

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 May 2018 **at 7.30pm in Felbridge Village Hall.**

Present:

Mr. Jeremy Clarke (Chairman)
Mrs. Joan Harwood
Mrs. Bridget Huntington
Mr. Ken Harwood, District Councillor
Ms. Lesley Steeds (County Councillor
Mrs. Patricia Slatter (in attendance)

Mrs. Linda Hainge
Mr. Ian McBryde
Mr. Alan Woodroffe

1. **APOLOGIES FOR ABSENCE** were received from Georgina Chapman.

2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

There were no additions to those already disclosed.

3. **APPROVE MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on Thursday 5th April 2018 were approved and signed.

4. **ONGOING ITEMS**

(i) **Community Consultation:**

Transport/Environment and Green Issues: –

(ii) Welcome to Felbridge White Gates: Georgina Chapman will investigate at the option of providing planters or planting bulbs next to each of the gates. **Action:** Georgina Chapman to report back

(iii) Gullege Bridleway: Nothing new to report.

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

(i) Temporary Toilet: To be delivered in May and remain in position until the end of October half term.

(ii) Drinking Fountain: Following agreement for a drinking fountain to be provided in the Village Hall grounds, the Village Hall Committee have declined a request for the drinking water to come from their existing water source. Clerk is working with the water company to look at alternative options and investigating grants available from organisations to promote the installation of drinking fountains. **Action:** Clerk to progress

(iii) **Grass Cutting:**

(i) Surrey County Council are managing grass cutting in Tandridge for the financial year 2018-19. The schedule is for 7 Urban Cuts, 3 Rural Cuts and one weed killing. Councillors noted that the first Urban Cut which took place on 3rd May was a very rough cut and did not match the contractor's description of 'close cut'. **Action:** Clerk to send feedback to SCC.

5. CIL REVENUE AND EXPENDITURE:

Revenue: 4a Rowplatt Lane: First CIL payment has been received on this development.

Suggested Expenditure:

- (i) **Footpath:** Linda Hainge suggested that an all-weather path with lighting be created from the Copthorne Road through the woods to the rear of the Village Hall. Estimated cost for the powered post from Skanska is £4-£5K.
- (ii) **Playground:** Bridget Huntington has circulated options for new playground equipment and has identified a range for swings and swing boats including an accessible swing. **Agreed:** Since other options may be available to cover these costs no action will be taken in the immediate future. **Action:** Clerk to monitor.

6. FINANCE

(i) Approval of the Accounts Statement 2017-2018

The Accounts and Annual Return were approved by councillors and signed by the Chairman and Clerk.

(ii) Receipts and Payments for April 2018

Date	To / From	Description	Amount	Current Account
31.3		Brought Forward		£6,199.52
		Receipts		
11.4	TDC	Precept - 50% for 2018-2019	£8,400.00	
17.4	TDC	CIL 2016/2228 first payment (4a Rowplatt Lane)	£1,431.56	
26.4	TDC	CIL 2015/1575 final payment (36-38 Copthorne Road)	£2,904.93	
		Sub-Total	£12,736.49	£12,736.49
		Payments		
5.4	Clerk	Clerk's Salary & Allowance	£524.32	
15.4	HMRC	Clerk's Tax	£131.08	
15.4	Clerk	Clerk's Expenses (prev. month)	£79.40	
		<cheque void>		
5.4	Cleaner	Bus Shelter Cleaning	£38.00	
		Sub-Total	£772.80	-£772.80
		Deposit Account Activity		
TBC	Bank	Bank Interest	£0.00	
n/a	Bank	Transfer: Current / Deposit	£0.00	
30.4		Carried Forward		£18,163.21
		Unbanked Receipts		-£2,904.93
		Unbanked Payments		£210.48
		Bank Balance at end of month		£15,468.76

Current Account balance £15,468.76

Deposit Account Balance £20,012.11

Reserves £15,000 (Traffic Calming/Bus Shelter/Playground Resurfacing

Available Funds £23,175.00

- (iii) **Section 137 Payments**: A donation request was received from NHW who are asking each Parish Council to contribute £100 towards the costs of their work in the area. **Agreed**: It was agreed to make a contribution of £100 towards the costs of this scheme. **Action**: Clerk to draw cheque.
- (iv) **Annual Audit** The Annual Internal Audit was carried out by Peter Frost. No issues were raised.
- (v) **Approval of the Annual Governance Statement**
The Annual Governance Statement was agreed and approved by councillors.
- (vi) **Annual Insurance Renewal** Approval was given for the renewal of the existing insurance policy which is the third year of a three-year agreement. The white gates have been added to the policy. **Action**: Clerk to prepare cheque for signature at the June meeting.

