation of the village sign. Two quotes have been received. A third quote is required. **Resolved:** Clerk to ask Steve Hyder and EG Town Council for suggestions about suppliers.
- (iii) **Surrey Council for Voluntary Youth Service:** Linda Hainge and Bridget Huntington would be willing to join a group once Marie Silvester has made some initial enquires at Imberhorne School. Marie has sent a letter to the school.
- (iv) **Woodcock Hill:** Anita Guy, SCC, has confirmed that the total cost will be £3,585.10 and has a cost code for this project. The £1,000 from the TDC Local Committee will be transferred to this SCC cost code. FPC sent their cheque for £2,000 and a cheque for £585.10 from the residents to Anita Guy on 11th October. An installation date is awaited.
- (v) **Fence along Woodcock Hill:** SCC are progressing.

- (vi) **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. Local residents are being asked to vote for their local recreation ground at www.qe2fields.com/Castyourvote.aspx by 18 Nov.
- (vii) **Gritting:** FPC wish to retain a grit bin on Woodcock Hill. Michael Sydney will ask Steve Cunnah, SCC, if this bin will stay on Woodcock Hill. FPC will need to arrange for it to be filled and discuss whether any more bins are required in Felbridge. John Lawlor has agreed to a grit bin at the end of Mill Lane.
- (viii) **Footpath alongside Cophorne Road:** Clerk had site meeting with Community Payback Co-ordinator on 10th March. Michael Sydney will discuss with John Lawlor the Clerk's email which summarised the current situation and asked if SCC could carry out a risk assessment with the Community Payback Co-ordinator. Clerk re-sent email to Michael, which he forwarded to John Lawlor.
- (ix) **Wifi at Village Hall:** BT have confirmed that costs would be £11pm plus the cost of a router (£79 from BT). It was suggested that the Village Hall Committee should apply to the TDC Local Committee for a grant towards the set-up costs. **Resolved:** Clerk to send completed form to the Linda Hainge.
- (x) **Graffiti on skateboard ramp:** TDC have confirmed that they always remove graffiti that is offensive but tend to leave the graphic material to give site users some form of ownership which helps reduce vandalism.
- (xi) **Community Consultation:** The Clerk circulated an Overview of Community Led Planning (LEP) received from Gershon Berkowitz, Surrey Community Action and has received some sample questionnaires. The Chairman has made contact with the Leader of EG Town Council and will arrange a meeting. It was suggested that FPC should update the FPC leaflet circulated in 2008. **Resolved:** Clerk to contact TDC for examples of questionnaires within Tandridge and to ask if any pre-application advice has been requested for a development in Mill Lane.
- (xii) **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. Clerk has obtained quotes for various styles. It was agreed to purchase the seat suggested by TDC, to be supplied by Glasdon Manufacturing, at a cost of £802 plus VAT. **Resolved:** Clerk to place order.
- (xiii) **The Good Councillor's Guide:** This has been discussed at length. **Resolved:** Clerk to obtain sample agendas. Brian Apps agreed to compile a précis of FPC's Financial Regulations.
- (xiv) **Litter Bins:** FPC agreed to purchase 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 – total cost £970. **Resolved:** Clerk to order these bins for delivery to TDC's Warren Lane Depot. TDC will install – there may be a charge for the concrete base at Hedgecourt Lake.
The Village Hall Committee would like to replace the bin by the front entrance to the village hall. It was suggested that they apply to the TDC Local Committee for funding. Clerk to send completed application form to Linda Hainge.
- (xv) **Felbridge History Board:** A waterproof history board was suggested for the village green. It was suggested that the Felbridge History Society could apply for a grant from the TDC Local Committee.
- (xvi) **Crawley Down Road:** The VAS sign in Crawley Down Road reads low. Clerk contacted SCC on 4.8.11 and 1.11.11 to ask for this sign to be adjusted (Ref No. 40646).
- (xvii) **Meeting Point for Older Residents:** To be discussed at a future meeting.

