

# Lingfield Parish Council

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## MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON 31<sup>ST</sup> OCTOBER 2017 AT 8 PM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

### Present:-

John Cole – in the chair  
Vivien Hepworth  
Liz Lockwood  
Rody Kaiser-Davies  
Andrea Watson

County Councillor Lesley Steeds  
District Councillor Brian Perkins  
District Councillor Maureen Young  
2 members of the public

In attendance: Mrs Fay Elwood, Clerk

## 1 PROCEDURAL MATTERS

### 1.1 Apologies for Absence

Apologies were accepted from Jane Gould-Smith and Graham Marks.

### 1.2 Declarations of Interest

None.

### 1.3 Minutes of Meeting held on Tuesday 26th September 2017

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

### 1.4 Matters Arising Walks Leaflet

The Chairman presented an estimate for producing a series of leaflets showing walks around the village. Liz suggested that there is an online company which will print them cheaper. She will forward details to the clerk. **Action: LL/Clerk**

#### **S106 Monies**

The funds from the s106 money attached to the Occasionally Yours development have still not been received. Lesley Steeds will enquire on our behalf when she attends a meeting at TDC on Friday.

#### **Footpaths across Lingfield Park Racecourse**

Liz has arranged two hour workshops on 8th November and 11th November to allow residents to register any concerns they may have about losing unofficial footpaths.

#### **History board and village leaflet**

The final version has been sent to the printer and the frame will be installed at the entrance to Gunpit Road next week.

#### **Key Person insurance**

Clerk to follow up.

**Action: Clerk**

## 2 FINANCE AND ADMINISTRATION

### 2.1 Financial Report

**Members approved** the Finance Report including cheques for payment. Cash at the bank on 15th October 2017 amounted to £63,562.40. The following payments were approved:-

Date	Cheque	Description	Amount £
02/10/17	674	Lingfield Cricket Club	434.00
02/10/17	675	St Catherines Hospice	200.00
02/10/17	676	Lingfield Scouts	500.00
02/10/17	677	Lingfield Marathon	270.00
02/10/17	678	Countrywide Grounds	205.80
03/10/17	679	R.V. Deller	690.00
08/10/17	dd	EE Broadband	31.00
08/10/17	680	L. Lockwood	212.80
08/10/17	681	F. Elwood	1,003.83
10/10/17	682	HM Revenue and Customs	147.39
10/10/17	683	Surrey Pension Fund	272.06
10/10/17	684	Viking Direct	233.72
04/10/17	685	Viking Direct	86.23
10/10/17	686	F. Elwood- Homebase shed	173.00
11/10/2017	687	Countrywide Grounds Maintenance	95.00
30/10/2017	688	F. Elwood - Premises Licence	248.00
30/10/2017	689	Royal British Legion	25.00
30/10/2017	690	Hampshire Flag Company	146.51
31/10/2017	691	Clark Ground Care - Hub	2,202.00
31/10/2017	692	Clark Ground Care - Hub	6,606.00
		<b>Total</b>	<b>13,782.34</b>

## 2.2 Chairman's Report

The Chairman expressed an interest in taking a look round the new affordable homes in Newchapel Road. Fay will forward the full list of names of people who have been allocated the properties. Liz will approach Jane Godden-Millar to say that we would appreciate a tour. John attended the Harvest Festival at Lingfield Primary School on 17th October 2017. The children and parents had made generous donations for the food bank - 5 large crates of food. The food bank sessions in Lingfield are to be discontinued as there has been insufficient demand. Any Lingfield residents needing help in the future will be able to attend the sessions at East Grinstead. The damage to the verge in Vicarage Road caused by the gas mains works has been repaired. He would like to send a letter of thanks to the contractor for their thorough approach to the reinstatement works. John has been approached by the Chamber of Commerce about the increase in petty crime in the village. We will be discussing the possibility of installing CCTV later in the meeting. He expressed concern about roadworks at Jacksbridge where there is no work actually taking place. Lesley will contact Highways to find out what is happening.

**Action: Clerk**

## 2.3 Meeting Dates

**Members approved** a revised list of meeting dates for 2018. The Parish Council meeting in May will not be held on the last Tuesday of the month.

## 2.4 Disciplinary and Grievance Procedures

**Members approved** the Disciplinary and Grievance Policy. The clerk will publish this on the website.

## 2.5 Document Retention

**Members approved** the Document Retention policy. The clerk will publish this on the website.

### 3 GRANT APPLICATIONS

Nothing to report.

