

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON SATURDAY 24<sup>TH</sup> SEPTEMBER 2011 AT 9.45AM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Chris D'Avray – in the chair  
Graham Marks  
Valerie Millar  
Lisa Bangs  
Mary Edwards

Cllr Michael Sydney

Eleven members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

### **Report from temporary Neighbourhood Police Officer**

Jason Burton informed us that he will be here until October, with a short handover period to Barry Reece who will be taking up the post of Neighbourhood Officer on 1<sup>st</sup> October. He reported there have been 22 reported crimes in Lingfield during the past three months and these are mainly theft of metal, particularly catalytic converters, wire cables, manhole covers, road signs and church taps. There has also been some criminal damage to motor vehicles and property. Any violent offences have tended to be domestic. He reported that Lingfield is a nice and safe place to live and that we are below the national average for crime, with the exception of criminal damage which is slightly higher than average. He reported that the Crime Reduction Officer has some recommendations for problems occurring at Talbot Road Recreation Ground.

### **Report from County Councillor – Michael Sydney**

#### **1. Library**

The plan is to set up two new trusts to manage the Library: a 'Building' trust and a 'Management' trust. This would mean that the building would be owned by the community. There have been misleading articles in the press. The aim is to retain the staff currently at the library, with their salaries being paid by the trust, although they will remain as SCC employees. There is no intention to staff the library with volunteers.

#### **2. Resurfacing of High Street and Town Hill**

The current resurfacing programme was made possible with funds from the 'Winter Damage' budget. It was noted that some people were concerned about the disruption but it is not possible to repair roads without some disruption. The Chairman thanked Michael for his help in getting this work done and asked him to pass on thanks to the contractor for a job well done.

### **3. Extension of pavement from Knights Mead to Common Road**

Michael acknowledged receipt of the letter requesting that SCC considers adding this to the programme of works. Michael informed the Parish Council that SCC will require evidence that it is needed and measurements to determine cost.

### **4. Village Signs**

Michael supports our request for village signs but suggested leaving Godstone Road until we know the outcome of the application for a traffic calming scheme.

### **5. Welcome pack for new residents**

Michael offered to help with funding for a 'Welcome to Lingfield' pack for new residents if the Parish Council is prepared to help.

**Action: PC Agenda**

### **6. Boundary Commission**

The recommendation from the first stage of the consultation is that county councillors should represent exactly the same amount of people. Consequently, they have suggested that Outwood be moved to the Godstone division and Crowhurst be moved to the Oxted division. Members of Crowhurst Parish Council are not happy with this proposal. It was suggested that Lingfield Parish Council may like to support their objection and comments are required by 10<sup>th</sup> October. Graham Marks commented that he thought it more appropriate to remove Smallfield from the Lingfield division. The clerk will comment supporting Crowhurst's objection.

**Action: Clerk**

### **7. Public footpath across railway track**

This footpath has been closed temporarily because two girls were 3 seconds away from being hit by a train. Some people think this is an over reaction to an isolated incident but Michael stressed that safety must come before convenience. The diversion route sends pedestrians over the footbridge at the station. Andrea Watson said she is concerned that passengers will eventually complain about dog walkers using this footpath and access to the fields will become difficult. She also reported that the footbridge at the weir is in a poor state of repair and will not survive if the area floods. She will take photos and pass to the clerk. The clerk will report to SCC.

**Action: Clerk**

Crispin Moor reported he has been contacting the Footpaths Officer about this matter because elderly people are not able to negotiate the footbridge. He suggested that the focus should be on education in schools regarding the danger of railway lines so that the footpath can be reopened. The Parish Council will push for a resolution to this situation.

**Action: Clerk**

### **8. Traffic Calming in Godstone Road**

Michael will meet with Caroline Smith for an update on the situation.

### **Report from District Councillor, Lisa Bangs**

Lisa reported that the District Council's application for QEII fields is progressing but organisers of the scheme are disappointed not to have received more applications. They were aiming for 2012 and have only received 850. Applications can still be made and Lisa is going to encourage Lingfield Primary School to nominate the school playing field.

