

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 26<sup>TH</sup> MARCH 2013 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Chris D'Avray – in the chair

Lisa Bangs

Valerie Millar

Graham Marks

John Cole

Sonia Perkins

Mary Edwards

### **In attendance:-**

Mrs Fay Elwood, Parish Clerk

District Councillor Brian Perkins

District Councillor Lesley Steeds

County Councillor Michael Sydney (part of meeting)

Two members of the public

### **Report from Cllr Michael Sydney**

Michael said he would not be reporting on the Godstone Road traffic calming scheme as it is currently the subject of a complaint by Chris D'Avray and SCC policy is that members should not comment whilst a complaint is being investigated.

Some good news is that Racecourse Road and Moor Lane have been brought forward in the schedule of road repairs and will now be resurfaced in May 2013 (weather permitting).

Referring to the trench which has opened up in Lingfield High Street, Michael reported that this has occurred following work by BT who will be required to carry out the repair. The parish council is asked to remind the public that all potholes should be reported to Surrey County Council.

The Tandridge Local Area Committee will be taking on responsibility for parking enforcement in the district which means the Reigate team will now report to the Local Committee. The committee will receive 6% of parking revenue which it is hoped can be used to improve the service and Michael said he would support this being used to buy extra warden time. The clerk was asked to provide a 'Highways' document, based on the Felbridge model, which the Chairman of the Local Committee can use to monitor work which needs to be done in Lingfield.

**Action: Clerk**

Michael is arranging for a presentation on 'Superfast Broadband' to take place in Lingfield on 11<sup>th</sup>, 12<sup>th</sup> or 13<sup>th</sup> June, probably at Lingfield Victoria Sports and Social Club.

### **Report from Cllr Lisa Bangs**

Richard Woodward, Director of Community Services at Tandridge District Council, is taking early retirement.

The Biffa waste and recycling contract is working well but TDC will be trying to encourage more residents to recycle food waste. Graham Marks repeated his request that operatives should return bins to residents' properties. Lisa will report to the contract manager.

**Action: LB**

Lisa has reported the mud which is left on Lingfield Common Road from the developers at the former 'Occasionally Yours' site.

### **Comments from Cllr Lesley Steeds**

Lesley asked if there is any update on the footpath from Felcourt to Lingfield. Chris D'Avray reported that the exact route is still to be determined and he will endeavour to make some progress on this issue before the next meeting.

**Action: CD**

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

Pam Erskine thanked the Parish Council for putting Michael Sydney in touch to discuss protection for the Thatched Cottage.

## **1. PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

None.

### **1.2 Declaration of Interests**

Item 4.1 Lisa Bangs is a member of the Community Services Committee at TDC.

### **1.3 Minutes of meeting held on Tuesday 26<sup>th</sup> February 2013**

These were signed as a true and accurate record of the meeting.

### **1.4 Matters arising from previous minutes (not appearing elsewhere on the agenda)**

1. **Felcourt Footpath** - We need to follow up with Andrew Perkins on the matter of a footpath from Felcourt to Lingfield. **Action: CD**
2. **Village emblem** – Members will provide names to Lord Lingfield of possible donors to pay for the design of a village emblem. In the short term, John Cole will provide a simple design which can be used for letter heading. **Action: Members**
3. **Village maintenance** – Graham requested that this appears on the agenda for the next meeting so that items identified during the risk assessments

can be dealt with.

**Action: Clerk**

4. **Parish Assembly** – Louise Round and Ken Harwood have agreed to attend. Invitations and posters will be distributed next week.  
**Action: Clerk**
5. **Youth Worker** – the proposed youth worker has declined the job because of objections from her employer. There is a new name in the frame and we wait to hear from the Youth Club committee.
6. **Gun Pond** – Mary has received confirmation that the results from adding calcium carbonate to break up silt in the pond is fully guaranteed. A grant application has been sent to the IGas Energy Fund to cover the cost. This treatment can be carried out up to the end of April so we are waiting for result from grant application before proceeding. If a decision is not received by end of April the money will be taken from reserves (as agreed at the last meeting).
7. **Talbot Road Working Group** – See agenda item 4.1.
8. **Parking in Station Road** – Chris will be inviting residents to attend the Parish Assembly to view the proposals to improve parking in Station Road.
9. **Village signs** – See agenda item 7.2
10. **Felcourt Notice Board** – See agenda item 2.6.
11. **Lingfield Primary School visit to cage** – this was postponed due to the weather.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Financial Report

