

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON TUESDAY 2ND DECEMBER 2014 AT 8PM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

Chris D'Avray – in the chair
Sonia Perkins
Vivien Hepworth
Lisa Bangs
John Cole

District Cllr for Lingfield, Brian Perkins
District Cllr for Felcourt, Lesley Steeds
County Cllr, Michael Sydney

7 members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

Report from District Councillor Brian Perkins

Tandridge District Council has agreed its 5 year financial plan. The reduction in Government grant means that TDC has to make huge savings. The council has held its portion of the Council Tax for four years and is attempting to hold it for one more year but cannot continue to reduce spending indefinitely. Lingfield Garage will be having 'allocated parking' signs for the area outside their premises in the High Street.

Report from District Councillor Lesley Steeds

Felcourt residents have had a meeting about Gatwick Airport. They are going to form their own group to let Gatwick know how they are being affected. Lesley has passed this information to Ken Harwood and will forward copies of the emails to Chris D'Avray.

Report from District Councillor Lisa Bangs

Lisa reported that signs are being made for Godstone Road and the High Street, directing people to use Gunpit Road Car Park.

1. PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were accepted from Graham Marks and Valerie Millar.

1.2 Declaration of Interests

None.

1.3 Minutes of meeting held on Tuesday 28th October 2014

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

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

Tourist Map - The clerk met with James Turner from 'Hidden Britain' to talk about the production of a tourist map. Hidden Britain is a charity which works with parish councils to improve information for visitors to rural areas. He went away and promised to send through a proposal for consideration. However, since the meeting the charity has gone into voluntary liquidation (due to financial pressures). James has offered to put forward a proposal as a freelance individual if we want to go down this route. **Members agreed** the clerk will instruct him to submit proposals for consideration. **Action: Clerk**

Training for Footpath Maintenance

Karil Greenhalgh is preparing a list of volunteers so that a training session can be arranged.

Flooding

Chris has spoken to residents thought to be at risk of flooding but still needs to visit Austral Villa in Crowhurst Road. **It was agreed** that we will request a supply of sandbags which could be stored in the cage.

Action: Clerk

Market

No progress on the market this month.

2 FINANCE AND ADMINISTRATION

2.1 Financial Report

Members approved the Financial Report and noted that cash in the bank as at 2nd December 2014 was £41,499.57.

The following cheques were approved for payment:-

Date	Chq No	Payee	Amount £
28/10/2014	62	J. Gatton - mowing	200.00
05/11/2014	63	Clark Ground Care	2,040.00
05/11/2014	64	E.A.Lockwood	375.00
05/11/2014	65	British Legion Wreath	25.00
05/11/2014	dd	Orange Broadband	28.50
15/11/2014	66	F. Elwood - Salary plus hub payment	1,110.88
15/11/2014	67	HMRC - Paye	219.87
15/11/2014	68	Surrey Pension Fund	480.03
15/11/2014	69	L & D Community Centre	11.80
15/11/2014	70	Lingfield Horticultural Society	88.99

25/11/2014	71	Clark Ground Care - Allotments	300.00
25/11/2014	72	Clark Ground Care - Allotments	48.00
25/11/2014	73	Clark Ground Care - Hub monthly	2,040.00
25/11/2014	74	Clark Ground Care - extra for Felbridge	288.00
25/11/2014	75	Bill Kear - Hub Rural extra	3,870.00
25/11/2014	76	F. Elwood - gratuities for volunteers	50.00
1/12/2014	77	Clark Ground Care - Dec payment	2040
2/12/2014	78	R.V. Deller	540.00
2/12/2014	79	Hearnden Associates - Neighbourhood Plan	169.01
		Total	13,925.08

2.2 Chairman's Report

- 4th Nov Meetings with TDC officers to approve draft service level agreement
- 5th Nov Attended SERCAF meeting at Eastleigh. Presentation by 11th Infantry Brigade
- 15th Nov Attended Pond Farm planning exhibition
- 22nd Nov Attended GACC meeting with some 1000 protesters
- 24th Nov Attended TVSC fund raising seminar at Reigate
- 27th Nov Attended Rural Housing Seminar with John Cole at Guildford

