

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 28TH APRIL 2015 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Chris D'Avray - in the chair

Lisa Bangs

Sonia Perkins

Vivien Hepworth

Valerie Millar

Graham Marks

Brian Perkins, District Councillor for Lingfield

Michael Sydney, County Councillor

Liz Lockwood (Neighbourhood Plan Chairperson)

### **In attendance:-**

Mrs Fay Elwood, Parish Clerk

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

Michael has attended a meeting of the local committee chairmen, where it was announced that 'Highways' is moving towards a situation where the Highways Manager will have overall responsibility for all aspects of highways issues. This should improve liaison between the Highways department and members and residents. He has also attended a meeting about bus services and he doesn't believe there will be any change to the service in Tandridge as a result of the transport review. He is also of the opinion that concessions will stay as they are. He had no further information to report on the staffing situation at Lingfield Library. Chris D'Avray has written to David Hodge on this matter. He has received an acknowledgment but awaits a full reply.

Graham Marks asked Michael if he could get the taxi voucher scheme expanded.

### **Report from District Councillor, Brian Perkins**

Brian commented that as it is the end of the Council term, could he request that the Chairman passes decisions through the Council in future as it is difficult for him to support the parish council if he is unaware of what is happening. The Chairman said that it is sometimes necessary to move quickly on events (rather than waiting for the next meeting) and that he feels it is more important to represent the views of residents than stick to protocol. There was some confusion about what had specifically caused Brian to make this request but the Chairman said that going forward he will try to make sure that the parish council works effectively with the district council.

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

Lisa informed members of the proposed closure of the Sure Start Centre in Hurst Green. A petition objecting to the closure was presented to the council because it is a well used facility. There appears to be a funding shortfall but there are issues around the lack of consultation before this decision was taken. The leader of TDC has asked the leader of SCC to look into the decision and **members agreed** that Lingfield Parish Council will support the petition. The clerk will write in support of the objections.

**Action: Clerk**

There is a business plan proposal for the Douglas Brunton Centre which is considering partnerships to create new revenue streams. TDC needs to find guaranteed service users. Lisa's concern is that current users will be pushed out. However, because TDC has not raised the Council Tax it needs to look for savings and generate new income. The fact is that they may have to reduce the services they provide.

## **1. PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Apologies were accepted from John Cole. Apologies were noted from Lesley Steeds.

### **1.2 Declaration of Interests**

None.

### **1.3 Minutes of meeting held on Tuesday 31st March 2015**

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

### **1.4 Minutes of the Annual Parish Assembly held on 13th April 2015**

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

### **1.5 Matters arising from previous minutes (not listed on the agenda)**

**Replacement waste bins** - these have been ordered. Clerk still to write to Betting Shop and Bengal Village to ask for a contribution. **Action: Clerk**

#### **Parking in Bakers Close**

Following the discussion last month about parking in Bakers Close the clerk was asked to find out how often the parking enforcement team have been to Lingfield during the past month. They have visited Lingfield 20 times. The Chairman wrote to David Curl to ask if some signs could be erected to deter parking but this is not possible without making it part of the parking review.

#### **Commemorative Plaque**

Chris to confirm wording and the clerk will order.

**Action: CD/Clerk**

#### **Update for rail bridge**

The clerk was asked to find out whether a diversion notice has been issued for the footpath over the rail track. The reply has been circulated to members and passed to Marilla Stevens as the situation outlined in the email did not correspond with

what we are expecting to happen. Marilla will investigate and advise us accordingly.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Financial Report

**Members approved** the Financial Report and noted that the cash in bank at 21st April 2015 amounted to £48,071.97.

The following cheques were approved for payment:-

<b>Date</b>	<b>Cheque</b>	<b>Description</b>	<b>Amount £</b>
31/03/2015	129	Meals on Wheels - Grant	540.00
31/03/2015	130	R.V. Deller	480.00
07/04/2015	dd	Orange Broadband	28.50
13/04/2015	131	Pat Smith	30.00
13/04/2015	132	Mr & Mrs Peskett	50.00
13/04/2015	133	The Print Room	60.00
15/04/2015	134	F. Elwood - Parish Assembly	24.00
15/04/2015	135	SSALC Limited - LCR	34.00
15/04/2015	136	Vision ICT	168.00
15/04/2015	137	Surrey ALC	1,158.38
15/04/2015	138	HMRC	123.33
15/04/2015	139	F. Elwood - Clerk's Salary	985.41
15/04/2015	140	Surrey Pension Fund	417.83
20/04/2015	141	EDF Energy	41.00
20/04/2015	142	Bill Kear	3,966.00
		<b>Total</b>	<b>8,106.45</b>

### 2.2 Chairman's Report

- 14th April Interviewed by Simon Jenkins BBC Southern, for article about the sewage leak on the Godstone Road.
- 15th April Met representatives from Asprey Homes, Affinity Sutton, Anita Guy (SCC), Aden Biddle (Environment Agency) and Joel Hufford and colleagues from Southern Water, and together with District Councillors questioned Asprey Homes about their plans to rectify the leak.
- 16th April Emergency road works order endorsed by SCC to enable Asprey Homes to commence road works needed to investigate the leak. As expected, it was found to be was from their sewer pipe. Problem solved.