Lisa reported concern about the land owner who has dug trenches adjacent to the public footpath which goes from Lingfield Common Road to the village. She has reported that the trenches are being obscured by grass and creating a hazard for walkers. Phillipa Gates has yet to respond and Lisa requested that the Parish Council supports her appeal. Michael Sydney will take up the matter at SCC. The clerk will contact Philippa Gates.

**Action: Clerk/MS**

### **Issues raised by members of the public**

Heather Francis reported that she is concerned about the pond. It shouldn't be so green and the water lilies have gone. Mary informed Heather that she has organised a meeting of the Gun Pond working group and this will be an item for discussion.

**Action: Mary Edwards**

Heather also raised the issue of the state of the footpath from Camden Road to the village centre. Wheelchair users cannot get to the village without crossing Town Hill. It is not only too narrow but the camber is wrong. Chris and Graham plan to produce a video highlighting the difficulty and this will be done in the coming week. **Action: CD/GM**

Michael Sydney suggested inviting the press to witness the event.

Chris Vasey asked if Town Hill is going to be totally resurfaced. Michael replied that he hasn't seen a detailed programme but it would either have large scale patching or resurfacing.

Thomas Leslie (visiting from Hertfordshire) asked if footpaths come under the Rights of Way act. If so, this should carry more weight.

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

John Cole and Sonia Perkins.

### **1.2 Declarations of Interest**

Lisa Bangs declared an interest in item 4.1 because she is a member of the Community Services Committee.

### **1.3 Minutes of meeting held on 23<sup>rd</sup> July 2011**

These were signed as a true and accurate record. The following actions were reported as still outstanding:-

2.2 Lisa to provide Lingfield Primary School SATs results to Sonia.

2.6 Mary and Graham to set up working group for QE2 Celebrations – Now changed to Chris's responsibility.

2.9 John to set up design competition for stationery.

4.5 Clerk to investigate cost of making the gate higher at Centenary Fields allotments.

4.6 New sign for Centenary Fields allotments has been ordered but not received.

4.7 Clerk to get quotes for storage facility and mower at Newchapel allotments (requested but still waiting for quotes).

4.8 Clerk to write article for LCR about the allotment project (still o/s).

6.4, 6.5 and 11.1 Requests to SCC - letter recently sent - await reply

11.2 Graham and Chris to produce video to show problems for disabled people and mums with pushchairs on Town Hill.

#### 1.4 Correspondence received since last meeting

Members noted receipt of a list of correspondence received between 4<sup>th</sup> August and 21<sup>st</sup> September 2011.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Financial Report

Members approved the Financial Report dated July 2011. Cash in the bank as at 31<sup>st</sup> August 2011 was £17,396.14. The following cheques were agreed for payment:-

Date	Cheque	Description	Amount £
01/08/2011	766	Age to Age Walk - grant	100.00
05/08/2011	dd	Orange Broadband	20.42
22/08/2011	767	F. Elwood - Clerk's Salary	873.13
22/08/2011	768	HM Revenue & Customs	172.27
22/08/2011	769	A. Heaton - Salary	43.20
22/08/2011	770	Surrey Pension Fund	267.46
22/08/2011	771	Vision Ict - Web Site Hosting	210.00
22/08/2011	772	SALC - Cllr Training	102.00
22/08/2011	773	F. Elwood - Catering costs Visioning	53.00
31/07/2011	774	R.V. Deller - Work at Gun Pond	545.00
22/08/2011	775	D. Netherclift - Fuel for mower	7.04
22/08/2011	776	Cost of information from Land Reg	4.00
05/09/2011	dd	Orange Broadband	20.72
12/09/2011	777	Countrywide Grounds Maintenance	205.80
12/09/2011	778	R. Burberry - Roof Repairs	58.00
12/09/2011	779	Sherwood Electrical	132.00
12/09/2011	780	TDC - Election	2,993.15
12/09/2011	781	L & D Comm Centre - Meetings	20.00
12/09/2011	782	Countrywide Grounds Maintenance	205.80
12/09/2011	783	F. Elwood - Clerk's Salary	873.33
12/09/2011	784	HM Revenue & Customs	185.27
12/09/2011	785	A. Heaton - Salary	96.00
12/09/2011	786	Surrey Pension Fund	267.46
21/09/2011	787	Countrywide Grounds Maintenance	205.80
21/09/2011	788	Wraptastic - Signs for allotments	120.00
21/09/2011	789	SLCC - Conference	438.00
21/09/2011	790	BDO LLP - Audit Fee	342.00
21/09/2011	791	R. Burberry - Emergency Tree works	40.00
21/09/2011	792	C. D'Avray - Soil Test Kit	7.99
21/09/2011	793	BT – Phone Bill	102.39
22/09/2011	794	C.D'Avray – Mileage	49.15
		<b>Total</b>	<b>8,760.38</b>

