

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 25<sup>TH</sup> JANUARY 2011 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Ron Palmer – in the chair  
Fran Palmer  
Mary Edwards  
Graham Marks  
Sonia Perkins  
Valerie Millar  
Lisa Bangs

Cllr Brian Perkins  
Cllr Michael Sydney

Three members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

None.

### **1.2 Declarations of Interest**

Lisa Bangs declared an interest in Items 4.1 and 4.4 because she is a member of the Planning Committee of Tandridge District Council.

### **1.3 Minutes of meeting held on 30<sup>th</sup> November 2010**

These were signed as a true and accurate record.

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

Members noted correspondence received between 23<sup>rd</sup> December 2010 and 19<sup>th</sup> January 2011. The Chairman commented on the letters received on the subject of the audit process and is pleased that our comments will be fed into the reorganisation of the audit process for small councils.

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Action points outstanding**

Preparation of the draft Emergency Plan is still outstanding.

**Action: Clerk**

A revised quotation has been received for the replacement plaque for Doug Edwards. **Members agreed** expenditure of £55.

The grit bins have been delivered, put in place and filled with grit. The contractor providing the salt offered to site the bins but has subsequently charged £20 per bin for this service. The clerk to complain in an effort to get the charge reduced. **Action: Clerk**

Electricity Meter Box – although the Parish Council had previously agreed expenditure for a replacement meter box, the clerk has been advised by a local electrician that extra cost will be incurred because of the need to arrange for EDF to remove the meter whilst the box is changed. The clerk will investigate and cost various alternatives. **Action: Clerk**

## 2.2 Financial Report

**Members approved** the Financial Report dated January 2011. Cash in the bank as at 31<sup>st</sup> December 2010 was £31,945.17. The following cheques were agreed for payment:-

Date	Chq no.	Details	Amount (£)
30/11/2010	1656	F. Elwood – Gratuities for Remembrance Day	29.00
	dd	Orange Broadband	19.99
13/12/2010	1657	A. Heaton - Salary	182.40
13/12/2010	1658	F. Elwood - Salary	824.15
13/12/2010	1659	Surrey County Council - Pension	227.97
13/12/2010	1660	HM Revenue & Customs - PAYE	228.80
15/12/2010	1661	Community Care Association - Grant	800.00
15/12/2010	1662	Lingfield Chamber of Commerce - Lights	1,000.00
15/12/2010	1663	R.V. Deller - Gun Pond	480.00
21/12/2010	1664	Ling and Dormans Comm Centre – Room Hire	10.00
22/12/2010	1665	F. Elwood - Second Class Stamps	32.00
	1666	Cancelled	0.00
04/01/2011	dd	Orange Broadband	19.99
04/01/2011	1667	F. Elwood - Expenses (road sweeper)	20.00
05/01/2011	1668	Lingfield and Dormansland Community Centre - Rent	180.00
09/01/2011	1669	SLCC - Subscription	135.00
09/01/2011	1670	Mike Redmond – Plans for allotments	12.48
09/01/2011	1671	Glasdon Manufacturing - Grit Bins	464.13
11/01/2011	1672	F. Elwood - Salary January	825.26
11/01/2011	1673	A. Heaton - Salary January	96.00
11/01/2011	1674	HM Revenue & Customs PAYE	207.00
11/01/2011	1675	Surrey County Council - Pension	227.97
11/01/2011	1676	Tandridge District Council - Planning	168.75
11/01/2011	1677	BT - Phone Bill	90.09
13/01/2011	1678	N. Cole - Youth Club Insurance	151.43
18/01/2011	1679	N. Cole - Youth Club Expenses	93.55
		<b>Total</b>	<b>6,525.96</b>

**Members approved** the following budget virements:-

£3500 to be transferred from ‘Talbot Road’ to ‘Salaries’ to cover the cost of the Sport and Recreation Assistant

£5000 to be transferred from ‘Talbot Road’ to ‘Allotments’ to cover the setting up of the new allotments.

### **2.3 Youth Club**

Members noted receipt of £1845.86 from the former youth club to be held by the Parish Council until the new youth club is fully constitutional.

### **2.4 Signs for Grit Bins**

**Members agreed** that we will arrange for our own signs to be placed on grit bins. Clerk to get quotes.

**Action: Clerk**

### **2.5 Donation for street sweeper**

**Members approved** expenditure of £20 as a donation in recognition of the hard work carried out by Richard Ford during the last year.

### **2.6 Donation from Southern Gas Networks**

Members noted receipt of £585 from Southern Gas Networks to pay for the repairs to the war memorial. The chairman, referring to the article published in the County Border News on 20<sup>th</sup> January 2011, pointed out that the Parish Council had taken all the necessary steps to not jeopardise any claims the traders may be making for compensation as a result of the road works when the gas mains were replaced.