The Chairman made the following statement in relation to the Neighbourhood Plan 'I would like to assure the Neighbourhood Plan Steering Group that I am fully behind them. However, following confirmation from Surrey Association of Local Councils, I think we should adhere to the advice outlined in the Herefordshire guidance document which has been circulated to members. I am concerned that the Parish Council was not able to see the questionnaire before it went out and I believe it should have included mention of social affordable housing. On the subject of budget provision, Edenbridge Town Council is compiling its Neighbourhood Plan without using funds from the precept.'

THE CHAIRMAN SUSPENDED THE MEETING TO TAKE COMMENTS FROM LIZ LOCKWOOD, THE CHAIRMAN OF THE NEIGHBOURHOOD PLAN STEERING GROUP

The document produced by Herefordshire Council is only a guideline but they will bear it in mind going forward. Liz said that the reason social housing was left out of the questionnaire is because this would need to be tackled in a Housing Needs Survey. The questionnaire is purely a scoping document. (See item 7.1 for more information)

2.3 Budget and Precept

Members approved the budget for 2015/16 and agreed a precept of £50,000.

2.4 Grant from GACT

Members noted receipt of a grant from GACT for various items of expenditure around the village. **Members agreed** to go ahead with the aluminium sign to replace the one on the pond at a cost of £290. The wording will be similar to the existing sign.

Action: Clerk

2.5 Centenary Fields Allotments

Members approved payment of £200 to J. Gatton for cutting the grass at Centenary Fields allotments during 2014.

2.6 Social Media

The clerk reported that LPC now has a presence on Facebook and Twitter.

2.7 Increase in pay scales

The National Joint Council for Local Government Services has now reached agreement on the 2014-16 pay scales. **Members approved** an increase of £292 per year on the clerk's salary as a result of the pay scale changes.

2.8 Non-consolidated payment

Members approved a non-consolidated payment of £50 as part of the agreement referred to in 2.7.

3 GRANT APPLICATIONS

None received.

4 PARISH FACILITIES

4.1 The Pollards Allotments

The clerk has written to the land owners to request confirmation that the allotments can continue beyond the 5 year lease period which is due to end in 2015. However, due to uncertainty about their own plans, they do not want to be committed two years in advance. The clerk will write to them later in the year to find out if we can continue to use the land for allotments beyond 2015.

Action: Clerk.

5 HIGHWAYS ISSUES

5.1 Godstone Road Pinch Points

The Chairman has submitted a question to the Local Area Committee for consideration at the meeting to be held on 12th December. Officers have provided an answer to the question in the agenda for the meeting. The Chairman will attend the meeting and will be allowed to ask a supplementary question.

5.2 Changes to Parking arrangements

This item was placed on the agenda to clarify the parish council's role in requests for changes to parking arrangements. **Members agreed** that whilst we are **not** the

responsible authority we are happy to be involved. County Cllr Michael Sydney has asked the parish council to come up with schemes which can be put forward for consideration. If residents approach the parish council with suggestions, members will consider the request before submitting it to Surrey County Council.

5.3 Parking problems in Jenny Lane

THE CHAIRMAN SUSPENDED THE MEETING TO TAKE COMMENTS FROM RESIDENTS OF JENNY LANE

Jenny Lane is an adopted road under a Section 38 agreement but the residents question the designation of 'public highway' because it is not a through road. Residents have been experiencing increased parking from non-residents and they foresee this problem increasing if the Post Office relocates to Godstone Road. Chris and John agreed they will take a look at the problems and try to find a solution. The clerk will send copies of correspondence to Michael Sydney.

Action: CD/JC/Clerk

6 HUB PROJECT

6.1 Monthly payments

Members approved monthly payments of £1700 plus VAT to Clark Ground Care for November and December 2014.

6.2 Extra urban cut

Members approved payment of £3400 plus VAT for the second extra urban cut.

