



Annual Report 2021

The Annual Parish Assembly is on Zoom because of social distancing restrictions arising from the continued threat of Covid-19



TWENTY FIRST ANNUAL PARISH ASSEMBLY

(No Annual Parish Assembly in 2020 due to the Covid-19 Pandemic)

MONDAY 19th APRIL 2021 7pm by Zoom

Notice is hereby given that the Annual Parish Assembly will be held on

Monday 19th April 2021 starting at 7 pm

A G E N D A

1. Introduction and Welcome by the Chairman
2. Reports from the County and District Councillors
3. Public Questions and Discussion

Vivien Hepworth
Chairman

Chairman's Report

The year was inevitably shaped by Covid-19 and had an impact on how we worked. Emergency legislation introduced in April 2020 allowed us to hold meetings 'virtually' and, like so many others, we have become Zoom aficionados. Councillors and members of the public with access to computers or phones have been able to attend these meetings.

Tandridge District Council provided grants to allow us to respond to the crisis. We supported the splendid work of Geoff Ledden and his local volunteers helping local people with shopping and prescriptions. Later in the year, we made a grant to Geoff Ledden's dedicated fund to provide nurses with support at East Surrey Hospital. This involves providing nurses with items such as hand and face creams, lip balm and soft drinks. Recently we have given grants to two local charities – St Silvans and Lingfield United Trust – to provide assistance to residents in Lingfield and Felcourt and we have ring fenced some money to the project to meet the costs of a community larder.

Sadly, Covid meant that the Remembrance Sunday service at the War Memorial could not go ahead. Wreaths were laid at the Memorial separately and privately.

Lingfest was also an inevitable casualty of Covid. We hope to be back in future and that, once again, this popular event will take place in Jenner's Field.

One event that did take place was the litter pick in September. We had a reasonable turnout of helpers to do their bit to keep Lingfield tidy. The litter pick coincided with a 'Keep Britain Tidy' event being organised nationally.

I next come to the Gun Pond project which is now well underway. It has been a topic of much discussion and, I have to say, considerable misguided comment and

misinformation especially on social media. This is a matter of considerable regret to me and my colleagues.

Before starting the project, we had several discussions of what it would entail, led by Cllr Ron Coleman. Our initial understanding was that it would be a straightforward project to remove accumulated silt. In practice, what the initial contractors discovered was that there was far more silt than anticipated and that it was compacted, so as to make removal more difficult than first thought. Unfortunately at this point Ron was at odds with the rest of the parish council about how to proceed. Sadly, this led to his resignation leaving a vacancy on the council. We thank Ron for his input prior to his departure.

We have had to engage another contractor using a different method for extraction and this is the work that is currently under way. There have been suggestions that the extraction of the silt could have largely been accomplished using volunteers – that is not the view of the parish council. We have to have careful regard to our insurance, Covid regulations and the safety of all involved. Whilst others may disagree, that is the view we took and I stand by it.

I should add that we have not banned volunteers from contributing to work at the pond – several volunteers are currently helping with aspects of the pond refurbishment and we value their input enormously.

As to the ducks, understandably there was concern about the work coinciding with the ducks' nesting season: it was originally intended that the work would be finished before the ducks started laying eggs. We have taken advice from Swan and Bird Rescue (recommended by the British Wildlife Centre) and the advice received was that, under no circumstances, can we remove any eggs after 31st March and we have not done so. Eggs discovered when the work started on 12

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March have been safely removed to be incubated and rewilded. I understand that these eggs have recently hatched and the ducklings are being cared for.

We hope the project will be finished by the end of May and that all villagers – including the ducks – will once again be able to enjoy it in full.

We have discussed improving the area around the pond, following suggestions made by the Chairman of Lingfield Chamber of Commerce, Clive Jecks. Mr Jecks suggested installing lighting inside the Cage and illuminating the old oak tree. Thanks are due to Andrea Watson for her willingness to take this project forward. We hope to return to it later on. During the year, we heard from the 20s Plenty campaign and the Parish Council resolved to support the reduction of speed limits through the centre of the village. This remains under discussion.

As in previous years, we made grants to various good causes and organisations – including Marie Curie (who operate locally), Lingfield Cricket Club and Tandridge Voluntary Action's Befriending Scheme.