7. **COUNCILLORS' FEEDBACK**

- (i) **Gate by Birch Grove**: Awaiting three quotes. **Action**: Jeremy Clarke to report back.
- (ii) **New Data Protection Regulations**: FPC have now updated policies and taken action to ensure compliance with GDPR regulations. Councillors will use a dedicated FPC email account and agree to comply with the new Data Protection Policy and ICT policy. The Clerk will work from the FPC laptop. **Agreed**: FPC Laptop should operate on business based software. **Action**: Clerk to order MS Office business software for the FPC Laptop.
- (iii) **Woodland Trail for Village Hall Woods**: Bridget Huntington had researched woodland trail equipment as an option for the Village Hall Woods. The Clerk will keep the information until a decision on works in the area can be taken.
- (iv) **Damaged Street Sign On Crawley Down Road**: Linda Hainge reported that the street sign on Crawley Down Road facing Rowplatt Lane has been damaged. It has been reported to TDC. **Action**: Clerk to monitor.
- (v) **Replacement Batteries for Defibrillator**: Linda Hainge noted that the defibrillator will be two years old in June and the batteries should be replaced. **Action**: Clerk to contact First Responder to advise.
- (vi) **Walnut Grove Developer Signs**: It was noted that since all the homes in the Walnut Grove development had now been sold, the large sales sign should be removed. **Action**: Clerk to contact developer.
- (vii) **Advertising Signage**: It was noted that large illuminated signs have appeared on buildings on the A22. **Action**: Clerk to ask Enforcement Officer to investigate.
- (viii) **Rubbish Collections – Food Waste and Recycling**: Several residents have reported seeing rubbish collectors throwing food waste into the same collection point as recycling during collections w/c 23rd April. **Action**: Clerk to report to TDC
- (ix) **World War One Commemoration**: Linda Hainge has sourced brochures with seats and benches featuring the 'silent soldier' figures commemorating the end of WW1. **Agreed**: Approval was given for the purchase of a seat for the Village Green, ideally one which went around the bottom of an existing mature tree. **Action**: Linda Hainge to advise on suitable tree. **Action**: Clerk to circulate options for approval at the June meeting.
- (x) **NHW Bicycle Marking Event**: Ian McBryde reported that his was a great success. 65 cycles were security marked within a few hours and a further event is planned.
- (xi) **A22 Footpath Clearance**: SCC contractor quote for clearing vegetation at ground level, cutting back overgrown hedges and providing a 2m high clearance was £6000 plus VAT. A second quote from the TDC recommended contractor who completed the works on the Copthorne and Crawley Down Roads to a high standard was £2500. **Agreed**: FPC to ask TDC contractor to undertake the works and ask that they also undertake a survey of which footpaths require repair as well as clearance. **Action**: Clerk to organise. **Action**: Lesley Steeds to confirm what funds are available from her allocation towards these works.

- (xii) **FOI Request:** The Clerk was asked to make a Freedom of Information request to SCC with relation to footpath and verge maintenance. Information requested to be: total value of grass maintenance contracts; percentage value by contractor name for the past financial year and the audit process to ensure that a satisfactory level of work is completed. **Action:** Clerk to make request.
- (xiii) **Village Show, 7th July:** Georgina Chapman sent a message through the Clerk to say that a vintage theme was planned for the Village Show and asked that councillors help run a coconut shy on the day. Formal approval of licence is still to be received from TDC.
- (xiv) **Gatwick Presentation:** Jeremy Clarke reported on a visit he had made to Gatwick with Linda Hainge which both found useful. Bridget Huntington and Alan Woodroffe both expressed an interest in attending a future event. **Action:** Clerk to arrange.
- (xv) **ANPR Cameras at Star Junction:** Jeremy Clarke has made a FOI request for information relating to the data captured on this equipment since information relating to traffic movements, queues, etc could be useful to the Parish Council.