**Members approved** the Financial Report and noted that cash in the bank as at 28<sup>th</sup> February 2013 was £21,393.17. The following cheques were approved for payment:

Date	Cheque	Description	Amount £
04/03/2013	2057	A. Belton - Manhole Cover	250.00
15/03/2013	2058	Hm Revenue and Customs	181.16
15/03/2013	2059	Surrey Pension Fund	267.46
15/03/2013	2060	F. Elwood - Surrey	886.02
15/03/2013	2061	A. Heaton - Salary	139.20
18/03/2013	2062	BT Payment Services	27.66

		<b>Total</b>	<b>1751.5</b>
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## 2.2 Chairman's Report

27/2/13 Met Gilbert Reed with Mary Edwards.

2/3/13 Met Lord Lingfield in conjunction with Mary Edwards and John Cole to discuss Lingfield Coat of Arms

7/3/13 Discussed locations and detail for 5 'Welcome to Lingfield' highways signs with SCC officer on site. Believe this can now be expedited. Fay has written to Co-op to ascertain if we can maintain their grant since SCC do not want logos or advertising on road signs.

12/3/13 Deferred showing school children round Gun Pond Cage since weather was poor.

15/3/13 Attended assembly for Red Nose Day at Lingfield Primary School. Discussed issues around violent incident at school, already dealt with by Head an Chair of Governors.

18/3/13 Met PC Barry Reece to discuss Lingfield communication Hub. Will be meeting with Geoff Ledden on Thursday 4th April to agree formula for email broadcasts.

19/3/13 Attended SALC management meeting (without officers) to agree format for new Company limited by guarantee and relationship with East & West Sussex.

21/3/13 Met Paul Barton and Steve Hyder to discuss future management of Talbot Road

21/3/13 Attended grievance hearing panel at Forest Row on behalf of SALC

25/3/13 Met Sharon Gray (Network Rail) who has responsibility for promoting more rail use between villages, to look at poster campaign to promote Lingfield

## 2.3 Effectiveness of Internal Controls

**Members approved** the system of internal controls which consists of Financial Risk Assessments and monthly checks by an appointed member, currently Sonia Perkins.

## 2.4 Risk Assessments

**Members approved** risk assessments and the clerk was asked to add 'Work identified on Risk Assessments' to the next agenda. **Action: Clerk**

### **2.5 Internal Auditor**

Members approved appointment of Peter Frost as Internal Auditor for 2013. The clerk will arrange a date for his visit to carry out the audit and sign the Annual Return.

### **2.6 Damaged Notice Board at Felcourt**

The clerk has received the names of drivers involved in the collision which damaged the parish notice board and will pursue an insurance claim.

**Action: Clerk**

### **2.7 Date of Annual Meeting**

**Members agreed** to change the date of the Annual Meeting to 28<sup>th</sup> May 2013 as two members will be away on 14<sup>th</sup> May.

**Action: Clerk**

## **3 GRANTS**

No grant applications have been received this month.

## **4 PARISH FACILITIES**

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

Members received a report from a meeting with TDC Community Services held on 21<sup>st</sup> March 2013. The Parish Council has managed the recreation ground for the District Council on an informal basis for the past 11 years. TDC now wish to either formalise this agreement or take back responsibility for day to day management. **Members agreed** that it is in the best interests of residents and users for management to revert to TDC because a formal agreement will result in the Parish Council incurring costs of £10,000 per year. The clerk will inform Community Services that we are not willing to take on the formal management agreement proposed and will not be proceeding with the plans for a new pavilion.

**Action: Clerk**

### **4.2 Lingfield Guest House Trust**

The complaint about SCC's management of the trust was sent to the Charity Commission. The response from the Charity Commission was that SCC is addressing the issues raised in the complaint so no further action is required. Lisa phoned the Charity Commission to explain our concerns and the wider implications for the other trusts administered by Surrey County Council. We can expect a further response in 15 days.

