

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 26TH JANUARY 2016 AT 8PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

John Cole - in the chair
Valerie Millar
Chris D'Avray
Liz Lockwood
Vivien Hepworth
Rody Kaiser-Davies
Graham Marks

2 members of the public (1 for part of meeting)
County Cllr Michael Sydney

In attendance:-

Fay Elwood - Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

None.

1.2 Declaration of Interests

Vivien Hepworth declared an interest in 3.2 because her husband is a director of the Community Centre.

1.3 Minutes of meeting held on Tuesday 24 November 2015

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

1.4 Matters arising from previous minutes (not listed on the agenda)

Fairtrade Plaque

Members agreed that the official unveiling of the plaque will take place on 9th March 2016 at 10.30 am as part of Fairtrade fortnight. Refreshments will be served afterwards at the Community Centre. The clerk will reserve the Orpen Lounge.

Action: Clerk

Blocked drains in Vicarage Road

John met the drain clearing team outside the library. They used rods to attempt to clear the drain despite it not being on their 'works' list. They think the drain has

collapsed and have reported this to SCC. John will forward details to Michael Sydney so that his can monitor progress. **Action: JC**

Godstone Road pinch points

Members noted that a reply has not been received from Piers Mason. The clerk has been informed that the question has been passed to a planning officer as Piers believes he has answered this question several times before. The clerk will keep Pam Erskine informed if a reply is received.

Action: Clerk

Entrance for proposed development in Godstone Road

John has checked and a culvert is present.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, which includes cheques for payment, and noted that the cash in the bank at 21st December 2015 amounted to £54,122.85.

The following cheques for payment were approved:

Date	Cheque	Payee	Amount £
08/12/2015	237	John Cole - Mileage	14.40
08/12/2015	238	St Catherine's Hospice	200.00
08/12/2015	239	R.V. Deller	710.00
22/12/2015	240	Clark Ground Care	2,202.00
08/12/2015	241	SLCC -Subs	149.00
15/12/2015	242	F. Elwood - Clerk's Salary	985.41
15/12/2015	243	Surrey Pension Fund	417.83
15/12/2015	244	HMRC - PAYE	123.33
08/12/2015	245	Bill Kear - Rural Cut	3,870.00
30/12/2015	dd	BT Business	111.56
04/01/2016	246	Richard Ford	40.00
06/01/2016	247	Sutton & East Surrey Water- Allots	64.93
06/01/2016	248	Sutton & East Surrey Water - Pond	230.45
06/01/2015	249	Lingfield Horticultural Society	144.00
06/01/2015	250	Cowell and Edwards	249.20
14/01/2016	251	EDF Energy	41.00
14/01/2016	252	L & D Community Centre	720.00
	253	Cancelled	0.00
14/01/2016	254	HM Revenue & Customs	123.53
14/01/2016	255	F. Elwood - Salary	985.21
20/01/2016	256	Surrey Pension Fund	417.83

18/01/2016	257	S. Barnett - Water at The Pollards Allotments	20.87
26/01/2016	258	Lingfield and Dormansland Community Centre - NP	352.12
26/01/2016	259	S. Barnett - new inner gate at allotments	615
26/01/2016	260	S. Barnett - Repairs to outer gate at allotments	18.80
26/01/2016	261	S. Barnett - General tidy of communal areas	115.00
		Total	12,921.47

2.2 Chairman's Report

The Chairman reported that as most items are on the agenda, he has little extra to report, other than to request that the defibrillator is added to the Parish Council's insurance policy.

Action: Clerk

2.3 Entrance Gate to Centenary Fields

Members approved expenditure of £249.20 which was authorised by the clerk under delegated powers to pay for an emergency repair to the entrance gate at Centenary Fields.

2.4 Defibrillator

Members approved expenditure of £1800 to pay for a defibrillator to be attached to the outside wall of the Community Centre. This is being paid for from grant funding.

2.5 Street Cleaner

Members approved expenditure of £40 to show appreciation to Richard Ford for the excellent job he does keeping our streets clean.

2.6 Clerk's Appraisal

The Chairman carried out the Clerk's appraisal on 12th January. A report is on file. As a result of the exercise the clerk requested training in the use of Excel. She will identify a suitable training course.

Action: Clerk

3 GRANT APPLICATIONS

3.1 St Catherine's Hospice

Members noted receipt of a letter of thanks from St. Catherine's Hospice.