8. **SURREY HIGHWAYS:**

- (i) **Highways Meeting with MP Sam Gymiah:** Jeremy Clarke is awaiting a date for his requested meeting with MP Sam Gymiah.
- (ii) **Vehicle Activated Sign on Copthorne Road:** Surrey Highways have arranged for a contractor to make a site visit to assess/repair the damaged sign within the next six weeks and will report back. **Action:** Clerk to monitor.
- (iii) **Mill Lane Resurfacing Works:** Contractor to repair/resurface as part of works schedule which starts in mid-June. **Action:** Joan Harwood and Lesley Steeds to monitor.
- (iv) **Developer/Contractor Vehicle Parking on Crawley Down Road** Surrey Highways are consulting with residents living near the junction of the A264 and Crawley Down Road regarding installing double yellow lines to avoid obstruction caused by vehicles parking too close to the junction. **Action:** Lesley Steeds to follow up.
- (v) **Potholes:** A number of residents have made complaints about and reported pot holes along the Copthorne and Crawley Down Roads. The local Highways Officer is monitoring and marking up those which meet SCC's criteria for repair – i.e. are at least 4cm deep.
- (vi) **Crawley Down Road Developments –** A further response to the correspondence with Surrey Highways on this issue was circulated and approved. **Action:** Clerk to send response.

9. **PLANNING**

(i) **Applications Considered**

Applications considered at the Planning Meeting on 19th April attended by Ian McBryde, Joan Harwood, Linda Hainge and Jeremy Clarke

TA/2018/647 Delaire, Lake View Road, Furnace Wood RH19 2QF: Erection of detached garage and front entrance gates and pillars

Resolved: FPC have no objection but would have preferred to have seen the apex of the roof lower in the Green Belt.

TA/2018/558 The Warren, West Park Road, Copthorne, RH10 3EX: Change of use from a dwelling house to a residential care home for adults with learning disabilities

Resolved: No Action

TA/2018/687 Edenbrook, Wiremill Lane, Newchapel, RH7 6HJ: Erection of detached garage to include garden store and plant room.

Resolved: No Action

TA/2017/2637 Wendover, 74 Copthorne Road, Felbridge, RH19 2NU: Demolition of existing dwelling and erection of two new dwellings.

Resolved: FPC have no objection to the principle of 1 house behind the other on this plot. However, FPC object to the narrow access provided to the rear property. We believe it is too close to the proposed front dwelling and would therefore cause harm to the resident [see Planning Inspectorate decision in Crawley Down Road where he listed this as grounds for refusal]. It is also too close to the boundary with the neighbouring property having no buffer and therefore causes harm to that property. We would prefer to see the front dwelling narrower, but possibly deeper, to make more space for the access and also swap the access to the east side where there is no neighbouring property.

There were no applications for consideration at the Parish Council Meeting

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

None which border Felbridge.

(iii) **Developer Local Planning Applications:** Two local planning applications were refused by TDC this month, these were 17 Copthorne Road and 15/35 Crawley Down Road. Both applications were for access roads within Tandridge into housing development sites that have already been approved by MSDC. The Planning Officers were recommending approval, but the TDC Planning Committee were very concerned about the cumulative impact on the already congested Felbridge junction and voted to refuse them for that reason. It is highly likely that these applications will go to appeal and therefore an inspector will have to decide if the road network can handle the cumulative traffic, Surrey Highways continue to believe that each application should only be considered independently and thus take no account of cumulative impact. To support the Committee's decision to refuse these applications, TDC will be appointing an independent traffic consultant to provide expert evidence at the appeals.

10. **CLERK'S REPORT**

(i) **Correspondence:** Received from residents regarding pot holes, accessibility of off road footpath and reported damaged footpath near to bus stop by Felbridge School.

(ii) **St. Catherine's Hospice:** A letter of thanks has been received following FPC's recent donation.

(iii) **Village Hall Car Park Flooding:** TDC contractor visited the site on 5th April and cleared drain. Full survey results are follow but the contractor confirms that the drain is in operational condition.

Action: Clerk to monitor.

(iv) **Application for Crawley Down Road Resurfacing:** Surrey Highways took the decision that only one road could be repaired in the division and selected Lingfield High Street.

11. **CONSULTATIONS**

(i) **Tandridge District Council Local Plan - Garden Village Consultation:** Nothing further to report.

12. **BUSINESS FOR NEXT MEETING**

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 7th June at 7.30pm. A Planning Meeting is scheduled for Thursday 17th May at 7.00pm.

The meeting closed at approximately 9.35pm.

Patricia Slatter
Clerk to Felbridge Parish Council

