



LINGFIELD
Parish Council

Annual Report 2022



TWENTY SECOND ANNUAL PARISH ASSEMBLY

MONDAY 11th APRIL 2022 7pm

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

Monday 11th 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. Presentation by Cllr Jecks on Defibrillator provision in Lingfield
4. Public Questions and Discussion

Chairman's Report

During the last year, with easing of COVID restrictions, we have been able to move back to face to face meetings. Whilst we appreciate that some people are still hesitant, or for health reasons cannot come out, it has been good to welcome the public to our meetings in person as everyone is welcome to attend as observers.

The pond working group is doing a great job keeping the pond looking lovely and it has also been good to see the ducks enjoying their new homes. We have taken advice on the water as it is looking green and we are assured that this will settle in time.

We are seeing a number of developers with proposals for new homes in Lingfield. We have to strike a balance between the requirements for new homes and preservation of our village and we hope to do this working in conjunction with the Lingfield Neighbourhood Plan steering group. You will see that some of the personnel overlap but rest assured, we take our responsibility as parish councillors seriously and aim to judge each application on its merits. The parish council will not meet developers privately at the pre application stage to preserve impartiality, although everyone is welcome to arrange to address the parish council meetings by arrangement with the clerk.

We know that the rising cost of living is proving difficult for many residents and we have tried, albeit in a very small way, not to add to the burden and have kept the parish precept on your council tax the same as last year.

We have been able to make grants to various organisations, including Lingfield Nature Reserves, St Peter and St Paul's Church, Lingfield and Dormansland Community Centre, Lingfield Chamber of Commerce, Meals on Wheels, Bloomin' Arts theatre company, Kent, Surrey and Sussex and Air

Ambulance, Tandridge Befriending Scheme and the Marathon minibus.

We have been involved in a drive to ensure that the village has access to defibrillators. We have all seen how these can save lives at high profile football matches and they have saved countless lives in the community. Thanks to Clive Jecks who has spearheaded this campaign.

We are looking forward to our Jubilee celebrations. We are planning a street party in Church Road on Thursday 2nd June before a torchlight procession to the beacon lighting that evening. You will be able to book tables from the parish office and we will let you have details when they are available. It promises to be a fun family day.

As part of the Queen's Green Canopy project we managed to acquire 170 trees which are being planted at the Lingfield Nature Reserves. Thanks are due to all the volunteers helping to make this happen.

We have also planned our annual litter pick on 14th May between 10am and 12 noon. Please come along to the Community Centre if you wish to join us.

Cath Hearnden, Chairman, Lingfield Parish Council

Your councillors for 2022 are:-

Cath Hearnden – Chairman
Liz Lockwood - Chairman of Planning
Vivien Hepworth – Vice chairman
Graham Marks
Clive Jecks
Camilla Downing
Jason Fudge

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 2021/22. The precept for 2022/23 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 £33,074
Gun pond refurbishment £27,295
Grants £7914
Centenary Fields and Nature Reserves £5683
Environment and Parish Property £4035
Gun Pond and surrounds £3035
Allotments £2663
Neighbourhood Plan £96

Grants

The following grants were awarded in 2021/22:-

£3,500 Churchyard Maintenance
£1,250 Christmas Lights
£1,000 Lingfield & Dormans Comm Centre
£800 Meals on Wheels
£500 Befriending Scheme
£300 KSS Air Ambulance
£250 Bloomin' Arts
£250 Marathon Minibus
£64 Lingfield Larder

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 4 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

Last year's report summarised that the planning committee continued to work under the novel circumstances of virtual and intermittent meetings. This last year, we have been meeting in person and over the year have looked at 95 applications for a range of developments in the parish.

Many house owners appeared to have taken stock of their homes during the lockdown and decided to enlarge or modify their properties. 65 applications discussed at committee were for extensions, garden offices, loft conversions and the like; many falling under the Permitted Development rules and the applications were for a Certificate of Lawfulness. This is a useful document when it comes to selling your home, as it proves the changes you have made are legally compliant.

There were applications for 7 new homes in the parish made by householders; 4 of these have been approved despite being on Green Belt sites. This is because the houses would replace other buildings and structures, which means the overall impact on the Green Belt is not any greater than the buildings that were there before.

A large portion of the central part of the village is inside the Conservation Area, which requires any significant work to trees must have a Tree Preservation Order approval. This is not usually a problem for the owner of the tree as proper maintenance of mature native trees is encouraged by the Council's Tree Officer and the felling of mature trees which have significant amenity value is strongly resisted unless the tree is clearly diseased or a danger. There have been 6 applications to TPO trees, all were approved except one to fell a mature oak which is in a prominent position. The parish council are always disappointed to see applications to fell

mature trees being made by the new owners of a property. We would like to see a greater understanding that when you buy a property with a protected tree on it, you buy it, knowing the full implications of the responsibility of owning a valuable natural asset.