6.3 Extra rural cut

Members approved payment of £3225 plus VAT to Bill Kear for the extra rural cut.

6.4 Funds held on behalf of the Lingfield Hub

Members noted that funds held on behalf of the Hub at the end of the financial year are estimated to be £8812.

6.5 Administration of The Hub

Members noted that day to day administration of the Hub will now be carried out by Burstow Parish Council. Lingfield Parish Council continues to be the lead parish and will remain responsible for the finance.

7 NEIGHBOURHOOD PLAN

7.1 Progress Report

The paper survey was delivered to more than 1800 addresses in less than 5 days. An online version was on the website. 462 responses were received, which

represents a return rate of more than 25%. The returns will be collated and presented to the Parish at Lingfield and Dormansland Community Centre on Saturday 17th January between 1pm and 4.30pm with refreshments. The open day will also provide information on the area, the Plan, and possible objectives. The online survey cost £26 and this was considered the most cost effective way to do it.

Members of the Steering Group are already aware of how important the economic side of Lingfield is to the viability of the village into the future and they want to make sure businesses in the village are fully consulted to find out if the Plan can do anything to enhance the business community. Concerns have already been voiced about the variety of outlets in the High Street and there are things a plan can do but evidence needs to be collected.

The Steering Group is aware of the limitations of the work being undertaken by a volunteer workforce and although they are confident they have the requisite skills to complete a plan - this may extend the duration of the work with complex matters of compliance and formal assessments. It is important to be completely professional and unbiased in dealing with all the stakeholders - especially vested business and landowner interests. It is recommended that planning consultants should be used to take on some of the key aspects of the work in order to ensure they meet the proposed time frame of submitting a draft plan to TDC by about June next year and to ensure that the plan is of sufficiently high standard not to need much in the way of amendment before going out to statutory consultation.

In the grant application submitted to Locality last year, the steering group made a request for funding for professional help and named Action in Rural Sussex as they have already worked with the Parish Council on the Village Design Statement and they are also undertaking work with other plans in the Tandridge district. The grants officer was satisfied with this proposal.

Grant funding for consultants will only ever achieve a maximum grant allocation of £500 per day - therefore it is highly likely that any planning consultancy will only ever quote for this amount in order to qualify for payments through grant funding. The Steering Group have sought three quotes but as AiRS is the closest geographically, they are likely to be the cheapest option.

The NPSG have set up an initial meeting with AiRS and their in-house consultant, Brendan O'Neill from rCOH to talk through selecting parts of their scoping quote which it was felt most suitable for our Plan. This allows the steering group to do the more 'mundane' but costly work of collecting the evidence. Liz requested the Steering Group be given permission to commission AiRS for up to 15 days at a cost of £50 per day plus expenses which should see the bulk of the work to the end of the whole plan. If a Sustainability Appraisal or Environmental Impact Assessment is needed, then additional help may be required. TDC will be approached soon to see if we need to do this, but until the results of the survey are

allocated, they won't know the topic areas for the plan. If housing is identified as a key issue, then this will need to be pursued fully and the assessments may be required.

The Steering Group is drafting a business survey and **members agreed** expenditure of £76 to cover the cost of the on-line survey, advertising and distribution.

Members approved appointment of consultants at the discretion of the Steering Group, provided that three estimates have been sought and the costs remain within the budget allocated for the NP.

Any funding from Locality which is unspent by 31st December will have to be returned, so the NPSG is trying to get resources printed for the Open day to be held in January. If the consultant can be appointed in time, Locality will provide £3050 towards the cost. Further grants will be applied for but cannot be guaranteed. Therefore members are asked to approve expenditure of up to £4450 plus expenses to cover the remaining cost of consultancy work. The parish council is committed to the plan and **members agreed** to provide a budget for this in case grants are not forthcoming (see item 7.2 below).

Members agreed that the room hire for NP meetings can be paid in advance to allow grant funding to be used for this.