- 23rd April Met with Rita Russell to discuss a 'Thank you' party for the librarians.
- 25th April Litter Pick along twitten between the Star pub and the station.
- 27th April Final SALC meeting at East Horsley.

### **2.3 Parish Property Expenditure**

**Members approved** (in principle) expenditure to replace a bench in the High Street and the notice board on the wall of the Co-Op. The clerk will present quotes to the next meeting and explore the possibility of using s106 money to pay for them. Graham Marks suggested a new notice board at Lingfield Station. The Clerk will investigate. **Action: Clerk**

### **2.4 Forthcoming election**

Six members were nominated for election and they were returned unopposed. This leaves one vacancy which will be filled by co-option. The Chairman thanked Sonia and Lisa for their contributions and said he was sad they had decided not to stand for re-election.

### **2.5 Internal Audit**

Members noted the date for the internal audit - 20th May 2015.

## **3 GRANT APPLICATIONS**

**Members noted** a 'Thank you' letter from the Meals on Wheels service.

## **4 PARISH FACILITIES**

Members noted the decision not to proceed with a village market in Lingfield. This is a disappointing outcome but the team only managed to recruit two stall holders. Graham Marks suggested letting these people run their stalls free of charge in the hope that it might attract others. Members felt that the investment in gazebos and storage facility would not be worthwhile for two stall holders.

## **5 HIGHWAYS ISSUES**

Godstone Road pinch points discussed under 'Village Environment'.

## **6 HUB PROJECT**

### **6.1 Payment for Urban Cutting**

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

### **6.2 Payment for Rural Cutting**

**Members approved** payment of £3966 including VAT to Bill Kear.

## THE MEETING WAS SUSPENDED TO TAKE COMMENTS FROM BRIAN PERKINS

Brian asked if the grass outside 42-44 Lingfield Common Road could be cut right back to the fence as they have a rat infestation.

## MEETING RECONVENED

## 7 NEIGHBOURHOOD PLAN

### 7.1 Progress Report

At last night's meeting it was decided to have a session for the topic groups to work together before splitting up to find the evidence required on which to base the plan's policies. This is timetabled for Monday 18th May at 8pm in the Alison Room. It was felt a session to develop a vision for the Plan was likely to be very useful and the cost for one or two days work from a consultant could be included in the grant application if the parish council were happy to support it (**Members approved**). The benefit of using a professional practitioner would provide impartiality and make the attendees think "outside the box". It would be useful for the visioning exercise to be a parish and steering group joint task to give a full view of the village. This would help give the policy writing clear objectives.

Sarah Thompson (Head of Strategic Planning Policy at TDC) attended the meeting and she agreed the visioning exercise to set out objectives to which the Group can refer to when writing policies would be very beneficial. She also advised the group of the need to bear in mind they may have to undertake a Strategic Environmental Assessment, which is a statutory planning requirement if development is being considered. It will not be until the bulk of the evidence is drawn together that the Group will know if sites are to be allocated but Sarah will advise at the appropriate time. This is likely to be a costly process, Sarah suggested it may be as much as £10,000 for a complex assessment and it may be appropriate for the parish council to consider that the Steering Group apply for grant funding to cover the bulk of this cost along with the visioning exercise. If the parish council are happy to support this, then the Steering group will collect at least 3 quotes and submit a grant application for the bulk of the cost. The grant available is £8000 but it may be possible to obtain some direct help with the Assessment or for the Steering Group to do part of the work to reduce costs. (**Members agreed that the Steering Group can apply for the grant**)

The Steering Group will try to have a presence to share information and continue to collect comments, at some of the events planned in the village before the summer break and hold an event aimed at younger residents - time and date to be confirmed.

### 7.2 Approval of Expenditure

**Members approved** expenses for the youth engagement event and attendance at community functions as follows:-

£200 for catering; £200 for literature (printing and display); £100 for advertising and booking of stalls, etc for 3 events.

## **8 VILLAGE ENVIRONMENT**

The clerk was instructed to write to Surrey County Council to express concern about the decision to retain the Godstone Road pinch points. An acknowledgement has been received with a full reply expected within 10 days.

Lisa has submitted FOI requests regarding the decision making process and will let the parish council have copies of the result.

## **9 TRAINING AND MEETINGS**

### **9.1 Working with Water Stakeholder Briefing - 22nd May 2015**

We will not be sending a representative to this meeting.

### **9.2 Surrey ALC Events**

Liz Lockwood will attend the new councillor briefing on 18th May in Smallfield.

## **10 REPORTS FROM OUTSIDE BODIES**

Nothing to report.

## **11 CURRENT CONSULTATIONS**

### **11.1 Strategic Housing Market Assessment - due 1st May 2015**

Due to the fact that this consultation is aimed at land owners and developers, **members agreed** not to submit a parish council response.

## **12 PLANNING COMMITTEE**

**Members approved** minutes of the meeting of the planning committee held on 31st March and 14th April 2015.

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

### **13.1 Parking in Jenny Lane**

Members noted information received from Mr & Mrs Shorey concerning the inclusion of Jenny Lane in the SCC Parking Review.

## **14 DATE OF NEXT MEETING**

The Annual Meeting will be held on 19th May 2015, followed by a meeting of the planning committee. The Parish Council meeting will be held on 26th May 2015.

Meeting closed at 8.55pm