Of concern to the parish council is the fact that the Tandridge Local Plan has still not been signed off by the Examining Inspector and the whole district is being targeted by the big house building developers for sites that were included in the Local Plan, and some that weren't. We have a site that was in the local plan, which we call Star Fields, but the Inspector wasn't happy with its inclusion in the plan without the correct evidence to justify developing it. The developers with an interest in the site currently appear to be pushing on with a planning application to develop a Green Belt, open field site, which is largely inside the Conservation Area. The Parish Council were part of the very strong opposition to its inclusion in the Local Plan and will do what they can to show that it's absolutely the wrong site for development in the village.

The planning committee meetings are held almost every fortnight and are open to the public to attend. As a statutory consultee in all planning applications, we do try to provide the local insight on development proposals including the positive as well as negative views but if you think you would like to know more about applications in the area, please look at Tandridge District Council's website, where you can search for applications by date or parish or even look up a site on a map.

Liz Lockwood 01342 834282



During the past year the Reserve has continued to thrive. Our monthly Work Parties are back to normal and we have

several new volunteers who join us on a regular basis.

Actions & Achievements

The flora and fauna across the Reserve have continued to thrive and develop. We are in the process of producing the next 3-5 year Management Plan which will help to shape the Reserve for the future. The basis of this is looking at the projects we have already completed and developing those, bearing in mind the environmental issues which guide us such as planting more trees and the development of various habitats for wildlife and wild flowers.

The bridge between Jenners and Bloomers has been repaired thanks to the expertise of two of our volunteers. It has been designed to keep dogs and children out of the culvert below.

Our hedge across Bloomers is doing very well and there was an abundance of wild flowers on the banks and in the ditch. Several trees have been planted on the Reserve and we have had a delivery of 170 small trees and saplings from Surrey CC and have planted more than half of them throughout the Reserve. We are aiming to create a wood meadow. A third of our hedges have been flailed as part of our agreement with Natural England.

We have coppiced the area behind the smaller pond and created an outdoor seating area for Little Chums and other groups to use. It was an eco-friendly project as the coppiced wood was broken down into wood chips to create the path from the small bridge up to the seating area, we used a local company whose ethos towards the environment matches ours. We have also had the hedge and trees between us and the gardens in Haywardens cut back to let in air and light to both sides. The woodland area has been planted with a woodland wild flower mix.

Paths around and through the Reserve have been cut on a regular basis. Regular H&S

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inspections have taken place and actions taken to repair and maintain various issues. We undertake regular litter-picking and as a result of all this the reserve continues to flourish.

One evening we had a Moth expert come to the Reserve at twilight when we saw bats and then lots of different moths including some not so common ones. It seems our Reserve attracts lots of varieties of moths as well as butterflies.

Our Chair John Madden has spoken to the local Horticultural Society about the Reserve and done a virtual tour for Surrey Coalition of disabled people. He has also done some guided walks.

One of our members Richard Stephens has given a zoom talk about the various butterfly species found on the Reserve.

Funding

We have received funding from a variety of sources this year. Due to the tenacity of one of our committee we finally received our Defra payment. We received a grant from a Tandridge councillor and a cheque from Waitrose plus support from the Co-op. We continue to be very grateful for the generous financial support from Lingfield Parish Council and the contribution made by two LPC members on our committee.

Sue McDonald, Treasurer



I am pleased to report that we are making progress with the Lingfield Neighbourhood Plan (NP) after a frustrating couple of years waiting for the outcome of the Inspector's examination of the Tandridge Local Plan (LP) and dealing with Covid restrictions.

The delay in progressing Lingfield's NP reflected the advice we had received to

ensure that it conformed with TDC's draft Local Plan 2033. Since that Plan was the subject of public examination by the Inspector, we needed to await the outcome of his review, most obviously in relation to the contentious inclusion by TDC of Star Fields as a potential development site. The Inspector's report has, as we all know, been long-delayed. We have since received advice from TDC that we need only ensure that our NP is consistent with the draft LP in broad terms. That change of advice has allowed us to restart our work.

Although the formal work on the NP plan stalled and the Covid lockdown meant we could not pursue face to face work, we continued with what we could do, including a heritage and character assessment. This work remains valid and we are using these reports to produce the plan.

Many of you will recall that in 2018 we held a public presentation to ask for opinions on identified development sites in Lingfield. Given the time that has passed and the changes in proposed developments affecting Lingfield, we intend to hold another meeting in June to gather public opinion on which sites are preferable.

We totally understand that many people do not want any development but we have to accept development as a fact of life and it seems far better to be able to influence where this should be, rather than have it thrust upon us.