We met in early January to consider the implications of the Planning Inspector's preliminary findings on the Tandridge District Council (TDC) Local Plan. In essence, the Inspector was critical of TDC's Plan and concluded that TDC should either make changes, or start again. The most significant element in the Plan for Lingfield is the unwelcome proposal to develop Star Fields. We have set aside a sum to fund a possible conservation area appraisal in a bid to protect the site from developer interest. Both the village and the Parish Council are strongly opposed to development of the site.

At the time of writing, the first stages of undoing lockdown are taking place. We hope that, once it is safe, it will be possible to resume face-to-face meetings. In the

meantime, I would like to thank my fellow councillors – Cath Hearnden, Camilla Downing, Liz Lockwood, Andrea Watson and Graham Marks – for their continued hard work during a difficult time. They have continued to serve the local community despite at times facing unjustified and uninformed criticism and I am grateful to them. Finally, sincere thanks are due to our Clerk Fay Elwood who works with dedication to keep the Parish Council going and to keep us all in order.

Vivien Hepworth
Lingfield Parish Council Chairman

Your councillors for 2021 are:-

Vivien Hepworth – Chairman
Liz Lockwood - Chairman of Planning
Cath Hearnden – Vice chairman
Graham Marks
Andrea Watson
Camilla Downing

Clerk: Fay Elwood
Tel: 835557 email: lingfieldpc@gmail.com
www.lingfieldparishcouncil.gov.uk



Finance

A precept of £60,000 was raised from Tandridge District Council for the financial year 2020/21. The precept for 2021/22 has remained at £60,000.

Full accounts have not yet been finalised but the list below gives a broad outline of how the money has been spent:-

Administration £32,789
Grants £9,491
Centenary Fields and Nature Reserves £5,251
Environment and Parish Property £5,341
Gun Pond and surrounds £4,091
Allotments £3,462

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Neighbourhood Plan £89

Grants

The following grants were awarded in 2020/21:-

£3,500	Churchyard Maintenance
£1,500	Christmas Lights
£1,000	Lingfield Cricket Club
£800	Meals on Wheels
£721	Coronavirus Support
£700	St Silvan's Charity
£500	Marie Curie
£500	Lingfield United Trust
£270	Lingfield Marathon Minibus

Full accounts will be available after 31st May.

Fay Elwood
Clerk



Allotments

We have two allotment sites, one at Centenary Fields and one in Newchapel Road. At the time of writing there are no vacancies at Centenary Fields and 2 vacancies at The Pollards. We remain grateful to the owners of The Pollards for letting us use the land to provide allotments to residents of Lingfield and Dormansland.

Planning

The Planning Committee would usually have met every 2 weeks to look at the latest planning applications but there was a delay in getting meetings started on Zoom after the start of the lockdown last year. However, the Parish Council did manage to continue to assess all the applications as they came through the system over the last year, initially by email exchange and then in Zoom meetings.

100 planning applications have been scrutinised by the planning committee; of

which 14 were related to works to protected trees, just one housing development on the corner of Headland Way to provide 2 more flats and 2 houses with most of the remainder of the applications were mainly for extensions and conversions of attics and garages. Many of these applications are classed as permitted development, which allows house owners to extend their homes according to a set of rules which replace the traditional planning application process. By submitting to the planning authority to have these extensions certified as lawful, it helps the homeowners when they wish to sell their houses by proving the building works are legal.

The lockdown brought to many people's attention the unauthorised developments, mostly illegal dumping of waste, which already blight areas of our parish. Whilst these are now all on the record, the significant increase in these kinds of development have created a huge backlog for the enforcement teams at Tandridge and Surrey Council to follow up. Lingfield Common Road and parts of the Newchapel Road have suffered from illegal land-fill type operations and in many cases, it is watchful residents who first report unusual building activity. These actions are much appreciated by the council as it supports the safeguarding of our countryside.

Staffing difficulties in the planning teams at the council have caused some delays to applicants and this is being addressed by obtaining support from adjoining authorities who are prepared to loan their planning staff to Tandridge. The council planning website is, we are promised, going to have some minor changes to try to help make the system easier to use.

Liz Lockwood 01342 834282



Since the last Annual report the Reserve has continued to thrive. Due to the various restrictions we have been unable to have our regular monthly Work parties. We have, however been able to implement various projects as the restrictions eased at various times during the year.

A bonus has been that the Reserve was able to develop by itself which produced several interesting surprises in terms of flora, fauna, insects, birds and small mammals. Another bonus is that more local residents have discovered the Reserve which has led to an increase in our volunteer numbers.