- (xviii) **The Limes Pond:** Steve Hyder had meeting with the Downlands Trust on 30th September. Discussions are being held with SCC re funding for these projects. **Resolved:** Clerk to contact Steve to point out that this pond is on TDC commonland and therefore it is TDC's responsibility to maintain the pond.
- (xix) **Bulbs:** Spring bulbs have been planted in Felbridge by volunteers working with Felbridge Horticultural Society. **Resolved:** Clerk to send letter of thanks to the Chair Person of the Society.
- (xx) **Village Hall:** New windows will be fitted in the Committee Room on 20th and 21st December at a cost of £1,020. FPC have agreed to pay for this work.
- (xxi) **Socio - Economic Characteristics:** Clerk confirmed that data available for Felbridge on Office for National Statistics website. **Resolved:** Clerk to print off relevant tables for circulation in December.
- (xxii) **Holly House, 98 Copthorne Road:** Clerk sent letter re permanent sign advertising beauty treatment on highways verge.
- (xxiii) **UK Aviation Scoping Document:** Clerk sent email to TDC to point out that the take-off zone in the easterly direction is too close to built up areas. FPC's comments have been included in TDC's reply.
- (xxiv) **East Grinstead Council for Volunteer Service:** An email has been received asking for FPC to join. Clerk has asked EGCVS to confirm that they support and benefit Felbridge residents.

5. **SURREY HIGHWAY REPAIRS:**

- (i) **Street Light at entrance to Furnace Wood:** Email sent to Skanska 1.11.11 to ask for a connection date.
- (ii) **Flashing Wig Wag Lights (Ref 28025659):** Email from SCC 1.11.11 stating that contractor unable to repair on 1st visit as not a minor problem. Felbridge not assigned as high priority site.
- (iii) **Access Road to Furnace Wood (83118458):** Potholes repaired October 11.

6. **COUNCILLORS' REPORTS**

- (i) **Hub Project:** Peter Wickenden summarised progress to date on the moderation exercise. Clerk and Peter Wickenden to attend meeting on 8th November.
- (ii) **Pavement alongside Copthorne Road:** There is a lot of leaf debris on this pavement which could become dangerous in wet and icy weather.
- (iii) **Parking on verges in Crawley Down Road:** Vehicles are parking on the verges on Saturdays. **Resolved:** Clerk to send email to Ian Marshall, FSRA, to ask him to remind footballers that they should use the carpark or park on the road.
- (iv) **400 Bus Route:** There is no bus stop at the end of Mill Lane for passengers travelling towards East Grinstead. Metrobus are looking into this.
- (v) **Bus Shelter in Crawley Down Road:** Graffiti has been removed.
- (vi) **CCTV Cable on roof of Village Hall:** The loose cable has been fixed.

7. **PLANNING APPLICATIONS**

Planning Meeting held on 20th October 2011 attended by Joan Harwood, Linda Hainge and Ian McBryde.

Applications Acknowledged 3rd – 7th October

None in Felbridge

Applications Acknowledged 10th – 14th October

TA/2011/1318: Felbridge Showground, Copthorne Road, Felbridge. Erection of replacement stable block comprising 6 stables and tackroom. **Resolved:** No Action.

TA/2011/1289: Peacock Lodge, Eastbourne Road, Newchapel. Display of 1 x double sided externally illuminated freestanding post sign, 1 x single sided externally illuminated freestanding post sign, 4 x externally illuminated fascia signs, 1 x internally illuminated fascia mounted cabinet sign, 2 x internally illuminated fascia mounted lantern signs. Part installation/part retention of 21 x fascia mounted lamps. (Advertisement Consent). **Resolved:** FPC have no objection to the new signs and no objection to changing the design of existing light fittings. FPC do object to any additional lighting due to the light pollution impact upon nearby properties. All lighting must stay at the current intensity to prevent further impact.

Parish Council Meeting held on 3rd November 2011

Applications Acknowledged 17th – 21st October

TA/2011/1352: 75-77 Copthorne Road, Felbridge. Demolition of existing dwellings. Erection of 4 five-bed 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. FPC would prefer the design of the plot 1 dwelling to also be used on plot 4. This design would enable the roof line to be moved further away from the boundary and reduces the roof massing effect away from the neighbouring property.

Applications Acknowledged 24th – 28th October

TA/2011/1363/TPO: Heathersett, Domewood, Copthorne. TPO 195 (T) – Fell 2 Oak Trees. **Resolved:** FPC would support the Tree Officer's opinion if he believes that felling is the best option.