3.2 Lingfield and Dormansland Community Centre

Members approved a grant of £972 to pay for the installation of LED lights in the Plaxton Room.

3.3 East Surrey Rural Transport Partnership

A decision was deferred on whether to award a grant to cover the cost of promoting Buses4U in Lingfield and Felcourt. This will be considered when

more information is available. Rody will take on the role of assessing grant applications and formulating recommendations for council.

Action: Clerk/RK-D

4 PARISH FACILITIES

4.1 History Boards

Vivien has asked members of the RH7 history group to come up with an improvement to the wording for the History Boards. No response has been received but she will ask Ian to raise the subject at the next meeting. Graham asked if we could improve the picture of Gun Pond. Liz said she would ask Andrea Watson if she has one we could use.

Action: VH/LL

4.2 Lingfield Library

Members noted a copy of a letter from Michael Sydney to Richard Walsh dated 26th November 2016.

4.3 The Pollards Allotments

Members considered a letter from Stuart Barnett requesting that the allotment gardens at The Pollards be kept in a better condition. The clerk has written to allotment holders informing them that they need to keep their plots free of weeds. In addition, we will increase the frequency of inspections.

Action: Clerk/VH

5 HIGHWAYS ISSUES

5.1 Damaged VAS

Members noted an email from Duncan Knox informing us that the damaged VAS in Newchapel Road will not be replaced. Members are disappointed at this response. The clerk will write to Village Developments to remind them about their promise of £25,000 for the parish and suggest part of the money could be spent on replacing the VAS, particularly as their development of affordable houses will increase the traffic along this stretch of road.

Action: Clerk

5.2 Parking Enforcement

Members noted receipt of the Parking Enforcement leaflet and asked the clerk to put copies on the notice boards, preferably printed on a colour to draw attention, whilst still being easy to read.

Action: Clerk

5.3 Parking Issues

Members noted the response from David Curl to the top 5 parking issues in Lingfield. Parking on double yellow lines and misuse of disabled parking bays have been passed to Reigate and Banstead Borough Council who operate the enforcement team. Inconsiderate parking in Talbot Road and parking on grass

verges will be added to the next parking review list which will be considered in June by the Tandridge Local Area Committee.

5.4 Speedwatch

Members noted that the next training session for volunteers is being held at Reigate Police Station on 6th February. Members will try to recruit volunteers.

5.5 Vicarage Road One-Way

Following a survey of residents, the majority of **members agreed not to proceed** with a request to make Vicarage Road a one-way street. There was a good response to the survey with 60% in favour of making it a one-way street and 40% opposed to the suggestion. It was not felt that the difference was significant enough to proceed. The clerk will write to thank all residents who responded. The parking enforcement team should be encouraged to deter parking on zig zag lines. The result of the survey should be published in Community News.

Action: Clerk

6 HUB PROJECT

6.1 Payment for Urban Cutting

Members approved the monthly payment of £1835 plus VAT to Clark Ground Care.

6.2 Future of the Hub

Members considered a request from the Hub Management Group for £1000 per year to help make up the shortfall in the funding from Surrey County Council. **Members agreed** that they do want the Hub to continue but do not want to pay for a service which should be funded by the County Council. They also felt it was unlikely that the more rural parishes would agree to contribute. County Cllr Michael Sydney has said that he will talk to Jason Russell to try to get the offer increased to a figure which would cover the costs of running the service.

Action: Clerk

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

John explained that all the information has been received and the next stage is to arrange a Visioning Exercise which would cost in the region of £2800. The Neighbourhood Plan steering group will lead a public meeting on the subject of the Local Plan Consultation. As well as informing our residents, this will be a good opportunity to engage with a section of our community that have been difficult to reach. The aim of the meeting is to provide sufficient information to formulate their own responses.

7.2 Expenditure

Members approved expenditure of £2800 to pay for the Visioning exercise.

Members approved expenditure of £352.12 to pay for room hire for meetings scheduled in 2016.

8 VILLAGE ENVIRONMENT

8.1 The Old Cage

Members noted receipt of an email from the owner of The Cage giving an update on the current situation. He has met with officers from the Planning and Heritage departments and agreed a way forward that they are both happy with. It will mean a further set of plans being submitted for approval, and therefore a further delay. In the meantime, he is still talking to the 2 sets of retailers and no decision has yet been reached regarding the eventual end user.