Actions & Achievements

The wildlife in our new pond in the butterfly garden (BFG) and scrapes in Bloomers is thriving. This is due, in part, to the fences we have installed around them so that they can flourish uninterrupted. We have Great Crested and other newts in both scrapes and butterflies and birds are attracted to the pond in the BFG. For the first time we have frogspawn in our ponds. The Chestnut tree blown down in the storm has been tidied and turned into multiple habitats.

The wildflower meadow, started last year continues to thrive and we have planted additional varieties of wildflower plugs, seeds and plants. Wild flowers have also been planted next to the new hedge across Bloomers. The hedge which has 550 saplings of 4 varieties, (Hawthorn, Blackthorn, Alder Buckthorn and Service), was planted, observing Covid regulations, by a team of our own loyal volunteers and a fantastic response from local families to the Reserve. This is good news for the future of the Reserve. We also have a young volunteer who would rather help on the reserve than sit in front of a screen. We have also taken over part of a plot in the allotments where we are growing trees and wildflowers for future planting on the Reserve.

The bridge between Jenners and Bloomers is being repaired by our volunteers. We have continued with our programme of hedge cutting as per our funding agreements. The annual Cut & Bale took place after a variety of wildflower seeds were collected, some of which were new to this area of the Reserve. Culverts have been dug to aid the dispersal of water off the paths between the main pond area and Bloomers. The heavy rainfall over the winter months exacerbated the problem of mud on the paths. We continue with our regular H & S checks and all entrances to the Reserve will soon be wheelchair/pushchair accessible.

We have planted new trees in the orchard and TDC kindly donated 6 new trees which have been planted in Jenners. Benches which were vandalised have been repaired by 2 kind local residents as have the 4 of the new trees in Jenners.

Our diverse planting continues to attract and support a wide variety of butterflies (some quite rare) insects, bees and birds which is one of the main aims of the Reserve. We have also made contact with various individuals and authorities who have given support and advice. We have a Twitter and local Facebook account plus a regularly updated notice board to keep the local residents and others informed of our projects.

Funding

During the past year we have received our usual funding from DEFRA and the LPC. We have also received two very generous donations which have enabled us to achieve a lot of the projects mentioned under the previous heading. One was from Jeremy Pursehouse, past chair of TDC who nominated us as one of the charities he would support during his term of office. The other was from the Co-op where we, as a village, were able to nominate the Reserve to receive funding from them.

Future Projects

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We have achieved much during the past year, thanks to donations, grants and our stalwart volunteers. We are currently applying for two grants to fund large scale projects on the Reserve, including work in and around the pond, planting more trees and further developing our wild flower diversity in various parts of the reserve.

We are grateful to everyone who has supported our projects during the past year with their time and donations. We are very grateful to LPC for their continued support in the ongoing development of the Reserve.

Sue McDonald



Last year I reported that “A couple of major obstacles are blocking the progress of the first draft of the Lingfield Neighbourhood Plan (LNP). Firstly, the Examination of the Tandridge Local Plan and now the Coronavirus.” I can’t believe that a year on, I still have to report the same thing. I am hopeful, in terms of Covid, that as we move slowly out of lockdown, we can move forward with this.

In terms of the Local Plan we are waiting for Tandridge District Council (TDC) to decide whether they scrap the plan and start again or try to fix the broken one with the risk it still might not be good enough to pass. There is a lot of dissatisfaction that exists in Lingfield over the production of the current Local Plan. People feel strongly that the proposal to allow development on Star Fields in particular was slipped in by TDC in such a way and at such a point as to deny people the opportunity to comment on it before the final Plan was published. Following the Inspector's comments on the Local Plan we wrote to the Planning Committee at Tandridge to ask TDC to recognise what the Inspector said and start work immediately on the production of a new

Plan that commands the support of local people and we believe that such a process should involve the completion of Neighbourhood Plans such as Lingfield's.

The Star Fields site has been singled out as needing TDC council to undertake an appraisal of the impact the development would have on the conservation area and its setting but there are no dates for a decision yet.

The Neighbourhood Plan for Lingfield is at an advanced stage and we are happy to commit to completing it in a timetable that fits with the production of a new Local Plan. If we can work in conjunction with TDC on this we are aiming to finalise the plan and to try to have a public consultation on the contents. Understandably we would like this to be a live event and once the timetable is finalised and we can have such a meeting, we will update the website and let everyone know.

