

# *Lingfield Parish Council*

---

## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON SATURDAY 26<sup>TH</sup> NOVEMBER 2011 AT 9.45AM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Chris D'Avray – in the chair  
Graham Marks  
Valerie Millar  
Lisa Bangs  
Mary Edwards

Cllr Michael Sydney (SCC)

Two members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

### **Report from Surrey County Councillor – Michael Sydney**

Michael reported that the County Council is working on setting the budget for 2012/13 and this is due for completion late January. They are expecting zero increase which will inevitably lead to some staff losses. He is hoping that Highways will not be affected as the staff levels in this department have already been reduced.

The Tandridge Local Area Committee now has delegated powers to approve parking schemes so any proposals should be submitted to them.

### **Report from Tandridge District Councillor – Lisa Bangs**

Lisa reported that Community Services has reviewed the Biffa contract and agreed to introduce food waste collection. Bins will be provided to all households and food waste will be collected weekly. Residual waste and recycling will be collected fortnightly on alternate weeks.

Lisa has contacted the developer at the former Lingfield Leisure site and persuaded them to agree to include 'Tannery' in the name for the new development. Although the houses will be marketed as Franklins Gardens, because the literature has already been printed, the name of the development will be Tannery Gardens.

Lisa attended a meeting at Oxted to discuss the events which led to approval of the traffic calming scheme for Godstone Road. It was agreed that mistakes were made and lessons have been learned. The traffic calming scheme will proceed subject to overcoming the dispute over the boundary wall. Surrey County Council has agreed to monitor the effects on Saxbys Lane and Station Road. Tandridge District Council is going to review how it deals with planning applications requiring traffic calming schemes in future. The matter will be reported to the Local Area Committee on 9<sup>th</sup> December for information only. Michael Sydney said there probably could be an alternative scheme but as it would require a new

planning application, the developers would be likely to take legal action to implement the existing scheme to avoid extra delays (SCC Legal Department thinks action by the developer is likely to be successful).

Finally, Lisa reported that parking meters will be installed in Station Road, Dormansland and this could have a knock on effect on commuter parking in Lingfield

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

Andrea Watson asked if anything can be done about the litter problem in the twitten between the Star Inn and Station Road. Chris D'Avray will attempt to recruit a group of people to do a litter pick and Lisa will request a litter bin is installed.

Tony Head asked if permission should have been sought before an oak tree was removed at Holly Cottage. The clerk will make enquiries.

**Action: CD/Clerk**

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Sonia Perkins and John Cole.

### **1.2 Declarations of Interest**

Chris D'Avray declared an interest in item 4.4 as he is a member of the Lingfield Nature Reserves committee

### **1.3 Minutes of meeting held on 29<sup>th</sup> October 2011**

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

### **1.4 Correspondence received since last meeting**

Members noted receipt of a list of correspondence received between 24<sup>th</sup> October and 22<sup>nd</sup> November 2011.

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Financial Report**

**Members approved** the Financial Report dated November 2011. Cash in the bank as at 31<sup>st</sup> October 2011 was £24,916.66. The following cheques were agreed for payment:-

<b>Date</b>	<b>Chq</b>	<b>Details</b>	<b>Amount £</b>
10/11/2011	810	Lingfield Horticultural Society	121.43
10/11/2011	811	Countrywide Grounds Maintenance	1,915.80
15/11/2011	812	Royal British Legion - Wreath	25.00
15/11/2011	813	Ridge Radio - Grant	100.00
15/11/2011	814	The College of St Barnabas	50.00
15/11/2011	815	Surrey Pension Fund	267.46
15/11/2011	816	HM Revenue & Customs	188.87
15/11/2011	817	F. Elwood - Clerk's Salary	873.33

15/11/2011	818	A. Heaton - Salary	110.40
22/11/2011	819	F. Elwood - Remembrance Day	40.00
22/11/2011	820	Tim Whitehouse - Redecoration	190.00
		<b>Total</b>	<b>3,882.29</b>

## 2.2 Chairman's Report

Members received a written report from the Chairman, detailing the meetings he has attended during the past month. On the subject of the meeting with the Chief Executive at Lingfield Park Racecourse, he stated he would report to the management board of Arena Leisure and request they provide written confirmation that the field in Station Road can be used for commuter parking if planning permission is obtained. Lisa pointed out that we would still need to demonstrate very special circumstances to provide a car park in the Green Belt. Michael Sydney asked if LPC has requested a 2 storey car park at the station from the Community Infrastructure Levy.