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

### **3.1 Actions outstanding**

None.

### **3.2 Grant Request since last meeting**

Members noted receipt of a letter from The Samaritans asking for a grant towards the cost of running the Tunbridge Wells office. **Members agreed** the clerk should write, explaining that all grant money has been spent for this financial year and enclosing an application form if they wish to apply after April. Attention should be drawn to the requirement for a significant number of their service users to live in Lingfield in order to qualify for a grant.

**Action: Clerk**

### **3.3 Youth Club Grant**

**Members agreed** that the youth club grant, together with the money received from the previous youth club, can be transferred to the new youth club once they are affiliated to Surrey Youth Focus. The clerk will inform the treasurer.

**Action: Clerk**

## **4 PARISH FACILITIES**

### **4.1 Actions outstanding**

Talbot Road Lease – Our District Councillors have been liaising with Richard Woodward, Director of Community Services at Tandridge District Council, about the possibility of a 20 year lease on Talbot Road Recreation Ground. Although

still requiring committee approval, it is looking likely that TDC may offer a twenty year lease. The Chairman thanked the District Councillors for their efforts but requested that the Community Services Committee be asked to approve the lease (albeit with conditions) before we spend time and money preparing a business plan and applying for grants. We are in receipt of a draft lease but we need to know more details, such as rent; responsibilities for fences; who will do the mowing etc. **Members agreed** this request will be put to Tandridge District Council. It was noted that the next Community Services Committee Meeting will be held on 17<sup>th</sup> March 2011.

**Action: Clerk**

Cleaning of plaques – Graham has been in contact with Antique Bronze Limited concerning an inspection of the war memorial. A visit is still to be arranged.

**Action: GM**

Tree outside ‘Suitables’- Michael Sydney is dealing with this issue. Graham Marks pointed out that it is a Health and Safety issue.

**Action: MS**

#### **4.2 Report from Sport and Recreation Assistant**

It was noted that no games had been played in December due to poor weather conditions. The shower is still in need of repair. The clerk will report again to Tandridge District Council.

**Action: Clerk**

#### **4.3 Lingfield Running Club**

Members noted receipt of a letter from Lingfield Running Club informing us of their decision to discontinue using the showers at Talbot Road Recreation Ground. A maximum of five members used the facility and the Running Club could not justify the cost.

#### **4.4 Lease for The Pollards, Allotment Gardens**

**Members approved** the signing of the lease for the allotment gardens at The Pollards. A planning application has been submitted to change the entrance and a Certificate of Lawfulness has been submitted for use of the land. The grant application has been resubmitted. Lingfield and Dormansland Parish Councils have committed to this project regardless of the outcome of the grant application. If planning permission is received, it is hoped the work will be carried out in March 2011.

#### **4.5 Queen Elizabeth Fields Challenge**

Members discussed the possibility of supporting the inclusion of Talbot Road Recreation Ground in the Queen Elizabeth Fields Challenge which has been set up to commemorate the Queen’s Diamond Jubilee and the 2012 Olympics. It was decided that more information is needed before a decision can be made. The clerk to investigate. Any decision to proceed with this should exclude the land which has been set aside for a possible new surgery.

**Action: Clerk**

## **5 TRAFFIC AND PARKING**

### **5.1 Actions outstanding**

None.

## **5.2 Traffic Calming Scheme for The Bays, Godstone Road**

Three members of the public attended to give their views on the outcome of the appeal for the traffic calming scheme in Godstone Road. The Inspector ruled in favour of the developers and allowed the appeal, effectively giving permission for the scheme to go ahead. However, Surrey County Council is still required to carry out a public consultation and this will take the form of an exhibition in the Library and a public meeting. The Parish Council is aware of the strong opposition to this scheme from local residents and **members agreed** to spend up to £500 to ensure that people are aware of the meeting and the fact that they still have a chance to influence the outcome. It was noted that the decision to build the houses has already been taken and discussion should be limited to the traffic calming scheme only. If there is evidence of strong public dissatisfaction, the scheme will be referred back to the Tandridge Local Area Committee. Andrew Saunders said that the 'Save our Green Belt' campaign would spend a further £500 to publicise the meeting and encourage residents to attend. Lisa Bangs suggested that the Parish Council should adopt a set of criteria for identifying which causes it promotes. Members agreed but feel that the potential impact of this scheme is wide reaching and will affect all residents. It was agreed to set up a small working group to raise awareness of the meeting and the exhibition. The group will comprise:- Mary Edwards, Fran Palmer, Lisa Bangs and Andrew Saunders. Mary will co-ordinate and chair meetings if any are arranged.