Lisa Bangs asked for a more transparent formal relationship between the Steering Group and the Parish Council because the parish council is ultimately responsible. The clerk will draft a 'Terms of Reference' document so that both the Parish Council and the Steering Group understand what is expected.

Action: Clerk

THE CHAIRMAN SUSPENDED THE MEETING TO TAKE COMMENTS FROM LIZ LOCKWOOD

Liz said that the NP has involved a huge amount of work. Minutes and agendas are open and available to the public. Lisa said she wanted to make it clear that her concern is with the Parish Council and not with the volunteers on the Steering Group. Vivien asked that the progress reports are received in advance of the meetings

7.2 Budget

Unspent funds from the £5000 in 2014/15 will be ring fenced. A further £5000 in the budget for 2015/16 on the understanding that outside grants should be applied for and used wherever possible to minimise the financial impact on our residents. These funds are in addition to the £4662 received from Locality.

8 VILLAGE ENVIRONMENT

8.1 Track to Nature Reserves

John has spoken to the manager at the site of the Vicarage and he has agreed to liaise with Southwark Diocese to ensure the boundary fence is moved back to its original position. John will keep an eye on the situation. **Action: John Cole**

8.2 Defibrillator

The Chairman informed members that there is no need to apply for use of the telephone kiosk in East Grinstead Road because the Community Centre management team has agreed to have the defibrillator on the outside of the building.

8.3 Gatwick Airport

The Chairman explained that he attended the protest meeting (along with around 1000 other people). He has obtained some 'Gatwick's big enough' boards which he will be using to encourage residents to write to Gatwick on this subject.

8.4 Guest House Advisory Committee

John attended a meeting of the Guest House Advisory Committee on Monday 24th November, standing in for Lisa, the object being to finalise the accounts. There were a number of minor errors and omissions which were brought to the attention of Surrey County Council (SCC). The Advisory Committee are concerned that the accounts had been audited in July, but only presented to the committee one week before they had to be submitted. One serious point was that the Trust had been debited £1800 for legal advice requested by SCC regarding the original will, this was argued as a legitimate cost as it was 'library business' but the Advisory Committee has not been able to see the results as it is confidential! A further point was that some paragraphs from the email from the Charities Commission were missing from the copy that was sent to SCC. The clerk has contacted the Charities Commission to ask them to clarify this point to SCC. The meeting was carried out in a much calmer atmosphere than previous occasions.

9 TRAINING AND MEETINGS

The Chairman and Clerk will be attending the SALC Local Council Forum in Bletchingley on 3rd December 2014.

10 REPORTS FROM OUTSIDE BODIES

None.

11 CURRENT CONSULTATIONS

11.1 Members noted the proposed move of the Post Office to 26 Godstone Road - responses to the consultation are due by 23rd December 2014.

11.2 Members noted Surrey County Council's changes to the Statement of Community Involvement - responses are due by 2nd Feb 2015.

12 PLANNING COMMITTEE

Members approved minutes of the meetings of the planning committee held on 28th October and 11th November 2014.

13 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

13.1 Grant for tree wardens

Members noted a request for a grant of £40 toward the cost of maintaining the Surrey Tree Wardens. Members indicated they would be in favour of approving this and the clerk will place it on the agenda for January.

Action: Clerk

13.2 Flooding in Newchapel Road

The recent wet weather caused Newchapel Road to flood again this year. Surrey Highways attended and identified the cause to be at Rowlands Farm. SCC is working with the owner to ensure the problem is not repeated.

13.3 VAS in Newchapel Road

County Cllr Michael Sydney is exploring the possibility of repairing the VAS in Newchapel Road.

13.4 Doctors Surgery

Members are concerned about the poor score awarded to Lingfield Surgery by the Quality Care Commission. There was some sympathy about the method of scoring (eg the number of people who take up a flu vaccine). However, Brian and Michael will make enquiries to see if there are any plans for future expansion of the surgery.

14 DATE OF NEXT MEETING

The next meeting will be held on 27th January 2015.

Meeting closed at 9.55 pm