### 4 PARISH FACILITIES

#### 4.1 Community Centre Clock

**Members approved** expenditure of £867.10 to replace the master clock attached to the clock on the front of the Community Centre.

### 5 COMMUNITY EVENTS

#### 5.1 Lingfest

Members noted receipt of the minutes of a meeting of the Lingfest Committee meeting held on 17<sup>th</sup> October 2017 and **approved** the decision to charge £5 per adult for tickets.

#### 5.2 Replacement flag

**Members approved** expenditure of £122.09 to replace the Union Jack.

#### 5.3 Silent Soldier Campaign

**Members approved** expenditure of £250 for a 'silent soldier' to commemorate the end of WWI. This will be sited in one of the flower beds around Gun Pond.

### 6 HUB PROJECT

**Members approved** expenditure of £1835 plus VAT for the urban grass cutting.

### 7 NEIGHBOURHOOD PLAN

#### 7.1 Progress Report

The working group met two weeks ago to get things moving again. The Steering Group will approve a grant application to pay for a consultant to enable the plan to move forward.

#### 7.2 Expenditure

None since last month.

### 8 VILLAGE ENVIRONMENT

#### 8.1 Highways Issues

Lesley Steeds provided an update on the Highways Issues. The Tandridge Local Area Committee will be meeting with Network Rail and visiting the site of the proposal footbridge.

#### 8.2 Funding of speed surveys

**Members approved** funding for 4 speed surveys. The clerk will inform Anita Guy.  
**Action: Clerk**

#### 8.3 CCTV

Members discussed the possibility of funding CCTV in certain locations around the village, following reports of anti social behaviour and petty crime. The estimated cost is between £30,000 and £50,000. The chairman proposed that we canvass our residents to find out if they would be in favour of paying a higher precept for one year to cover the cost. It was agreed that we will circulate a leaflet and members will help with delivery. The clerk will include the amount in a draft budget but will hold off submitting the precept request to TDC until we are sure we have public support.  
**Action: Clerk/Members**

#### **8.4 Double yellow lines in Vicarage Road**

The Chairman explained why we requested the double yellow lines in Vicarage Road. Surrey County Council consulted widely before agreeing to install the double yellow lines. We have received a complaint from the owner of two of the cottages about lack of a place to park and unload. **Members agreed** that they do not want to make a request for the lines removed. The clerk will inform the complainant.

**Action: Clerk**

#### **8.5 Footpath 381 (across railway line)**

Lesley Steeds advised that the Local Committee will be meeting Network Rail and the countryside group to discuss the proposal to install a second footbridge across the railway line. Network Rail believes they are only required to reinstate access across the railway line but members are concerned that this is in breach of the Disability Discrimination Act. **Members agreed** that the Parish Council should write a letter to Debbie Prismall at Network Rail saying that we are against the installation of another footbridge without lifts. Copy to be sent to Lesley Steeds.

**Action: Clerk**

#### **8.6 Rights of Way**

Residents have voiced concerns that access to some footpaths is being obstructed by land owners. The Clerk will contact the Rights of Way officer at Surrey County Council.

**Action: Clerk**

### **9 TRAINING, MEETINGS AND EVENTS**

#### **9.1 Clerk's Technical Training Event**

The clerk will attend a training event at the Felbridge Hotel on Thursday 2nd November 2017.

#### **9.2 Planning Seminar**

Burstow Parish Council is hosting a training update at Smallfield on 29th November 2017 starting at 7pm. Graham Marks will attend.

### **10 REPORTS FROM OUTSIDE BODIES**

Nothing to report.

### **11 CURRENT CONSULTATIONS**

#### **11.1 Government Consultation on the way housing need is calculated**

Liz will draft a response for circulation to members before the clerk submits our response. Responses due by 9th November 2017.

### **12 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE**

**Members approved** minutes of the meetings of the Planning Committee held on 26th September and 10th October 2017.

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

#### **13.1 Collisions at Newchapel Road**

Members noted that there were two serious road traffic accidents in Newchapel Road on 30<sup>th</sup> October 2017.

#### **13.2 War Memorial Refurbishment**

Graham requested this be added to the agenda for the next meeting.

**14 DATE OF NEXT MEETING**  
28th November 2017

Meeting closed at 9pm