**Action: Mary Edwards**

## **6 VILLAGE ENVIRONMENT, HIGHWAYS, INFRASTRUCTURE AND PROPERTY**

### **6.1 Actions outstanding**

None.

### **6.2 Highways Horticulture – The Hub Project**

The chairman explained the proposal for parish councils in the Lingfield division to take on responsibility for cutting verges and hedges. He believes we should go forward with this but has concerns about the management of the scheme and has made suggestions to Michael Sydney to overcome this. Lisa expressed concern that SCC would reduce the money in future years, leaving the Parish Council to pay the shortfall. Graham thinks that ditches and culverts should be included.

**Members agreed** to proceed with the project on the basis of a trial period of one year. The clerk will arrange the next meeting for 4<sup>th</sup> February at 2pm.

**Action: Clerk**

### **6.3 Highways Improvements**

Members noted receipt of a report on the meeting held on 8<sup>th</sup> January 2011. A list of highways improvements was presented to John Lawlor at Surrey County Council. This was a good exercise which gave us a chance to identify our requirements. It is proposed to hold these meetings quarterly and the chairman requested that an agenda is prepared to avoid wasting time unnecessarily.

## **7 TRAINING AND MEETINGS**

### **7.1 Guest House Committee**

The next meeting of the Guest House Committee will be held on 31<sup>st</sup> January 2011.

## **8 REPORTS FROM OUTSIDE BODIES**

### **8.1 Consultation on Future Air Space Strategy**

Members noted a response from GACC on the Consultation on Future Air Space Strategy dated January 2011.

### **8.2 Decentralisation and Localism Bill**

Members noted receipt of 'Decentralisation and the Localism Bill: an essential guide'. The Chairman said this bill could change the role of the Parish Council and for the first time we could have the power to determine what development is carried out in our village. This could provide a whole range of opportunities and he suggested that we should investigate obtaining professional advice on the subject. The Chairman, together with Mary Edwards and the Clerk will investigate.

**Action: Clerk**

It was suggested that residents may be interested to find out more about 'Localism' and how this can affect the Parish Council. It was agreed to invite Trevor Leggo to give a talk on this subject at the Parish Assembly. It was further agreed to change the date of the Parish Assembly to enable us to use the occasion to encourage people to stand for election. **Members agreed** that the Parish Assembly will be held on either the 4<sup>th</sup> or 5<sup>th</sup> April. The clerk to identify a suitable venue.

**Action: Clerk**

## **9 CURRENT CONSULTATIONS#**

### **9.1 Review of Local Bus Services**

**Members agreed** that Graham's response can be forwarded as the Parish Council submission with the omission of one paragraph.

**Action: Clerk**

### **9.2 Surrey Fire and Rescue Authority Draft Public Safety Plan**

Members were made aware that Sean Vatcher has concerns about some of the facts referred to in this consultation. Graham Marks and Michael Sydney will arrange to meet Sean to produce an informed view of this document by the end of February. Graham Marks will contact Sean to arrange the meeting.

**Action: GM**

## **10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**

Members noted receipt of the minutes of the Planning Committee meetings held on 29<sup>th</sup> November 2010 and 11<sup>th</sup> January 2011.

## 11 MATTERS FOR REPORTING

### 11.1 Great Poppy Weekend

Members noted the invitation to hold a Poppy party and agreed this should be referred to Deborah Major.

**Action: Clerk**

### 11.2 Bus Shelters in Racecourse Road

Members considered the request to take on future maintenance of some bus shelters in Racecourse Road. **It was agreed** not to accept responsibility for maintenance. The clerk will inform Surrey County Council.

**Action: Clerk**

### 11.3 Electoral Review

Graham Marks and Michael Sydney will provide comments.

**Action: GM and MS**

### 11.4 Race Tickets

Members noted that Lingfield Park Racecourse intends to withdraw the complimentary tickets provided for each race meeting now that they invite all residents of Lingfield and Dormansland to an evening meeting in June each year.

### 11.5 Library

We have received an email from Surrey County Council concerning the possibility of the transfer of responsibility for the Library to the Community (possibly the Parish Council). This was tabled at the meeting and members have not had time to give it full consideration. Fran Palmer will investigate and put a recommendation to the March PC meeting.

**Action: FP**

### 11.6 Training provided by Surrey Community Action

There was an EGM of Surrey Community Action held on 25<sup>th</sup> January with the purpose of identifying training needs. Graham is concerned that training should be offered in Tandridge and will write to Surrey Community Action expressing his views.

**Action: GM**

Meeting closed at 10.10pm