Lingfield Park Racecourse intends to reinstate bonfire and fireworks in 2012 and they would like to involve the whole community, possibly with a procession before the display. We have agreed to support this initiative.

The Chairman also reported that we have received a complaint about the intrusive behaviour of press photographers at the Remembrance Day service. The clerk has written to the newspaper and they have agreed to ask the photographers to be more respectful of the two minute silence in particular. It was noted that more than 800 people attended the service.

## 2.3 Budget and Precept

**Members approved** the budget for 2012/13 and **agreed** to set the precept at £42,000 for 2012/13. This increase represents fifty pence per month on a band D property. Members realise that this is a high percentage increase but take this action on advice from the internal auditor that the current level of reserves does not provide adequate risk management.

## 2.4 'Power of Wellbeing' Training for members

If the parish council wishes to take up opportunities arising from the Localism Bill, it is a requirement that all members complete a two hour training session to make sure they understand the Power of Wellbeing. **Members agreed** to arrange a training session in Lingfield and to invite members from the seven parishes comprising the Lingfield Hub. The clerk will obtain details of Trevor Leggo's availability and arrange an evening in February.

**Action: Clerk**

## 2.5 Effectiveness of the Internal Audit

Members noted the requirement to review the effectiveness of our internal audit arrangements. **Members agreed** that Lisa will carry out the review and provide a report for members. This cannot be done until we appoint a new internal auditor.

**Action: Lisa**

## **2.6 Christmas Closure for Parish Office**

Members noted that the Parish Office will be closed between 23<sup>rd</sup> December 2011 and 2<sup>nd</sup> January 2012 (inclusive).

## **3 GRANTS, FUNDING AND COMMUNITY PROJECTS**

### **3.1 Grant Applications**

**Members approved** a grant of £50 for the Farming and Wildlife Advisory Group in recognition of the support and advice they provide for local farmers. This grant will be paid using Section 137 of the Local Government Act 1972.

## **4 PARISH FACILITIES**

### **4.1 Talbot Road**

Members noted the contents of Notes of a Meeting of the Talbot Road Working Group held on 22<sup>nd</sup> November. We have been advised that no extra land can be purchased or leased from Arena Leisure so members of the working party felt it would be better to explore expansion or improvement of facilities through Lingfield Sports Association at Godstone Road. The working party will continue to consider improvements at Talbot Road but feel that a new pavilion cannot be justified to serve only one pitch. **Members agreed** the clerk should write a letter to the senior football club (as they were not represented at the meeting) to ask if they would have any objection to the Parish Council exploring these ideas.

**Action: Clerk**

### **4.2 Centenary Fields Allotments**

Members noted that some allotments had been vandalised during the weekend of 12<sup>th</sup> November 2011. Lisa reported that criminal damage has doubled since the beginning of November. The Neighbourhood Police team will be adjusting their shift patterns to try to deal with the problem. Members felt that we should make representation to the Area Commander and **it was agreed** to invite her to attend the Parish Council meeting in January.

**Action: Clerk**

### **4.3 Queen's Diamond Jubilee**

Members noted the contents of a report of the meeting to discuss the celebration of the Queen's Diamond Jubilee held on 23<sup>rd</sup> November. £2500 has been allocated in the Parish Council's 2012/13 budget and the clerk will prepare an application for funding from the Local Area Committee.

**Action: Clerk**

### **4.4 Lingfield Nature Reserves**

**Members approved** the letter of support for a grant application from the Nature Reserves to the Surrey Hills Leader project for the purpose of providing paths for wheelchair access.

## **5 TRAFFIC AND PARKING**

Nothing to report.

## 6 VILLAGE ENVIRONMENT

### 6.1 Community Pride Fund

Michael Sydney reported that due to the lack of requests for things to be done using the Community Pride Fund, he has agreed with John Lawlor that the money will be used to provide a Community Gang in his division for two weeks between January and March. Parishes need to provide a list of jobs we would like them to do, bearing in mind that we will only have their presence for a maximum of two days. Members should provide suggestions to the clerk so that a list can be sent to Michael before Christmas.