On the subject of trustees for the new trust, the clerk has requested information about the proposed method for selecting trustees. The response from SCC was that four lay members will be chosen from the local community. We were asked if LPC has identified an individual to put forward as our trustee but Lisa suggested we shouldn't put forward anyone until we are sure that the lay members are to be chosen in an open and transparent way. At the present time, there is no meeting

arranged for the Guest House Committee and Graham suggested that Lisa should request that a meeting is called.

**Action: LB**

## **5 HIGHWAYS AND TRAFFIC**

### **5.1 Godstone Road Traffic Calming Scheme**

We have received the findings from an independent surveyor on the subject of the carriageway width at the traffic calming scheme in Godstone Road. His measurement is more generous than that of the parish council but still not up to the required 5.5m. The parish council has agreed to assist Surrey County Council with the monitoring of the scheme. Lisa has received a reply to her FOI request about officer time being charged to the developer. The scheme was installed to achieve the sight lines for the development at The Bays and one condition is that the developer will meet all the costs. However, information received under the FOI request shows that no officer time was recharged to the developer. In answer to the question about why the anti skid surface has not yet been applied, it appears this is down to the contractor rather than the weather. Chris has invited representatives from Surrey County Council to view CCTV footage of the traffic calming scheme. When questioned about who has installed camera, Lisa replied that she has been sent a disc anonymously and has no idea who recorded the footage.

## **6 HUB PROJECT**

The Hub Project is continuing into its second year, with the contractor commencing the first cut next week.

## **7. VILLAGE ENVIRONMENT**

### **7.1 Housing Needs Survey**

Following a second 'Housing Needs' survey being carried out by a developer, the Chairman suggested that the Parish Council should consider a pro-active approach to housing needs. **Members agreed** to carry out a Housing Needs Survey and support an affordable housing scheme if the survey shows there is a need. Members are mindful of the lack of infrastructure and the need to protect Green Belt but felt that recent events have shown that it would be better to have some control over where new houses are built. Rural Exception Schemes can continue to be used until the housing need is met.

### **7.2 Installation of Village Signs**

SCC has advised that the Co-Op logo cannot be included on the village signs. The Co-Op committee is deciding whether they are still prepared to part fund the signs if a plaque acknowledging their contribution is placed on the wall of the Co-Op.

### **7.3 Register of Community Assets**

Members noted receipt of information from Tandridge District Council on the subject of the Register of Community Assets. Graham Marks suggested the following sites should be put forward for inclusion on the register:

Lingfield Nature Reserves

Day Centre

Bakers Lane Clinic

Land at the junction of Crowhurst Road

## **8 TRAINING AND MEETINGS**

The clerk will attend the Surrey Local Councils Forum to be held on 21<sup>st</sup> May 2013.

## **9 REPORTS FROM OUTSIDE BODIES**

### **9.1 SSALC**

Members noted receipt of the Quarterly Newsletter from Surrey and Sussex Association of Local Councils.

### **9.2 Gatwick Airport**

Members noted receipt of 'Night Flying Restrictions at Heathrow, Gatwick and Stansted Airports'.

### **9.3 Lingfield Nature Reserves**

Members noted receipt of Minutes of Lingfield Nature Reserves held on 15<sup>th</sup> January 2013.

## **10 CURRENT CONSULTATIONS**

### **10.1 TDC Community Infrastructure Levy**

Lisa will consider this consultation and provide comments to the clerk.  
Responses are due by 22<sup>nd</sup> April 2013.

**Action: LB**

### **10.2 SCC Congestion Programme**

Graham will consider this consultation and provide comments to the clerk.  
Responses are due by 29<sup>th</sup> May 2013.

**Action: GM**

## **11 PLANNING COMMITTEE**

**Members approved** minutes of the meetings of the Planning Committee held on 26<sup>th</sup> February 2013.

## **12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

### **12.1 Free transport for pupils attending Oxted School**

We await details of the next meeting which is likely to take place after the County Council elections.

**12.2 Community Rail Partnership**

Graham Marks will attend the meeting to be held on 21<sup>st</sup> May 2013 in Uckfield.  
The clerk will provide details. **Action: Clerk**

**13 DATE OF NEXT MEETING**

The Annual Parish Assembly will be held on 15<sup>th</sup> April 2013 starting at 7pm  
The next Parish Council meeting will be held on 30<sup>th</sup> April 2013 starting at 7.45pm.