## 2.2 Chairman's Report

Chris reported that he has attended a meeting with David Ford at NCYPE to talk about the possibility of using one of their redundant buildings to replace the pavilion at Talbot Road. He will pass the information to the Talbot Road Working Group.

Chris attended the Chairman's Course arranged by SALC and will make the handouts available to members on request.

Lord Lingfield has agreed to some involvement with the QEII Diamond Jubilee celebrations.

Referring to his earlier statement that he intended to resign as Chairman of the Community Centre he reported that, following advice from SCAPTC, he has decided not to do so unless a conflict of interest arises.

## 2.3 Precept

Members noted receipt of the second half of the precept - £16,000.

## 2.4 Remembrance Sunday

**Members agreed** to apply for the road closure for the Remembrance Day service. The closure will be manned by volunteers as in previous years.

**Action: Clerk**

## 2.5 Business Plan

**Members approved** the Business Plan which was produced following the Visioning Exercise with Trevor Leggo.

## 2.6 Virement

**Members approved** virement of £500 from the 'Contingency' budget to the 'Training' budget.

**Action: Clerk**

## 2.7 Youth Worker

**Members agreed** to consider match funding a youth worker for Lingfield Youth Club. The matter will be discussed at the Budget meeting in November.

## 2.8 Conclusion of Audit

Members noted the Conclusion of Audit and the fact the Fixed Asset figure had been restated in accordance with advice from the external auditors. **Members agreed** that a new internal auditor will be appointed next year in line with recommended practices.

## 2.9 Neighbourhood Plans

Members noted that Surrey County Association of Town and Parish Councils has advised that parish councils should wait for the Localism Bill to go through parliament before embarking on a Neighbourhood Plan.

### **3 GRANTS, FUNDING AND COMMUNITY PROJECTS**

#### **3.1 Grant Applications**

**Members approved** the following grant applications:-

Riding for the Disabled £220 towards the cost of saddles, rugs and hats.

Community Care Association £800 towards the cost of providing the Meals on Wheels service.

Members did not award a grant to Victim Support but the clerk was asked to send them an application form so that members can assess how many people in Lingfield benefit from the service.

**Action: Clerk**

#### **3.2 Section 137 of the Local Government Act 1972**

The grants awarded to the following organisations were made using Section 137 of the Local Government Act 1972:-

Riding for the Disabled

Community Care Association

Lingfield Scouts

Age to Age walk

### **4 PARISH FACILITIES**

#### **4.1 Talbot Road Recreation Ground**

John Cole met with members of the working party on 31<sup>st</sup> August. John Will circulate a list of members. All members of the Parish Council are welcome to attend meetings of working parties.

**Action: JC**

#### **4.2 Lingfield Wildlife Area**

Members considered two quotes to resurface the Lollipop track at Centenary Fields. Mary and Chris will inspect the area to determine if it needs doing.

**Action: ME/CD**

#### **4.3 Allotments**

Members noted the results from the soil test carried out on Allotment 20 at Centenary Fields. Mary reported that the poisoned trees seem to be recovering. **Members agreed** that if Surrey County Council's Environment Officer agrees the test is adequate to ensure anything produced at the allotment is safe, then the allotment can be re-let.