**Action: Members/Clerk**

Mary Edwards suggested some work on the pond and Michael said that if the pond is looked after by a separate committee, they can apply to the Local Area Committee for financial help. Mary to investigate.

**Action: ME**

### 6.2 Surrey County Council Highways Issues

Members noted receipt of a reply from Surrey County Council dated 27<sup>th</sup> October 2011 concerning issues affecting Lingfield. On the subject of a footpath along Crowhurst Road, Officers will review the request and put forward a report to the Local Area Committee to decide whether it is feasible for this to be added to the programme for the following year. On the subject of 'Welcome to Lingfield signs' they will contact us for details and obtain a price from May Gurney. On the subject of a sign to direct traffic for Hobbs Industrial Estate, they will add the request to the list of signs to be considered in the next financial year. Michael Sydney agreed to pursue other possibilities with regard to funding for this. Lisa raised the question about whether a path from Felcourt to Lingfield should be included in our list and Michael advised that providing a footpath along East Grinstead Road is prohibitive in terms of cost. He is, however, exploring the possibility of a footpath being created across land owned by Scandia Hus and Arena Leisure

### 6.3 Hub Project

Members received the latest information about the Hub Project. Surrey County Council has now agreed that the Hub can issue the Invitation to Tender for cutting grass verges in the seven parishes which comprise the Lingfield Division of Surrey County Council. Members of the Hub welcome this development because the original Invitation to Tender from Surrey County Council discouraged local contractors from bidding for the work. Surrey County Council has agreed to pay the Hub a fixed figure per year to carry out the work. This figure includes a management fee.

### 6.4 Housing Needs Survey

**Members agreed** to invite Mona Johannson to meet members of the Parish Council to advise what is involved in carrying out a housing needs survey.

**Action: Clerk**

## 7 TRAINING AND MEETINGS

The clerk is attending a training event on 5<sup>th</sup> December 2011 at Heathfield Community Centre. Items for discussion include the Localism Bill and Neighbourhood Planning.

## 8 REPORTS FROM OUTSIDE BODIES

Members noted receipt of Minutes of a meeting of Lingfield Nature Reserves Management Committee held on 21<sup>st</sup> September 2011.

## 9 CURRENT CONSULTATIONS

### 9.1 Gatwick Master Plan

Graham Marks will be providing a draft response to the clerk which will be emailed to members for approval before it is sent.

**Action: GM**

Michael Sydney suggested that Lingfield and Dormansland parishes could send a combined letter to High Weald AONB to ask what measures are taken to monitor pollution. Michael will provide contact details.

### 9.2 East Grinstead Neighbourhood Plan

Mary Edwards is preparing a response which will be emailed to members for approval before it is sent.

**Action: ME**

## 10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE

Members approved minutes of the meeting of the planning committee held on 25<sup>th</sup> October 2011 and 8<sup>th</sup> November 2011.

## 11 MATTERS FOR REPORTING

### 11.1 Community News

The deadline for articles for the next issue is 8<sup>th</sup> January 2012. The Chairman will compile an article to include mention of the rise in the precept and the Queen's Diamond Jubilee.

**Action: CD**

### 11.2 Talbot Road Fence

It has been suggested that security at Talbot Road Recreation Ground could be improved if the close boarded fence is replaced with something which allows residents to see into the ground. Richard Woodward at TDC has responded to say that they could consider it when it is due for renewal but if the Parish Council would like to fund it, then it could possible be done sooner. **Members agreed** that before considering whether we could offer funding, the clerk will write to residents in Talbot Road to gauge their opinion.

**Action: Clerk**

### 11.3 Skate Ramp

Members noted that there is currently a campaign to replace the skate park in Jenners Field and that they will be submitting an application for a grant to be considered in the new financial year.

**11.4 Notification of Receipt of Hospitality**

Chris D'Avray and Mary Edwards signed a notification that they had received hospitality judged to be over the value of £25. They attended a meeting with the clerk expecting to be provided with a sandwich lunch but had been provided with a three course meal in the restaurant at Lingfield Park.

**11.5 Lingfield Nature Reserves**

Members noted receipt of a budget from Lingfield Nature Reserves supporting their grant allocation of £1500.

**12 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on Saturday 28<sup>th</sup> January 2012 starting at 9.45 am. Questions from the public will be taken before the meeting at 9.30am.

Meeting closed at 11.27am.