You can sign up for the Lingfield Neighbourhood Plan newsletters on the website <https://www.lingfield.info/> if you haven't already done so.

Cath Hearnden, Chairman



Lingfield Community Library

Lingfield Community Library was launched on 25 June 2016 and is now run by about 40 volunteers with support from the Surrey County Library Service.

Lingfield Library offers a traditional range of services, including:

- Loan of books and other materials eg DVDs

- A children's library
- Reference material including national and local newspapers
- Reservations for individual readers and book clubs
- Access to computers
- Rhymetime for toddlers and Story Time for 4-7 year olds
- Summer Reading Challenge

Since the launch, we have continued to offer these services and introduced new activities. We have been heartened by the interest in and support shown to the Community Library by local residents.

The Library also houses the Hayward History Centre.

Management of the Library

Following the successful establishment of the Library, we have examined the role of the Steering Committee and decided that it should be responsible for strategic oversight. We have established a Library Operations Group, which deals with the day to day running of the Library, including the book stock, volunteer affairs, publicity and events. These remits complement each other and are operating successfully.

Honorary Officers

Mark Clayton resigned after having served as Treasurer and Webmaster since Lingfield opened as a Community Partnered Library (CPL). I am grateful to Mark for all his hard work during this time. He will be much missed and I wish him and his family all the best in their new location.

Graham Tebbutt, who has been a volunteer since the Library opened as a CPL, has taken over as Treasurer and Brian Pocock, who used the Library as a child, is the new webmaster. I look forward to working with both of them.

COVID-19 Pandemic

This last year our operations have been radically affected by the Covid-19 pandemic. In common with other public spaces, the Library has been shut for substantial parts of

the last year and open with reduced hours at others. In order to comply with Surrey Libraries' requirements and the Government's guidelines to maximise COVID-19 security and minimise risks to our users, we have reduced the range of services available as follows:

- Removed PCs from public use because of the difficulty of arranging social distancing from other library users
- Limited numbers entering the library
- Reduced opening hours as a number of volunteers have been self-isolating or have family members who are vulnerable
- Removed newspapers and other printed material from the library
- Arranged for appropriate cleaning and quarantine measures
- Cancelled various activities including Rhymetime and Story Time until further notice. The Summer Reading Challenge was available online through the Surrey Libraries website.

In September 2020, the Library reopened for 4 days a week, reflecting the reduced availability of volunteers. I am grateful to all those volunteers who made this possible through drafting of protocols for cleaning, quarantining books, reorganisation of traffic through the library and storage of surplus furniture inter alia.

About 30 volunteers were confident to return in September until the Library closed for the second lockdown in November. Since January 2021, the Library has been open for 2 hours a week so that borrowers can pick up reservations and return items. There has been good use of this facility with many borrowers expressing appreciation of this service. I am grateful to the volunteers who have worked throughout both these periods.

Tesco Bags of Help

Following the opening of a Tesco Express in the village, the Library applied successfully for funding from the Tesco Bags of Help scheme. We have received £2,000 towards the funding

of activities with children, which we have used as follows:

- To refurbish the Children's Library so that we can increase the circulation space and display items more attractively and accessibly.
- To purchase about 200 new titles, both fiction and non-fiction, for children up to 10/11 years
- To acquire a range of craft materials for use in activities with children
- To purchase groundsheets, bean bags etc so that we can make more use of the garden for children during the summer.

We hope to post photos of these improvements on the Library's website.

Volunteers

The number of volunteers has remained constant. We have established a small group to have oversight of issues relating to volunteers, including production of the rota and training. The group has drawn up a new Training and Induction Programme which has been successfully trialled with recent volunteers.

During the pandemic, a number of volunteers and family members have been shielding. We have, therefore, have reduced opening hours to reflect the smaller cohort available.

Fortunately, new volunteers have joined us during the year and we expect to open for 4 days a week in April 2021.

Proposals for 2021/22

We hope to continue to offer our existing facilities and to introduce some new activities, to include:

- Improvements to the website and make more use of social media to promote our activities.
- Visits from local schools and nursery schools
- Celebration of World Poetry Day and World Book Day
- A range of Craft activities
- Monthly exhibitions and features on chosen authors.