**Action: Clerk**

### **5 TRAFFIC AND PARKING**

Members noted that resurfacing work is being carried out on the High Street, Town Hill and Racecourse Road. The Chairman will write to the contractor, May Gurney to thank them for the quality and efficiency of their work.

**Action: CD**

## **6 VILLAGE ENVIRONMENT**

### **6.1 Britain in Bloom**

Members noted a letter from the Royal Horticultural Society dated 5<sup>th</sup> August 2011. **Members agreed** to consider the contents as part of the arrangements to commemorate the Queen's Diamond Jubilee.

**Action: CD**

### **6.2 Twitten from High Street to church**

Members deferred a decision on this until the cost is known. Clerk to get quote from Vernon Deller.

**Action: Clerk**

### **6.3 Jubilee Clock**

**Members agreed** to cancel the contract with Gillett and Johnston. Clerk to inform.

**Action: Clerk**

### **6.4 Gun Pond**

**Members agreed** to appoint the following people to the Gun Pond Working Party:

David Netherclift

Vernon Deller

Ian Bennett

Rita Russell

Mary Edwards will lead the group. Graham Marks suggested that an additional member should be invited. The clerk will post a notice on the boards inviting one more member, preferably someone who doesn't live near the pond.

**Action: Clerk**

### **6.5 Meter box at Gun Pond**

Mary and Chris will discuss the options for replacing/repairing the meter box at Gun Pond to ensure that it is water tight.

**Action: ME/CD**

### **6.6 Hub Project**

Members noted receipt of Notes from the Hub Meeting on 8<sup>th</sup> September 2011. The next meeting will be held on 5<sup>th</sup> October. Michael Sydney will not be present but will ask Liz Cutter to act as Chairman.

### **6.7 Noticeboards**

**Members agreed** not to increase the number of notice boards or change the location.

## **7 TRAINING AND MEETINGS**

Chris will attend the SCAPTC AGM on Tuesday 27<sup>th</sup> September 2011. He has been nominated to serve on the SCAPTC committee.

The GACC AGM will be held on 18<sup>th</sup> November 2011 at the Gatwick Manor Hotel in Crawley starting at 7.30pm.

## **8 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the Local Government Boundary Commission's report on draft recommendations for electoral arrangements for Surrey County Council.

## **9 CURRENT CONSULTATIONS**

### **9.1 Draft National Planning Policy Framework – due 17<sup>th</sup> October 2011**

Mary Edwards will formulate a response in conjunction with the clerk.

**Action: ME/Clerk**

### **9.2 Gatwick Airport Scoping Document – GACC's Response**

Graham Marks will read the report and meet with the Chairman to formulate a response. A copy of our response will be sent to Cllr Alan Jones. Mary will provide his address to the clerk.

**Action: GM/CD/ME**

### **9.3 Liberating the NHS: Extending Choice of Provider – due 30<sup>th</sup> September 2011**

Due to the short time frame for responses, members will make their own responses.

## **10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**

Members approved minutes of the meetings of the planning committee held on 16<sup>th</sup> August and 13<sup>th</sup> September.

## **11 MATTERS FOR REPORTING**

### **11.1 Email from Adam Halpin**

Members noted receipt of an email expressing concern on the loss of the police house and the situation with the library. The clerk will send a response.

**Action: Clerk**

Some residents have expressed disappointment that the presence of the Police at the Community Centre does not include a counter service. The clerk will ask the police to provide 'enquiry' forms so that matters can be reported directly to the Neighbourhood Officer.

**Action: Clerk**

Lisa offered to provide regular crime figures.

**Action: LB**

Chris will invite the new inspector to attend a parish council meeting.

**Action: CD**

**11.2 Lingfield Shopping Evening**

Members noted that the Lingfield Christmas Shopping Evening will be held on 9<sup>th</sup> December 2011.

**11.3 Councillor Surgery**

Members noted that the next Councillor Surgery will be held on Saturday 1<sup>st</sup> October 2011.

**12 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on Saturday 29<sup>th</sup> October 2011 starting at 9.45am.

Meeting closed at 11.20am