8.2 Gatwick Airport

Members noted a letter from Ken Harwood dated 28th November 2015 on the subject of Gatwick Airport dated

8.3 Grit Bins

Members approved signing of the Grit Bin Licence agreement with Surrey County Council.

8.4 Lingfield Nursery site

It was recorded that a planning consultant has been in touch with the parish council to inform members of the intention to reapply for planning permission on the site of the former Lingfield Nursery. There may be an opportunity to purchase land for allotments on part of the site.

8.5 Parking on verges

Members approved expenditure of up to £125 to provide plants and signs to deter parking on grass verges. The clerk will make arrangements.

Action: Clerk

8.6 Litter Pick

A litter pick will take place on 20th February. Volunteers will meet at The Star at 10am. Members of the WI will join us as part of the 'Clean for the Queen' campaign.

9 TRAINING AND MEETINGS

9.1 Local Plan

There will be a public meeting about the current consultation to be held on Friday 29th January at Lingfield and Dormansland Community Centre. The meeting will move to the church if numbers exceed 100.

9.2 Lingfield Library

There will be a meeting about the future of Lingfield Library to be held on 12th February at 7.30pm at Lingfield and Dormansland Community Centre. John will liaise with Ian Jones about the detail and purpose of the meeting.

Action: JC

9.3 TVSC Network Lunch

The next Network Lunch will be held on 11th February. Members will reply direct if they wish to attend.

Action: Members

9.4 Surrey Countryside and Rural Enterprise Conference

Chris asked the clerk to book a place on this conference which, in the original literature appeared to be free of charge. However, upon learning that the fee was £54 he decided not to attend.

9.5 Briefing and Networking Event in relation to the Three Southern Counties Devolution Bid

Since the agenda was prepared this event has been postponed.

9.6 Surrey Local Councils Update

The clerk will attend this event on 11th February 2016.

9.7 Update on Planning

Tandridge District Council has agreed to send a planning officer to run a 'planning update' session. The main focus will be on recent changes to the planning system. The clerk will invite members from neighbouring parishes. We will provide sandwiches and tea/coffee.

Action: Clerk

9.8 TDC Parish Update

There will be regular updates at TDC for parish councils. The next one will be held on 16th March 2016. The clerk and chairman will attend.

10 REPORTS FROM OUTSIDE BODIES

10.1 Tandridge District Council

Members noted receipt of a letter from the Chairman of Resources on the subject of TDC's financial position.

10.2 Surrey and Sussex Association of Local Councils

Members noted receipt of the January Newsletter.

10.3 West Sussex County Council

Members noted a letter dated 21st December 2015 on the subject of the Three Counties Devolution Bid.

11 CURRENT CONSULTATIONS

11.1 The Local Plan - Issues and Approaches - due 26th Feb 2016

Members agreed to meet on 15th February 2016 at 2pm to discuss LPC's response to this consultation. The clerk will book the Plaxton Room.

Action: Clerk

11.2 Kent Minerals and Waste Local Plan

Receipt noted.

11.3 Changes to Bus Service - due 14th March 2016

Surrey County Council is running a consultation on the proposed changes to bus services. Operators of the services are considering removing part of the route for the 281 (from Lingfield to East Grinstead) and reducing the frequency of the 509 (to run every two hours). **Members agreed** the clerk should send a response to say that we are opposed to any reduction in the services and also publicise the consultation.

Action: Clerk

12 PLANNING COMMITTEE

Members approved minutes of the meetings of the Planning Committee held on 24th November and 15th December 2015.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

13.1 Queen Elizabeth's 90th Birthday

Members agreed that we would like to take part in the lighting of a beacon to commemorate the Queen's 90th birthday. John Cole will contact the Scouts and the WI to find out if they would like to run a joint event. **Action: John Cole**

13.2 Allotment Allocation Policy

Members agreed that allocation of plots to residents outside Lingfield and Dormansland will be decided on an individual basis. **Members agreed** the clerk, in conjunction with the member responsible for allotments (currently Vivien Hepworth), will make the final decision.

14 DATE OF NEXT MEETING

The next meeting will be held on 23rd February 2016. Rody Kaiser-Davies gave her apologies in advance.

Meeting closed at 10.08 pm