- Exploration of ways of working with Lingfield and Dormansland Community Centre to extend our offering and engage with the wider community.

The Guest House Trustees

Surrey County Council rented space for the Library from the Trustees for 7 years in 2018. One of the Trustees is a member of the Steering Committee to facilitate cooperation. I am grateful to the Trustees for their assistance in ensuring that the Guest House is Covid secure.

Acknowledgements

I am grateful to the members of the Lingfield Library Steering Committee, the Library Operations Group and all our volunteers for their assistance and support over the past year. These have been demanding times and everyone has shown amazing fortitude and commitment throughout. I am also grateful to our colleagues at Surrey Library Service for their advice and support in these difficult circumstances.

Lingfield Community Library is grateful to Lingfield and Dormansland Parish Councils for their financial and other support.

Selina Springbett, Chair, Lingfield Community Library



Lingfield and Dormansland Community Centre

For most of the year, the Community Centre has been closed to the public. The closure has had a substantial impact on our income. We rely on the people hiring rooms for classes, talks, parties and so on to raise the funds needed to run the Centre, so the closure has presented a significant financial challenge for us. Fortunately, we have been able to take advantage of the government's furlough scheme to cover a large element of our staff cost and we have received significant grant funding, again from central government and

from Surrey County Council, that has limited the damage to the Centre's finances. For the Centre's staff, this has been a frustrating time. We do not like to see the Centre standing empty, when we are used to it operating as a lively place, full of people and activity. I am grateful to them all for their patience and recognition of the situation we have all found ourselves in during this extraordinary time. We have been fortunate indeed to have Paula Simmons keeping our finances under control - in particular, dealing with HMRC and the complexities of the furlough scheme. Claire Thomas, the Centre manager, has ensured that the Centre has complied with the regulations throughout and has been ready to respond to the changes in Covid arrangements as they have emerged. Similarly, for our users, it has been a frustrating time. The groups and individuals who use the space at the Centre are our life blood and we look forward to welcoming them back soon. Claire has remained in touch with as many as possible and is ready to advise any new or existing users on the options for them.

As things stand, we have sufficient financial reserves to see us through the next period of Covid-related restriction and we are just beginning to plan for the happy time when we can reopen. Based on the government's current plans, we expect that more activities can restart, in Covid secure conditions, during the course of May. Full reopening will depend on progress in relaxing restrictions in the course of the summer - we are monitoring the position and preparing to reopen as soon as we can properly do so.

We look forward to welcoming as many people as possible back into the Community Centre during the course of the summer.

Ian Jones
Chairman, Lingfield and Dormansland Community Centre



2020 was a challenging year for everyone and Meals on Wheels was no exception. The priority was the service to our clients, the most vulnerable members of the community. Their day to day lives were not affected by the Pandemic as they always stayed at home and they still needed our support.

Tuesday Lunch club serving 20 meals, and Dementia First serving 5 meals, closed down in March 2020.

Our numbers for Meals on Wheels have remained around 30 meals a day. There are no plans at present for Lunch club to return but we hope to review the situation in September. Dementia First returned this month with 2 clients.

At the beginning of the first lockdown 60% of our volunteers, who were over 70, were advised by the government to stay at home. After much discussion, the committee of 8 decided to step in to run the service. This was only made possible because Evelyn Nickford, our kitchen manager a retired chef and her furloughed daughter, Julie, cooked 4 days a week. Their hard work and dedication during a very hot summer kept the service going and provided wonderful tasty meals of restaurant standard. The rest of the committee delivered to our clients, prepared vegetables, washed up and cleaned.

PPE was provided for all deliverers and clients collected their meals from the doorstep where possible. The fish and chip shop continued to provide our Friday meals.

During August, September and October we welcomed back more cooks and deliverers. Many were keen to return but we kept

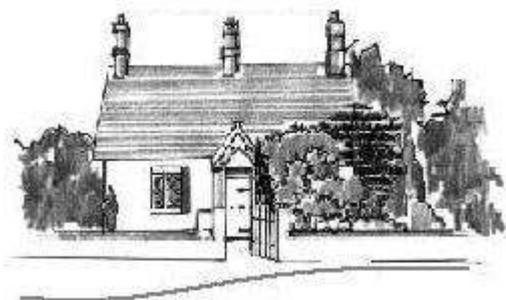
numbers low and as much social distancing as possible.