Applications Acknowledged 31st October – 4th November

TA/2011/1405: 25 Rowplatt Lane, Felbridge. Erection of first floor extension to side elevation and ground floor single storey extension to rear elevation. **Resolved:** No Action.

8. CLERK'S REPORT AND CORRESPONDENCE

- (i) **Queen's Diamond Jubilee:** A Guide to Taking Part has been received and passed to the organising committee for the Felbridge event. An email has been received from a resident suggesting that FPC plant two Spanish chestnuts to replace the dead horse chestnuts removed from outside the school. **Resolved:** Clerk to contact Patrick Thackaberry for a quote.
- (ii) **Digital TV Switchover:** Surrey Community Action are looking for Community Volunteers and Supporters. The contact number for the Project Coordinator is 01483 566072.
- (iii) **CCTV Distribution Board:** An invoice has been received from the Village Hall Committee for £450.03 for work carried out during the rewiring of the village hall. It was agreed to pay this invoice. **Resolved:** Clerk to ask for revised invoice showing correct VAT.
- (iv) **Surrey Crimestoppers:** A letter of thanks has been received for FPC's donation of £40.
- (v) **Surrey County Playing Fields Association:** FPC agreed to continue their affiliation for the year 2011/12 at a cost of £25.
- (vi) **Farming & Wildlife Advisory Group:** FPC agreed not to send a donation.

- (vii) **Surrey Wildlife Trust:** An invitation has been received to a seminar on Living Landscapes on 18th November in Woking.
- (viii) **Gatwick Airport Draft Master Plan:** A letter has been received about several two-day public exhibitions, including one at Chequer Mead on 4th/5th November.
- (ix) **Circulation:** Warning from Surrey Police about distraction burglars, 7 Oct 11; TDC List of Delegated Action, 7 Oct 11; Sam Gyimah MP's Snapshot, 7 Oct 11; SCC Highways Bulletin, 3-16 Oct 11; TDC News Release re Illegal House to House Collector, 12 Oct 11; TDC Planning Committee Agenda, 20 Oct 11; GACC Press Release re possible new runway, 13 Oct 11; Letter from WSCC re Update on Waste Plan, 10 Oct 11; SCA Magazine, Autumn 11; Surrey Crimestoppers News Release, 17 Oct 11; SCAPTC AGM Minutes, 27 Sep 11; TDC email re Tell Us Once Service launch, 20 Oct 11; TDC email re Safe Drive Stay Alive Show, 17 Nov at Dorking Halls; GACC Press Release re Master Plan deceptions, 24 Oct 11; Extract from Clerk magazine re Public Participation at Local Council Meetings, Sep 11; Surrey County Playing Fields Assoc Annual Report, 2010/11; Surrey Police Press Release re Car Keys, 25 Oct 11; Surrey Police Press Release re Calling Crimestoppers, 26 Oct; Digital Switchover Help Scheme booklet; Surrey Land Matters Bulletin, Summer 11; The Playing Field, Autumn 11; TDC News Release re Citizen of Year Awards, 28 Oct 11; TDC List of Delegated Action Taken, 26 Oct 11; GACC Draft Response to Gatwick Master Plan, 31 Oct 11; Letter from MSDC re Adoption of Code of Practice, 24 Oct 11; Letter from MSDC re District Plan Consultation, 24 Oct 11; St John's Parish News, Nov 11; Clerks & Councils Direct, Nov 11; TDC News Releases re Remembrance Day, 3 Nov 11; TDC News Release re Bad Weather Preparations, 3 Nov 11.

9. **ACCOUNTS AND CHEQUES SIGNED:** Issue of the following cheques was approved by the Parish Council under Standing Orders:

879	B. Wright	Bus shelter cleaning for Nov	£30.00
880	R. White	Clerk's salary for Nov	£222.19
881	HM Revenue & Customs	Income Tax for Nov	£55.40
882	R White	Office Allowance for Nov and Petty Cash for Oct	£67.40

10. **ANY OTHER BUSINESS:**

- (i) Peter Wickenden asked about councillor training.
- (ii) Joan Harwood will attend a meeting of the Beef & Faggot Trust in December. Councillors were asked to pass names of suitable Felbridge residents to Joan by end November.

11. **DATE OF NEXT MEETING:** The next meeting will be held on Thursday 1st December at 7.30pm.

The meeting closed at approximately 10.20pm.

RW

9 November 2011