The second lockdown has brought the committee only back to cooking and delivering again and we are now delighted to slowly welcome more volunteers back into the service.

Like everyone else we are hoping for the best but prepared for the worst.

We received kind donations from:- Waitrose, The estate of Mr Charman, Christmas Lights in Dormansland Care for Carers provided handcream and lip balm for our volunteers Geoff Ledden provided PPE

Sara Watson



Lingfield United Trust

Background

The objects of the charity remain;

- The provision and maintenance of Almshouse Accommodation.
- The provision of Grants for assistance to those meeting the charity's criteria and resident within the parishes of Dormansland, Lingfield and Baldwins Hill.

I set out below the works that Lingfield United Trust has carried out in these respects over the past year.

The Provision and Maintenance of Almshouse Accommodation

We continue to maintain our 2 Almshouses known as 'HoChee Cottages' in Plough Road, Dormansland.

We were unsuccessful in persuading Surrey County Council to incorporate a footpath in their traffic calming works, which would give safe pedestrian access from the premises' gate on Dormans Road to run alongside the garden wall, to connect with the footpath at Plough Road. We have now had to close off this gate for safety reasons and direct all pedestrians to access the cottages' front door via the garden of no 2, directly from Plough Road. We have erected a sign to this effect and made the gate unopenable.

Our residents remain those who were in occupancy since the refurbishment of the almshouses in 2013 and in one case, prior to that date. We continue to support them in any way they require and have checked their wellbeing during the pandemic.

The Provision of Grants

At Christmas 2020, the Trustees of Lingfield United Trust were able to distribute 132 cheques to those residents who applied and were eligible in the parishes of Baldwins Hill, Dormansland and Lingfield. The amounts distributed are £65 per single person and £80 per couple. This time we were proactive in sending application forms to those who had applied the previous year, as we were concerned that the usual distribution points were not as accessible during lockdown. We also advertised and encouraged applicants to ask for forms from our Clerk direct. As a result, our applications were only reduced by 3 overall from Christmas 2019.

We continue to pay grants for assistance to vulnerable and needy residents and families in Lingfield and Dormansland and the circumstances of the pandemic, has seen an increase in referrals this year. We have therefore given help with clothing, furniture

and appliances to those meeting our criteria within the parishes.

I reported last year that we have acted on behalf of the local Cavendish House Trust and have been successful in obtaining for them a supplementary grant from the Henry Smith Trust, to contribute towards the running costs of the residential accommodation they provide. We have therefore passed on a further £8000 from the Henry Smith Trust this year.

We continue to seek ways in which to give grants to community initiatives working towards the alleviation of local hardship in these difficult times. We are in contact with Oxted Citizens Advice Bureau to make our presence known and we will continue to assist where it is appropriate to do so and respond to suitable approaches.

Website

Our website increases our transparency and accessibility in line with the Charity Commission's guidelines. This has been a valuable additional tool during the pandemic. It provides a list of useful links for those visiting the site and there is a map available which shows the boundary of the areas of the ancient parishes of Lingfield, Dormansland and Baldwins Hill which is the area throughout which the Charity operates. Several of our more recent requests for assistance have come via this.

<http://www.lingfieldunitedtrust.org/>

The extensive policies that we have in place to meet the requirements of the Charity Commission and in compliance with Government guidelines, are all available on the website or from the Clerk or Chairman. These cover **Data Protection, Complaints Procedure, Equality and Diversity, and Safeguarding.**

Trustees

It is with great sadness that I report the death of one of our Trustees, Keith Smith from Dormansland.

For the period that he served with us, he was a constant support and gave wise and valued counsel for which we were most appreciative. We extend our sincere condolences to his

widow, family, friends and pupils who will surely miss him.

We are pleased to welcome Susan Calamassi, also from Dormansland, as a Trustee who joined us in October 2020.

We intend to invite Rev Ian Whitley, the newly appointed vicar for the Combined Benefice of St Peter and St Paul, Lingfield and St John's, Dormansland, to our next meeting with the hope that he will join us as a Trustee as his predecessors have all done.

I attach a current updated list for your information.

As always the Annual Report and Financial Statement will be audited and sent to the Charity Commissioners in due course.



Marion Wardell

Chairman Lingfield United Trust

Registered Charity no 1150971

Chairman – Mrs. Marion Wardell, 5 Wallace Square, Lavington Park, Petworth, West Sussex GU28 0FJ 01798 867661

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