We will keep the website updated and 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, Neighbourhood Plan Steering Group



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
- 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 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.

COVID-19 Pandemic

Since March 2020, our operations have been radically affected by the Covid-19 pandemic. In common with other public spaces, the

Library has been shut for some times 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 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 Storytime.

Reopening

On 14 April 2021, the Library reopened on 4 days a week from Wednesday to Saturday. We are discussing when to open again on Tuesday afternoon, but this is unlikely before the autumn. Since 4 November 2021, we have offered Rhymetime and Storytime for younger readers with numbers for both increasing.

IT

In August 2021, Surrey Libraries introduced a new Library Management System, Symphony, and joined a consortium of libraries using the same software. This gives library users access to a much wider range of stock from any libraries who are part of the consortium with the capacity to return items to these libraries as well.

Unfortunately, we could not run Symphony on the library laptop and had to await the installation of a Surrey desktop in late October before we could use the new software. This meant that we were unable to carry out a number of tasks eg joining new users without assistance from staff at Redhill or Oxted libraries.

Lingfield also received 2 new public access desktops from Surrey CC, now housed in the Peter Gray room, and a new printer, available to library users.

The introduction of Symphony has necessitated the training of all volunteers on the new system. Surrey Libraries have produced a number of videos which outline processes for key aspects of the system and we decided to ensure that at least one volunteer on each shift had visited Redhill or Oxted Library for training and familiarisation on Symphony after Christmas. As a result, many of the volunteers are now able to use Symphony and we hope that a User Manual will be available shortly.

Volunteers

The number of volunteers has remained constant. During the pandemic, several volunteers and family members were shielding. We have, therefore, reduced opening hours to reflect the smaller cohort available. Fortunately, new volunteers have joined us during the year, ensuring that we can continue to offer a service 4 days per week.

Christmas

As usual, we decorated the Library at Christmas with help from local organisations, including Young Epilepsy and the Brownies. Father Christmas visited the Library in December with gifts for local children. The Library was also a stop on the Narnia Trail, organised by the Lingfield Chamber of Commerce as part of Lingfield Day. We mounted a display of the Narnia books to celebrate this.

Website and Social Media

The Library has revamped its website and raised its profile on local social media to publicise its activities.

Reader Events

The Summer Reading Challenge ran during summer holidays and attracted participants from local schools. The number involved was smaller than in 2019 which reflects experience

elsewhere in Surrey. The library ran a short story competition for primary school users during the Autumn Term and we intend to offer craft activities at Easter.

We have reintroduced 'Author of the Month', which highlights the work of one author or literature from a particular country, for example. This has proved popular with readers.

Proposals for 2022/23

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.

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 and for maintaining the fabric of the Guest House.

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, notably the managers and staff at Redhill and Oxted Libraries.

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

This has been a year of rebuilding and restoring the Centre. As the Covid restrictions gradually unwound, we were delighted to be able to reopen our doors and welcome people back. The response has been very encouraging: whilst we have lost some users, many others have returned and new users have arrived, so we are confident about the future of the Community Centre as we emerge from this strange period.

We benefitted substantially from the schemes of financial support put in place by the government and operated by Tandridge District Council. We received grants of over £20,000 during the year, in addition to the support for staff salaries – the furlough scheme. The furlough scheme wound down and finally closed in September. These schemes were expensive for the country but proved a lifeline for organisations such as ours. The Centre's board agreed that we should cover the balance of salaries not covered by the furlough scheme – we were happy to do so, reflecting the loyalty and commitment of all of our staff during this time. We are financially sound and trust that we shall remain so.

We saw various personnel changes during the year. Paula Simmons, who looked after our accounts, retired but we were delighted to welcome Joanna Brown to the team. We were very grateful for Paula's careful and conscientious attention to the figures over the years. Shelly Power who has kept the Centre clean for many years also stood down as she was moving away. We have recruited Katie Hope as her replacement. Amongst our staff, Ray Burberry retired and has been replaced by Pat Poynter. And Mahala Peskett, who

looked after the Jennings Hall for a very long time, has stepped back. We have been well-served by all of them and we thank them for their support. Finally, Peter Francis, a founding director of the Centre stood down after very many years' service. We are grateful to all of them.

On the board, we were joined by Lisa Carey and Robin Graham and look forward to benefitting from their expertise. We continue to look for new directors with an interest in contributing to success of the Centre.

We have moved part of our reserves from cash held with banks to an investment in the BlackRock Charities Growth and Income Fund. Although more risky, over the long term, this change should benefit the Centre through strengthening of its investments.

We made the unwelcome discovery during the year that part of the floor in the main hall needed to be repaired. This proved expensive and eventually cost around £5000. We were very grateful to Dormansland and Lingfield parish councils for each contribution £1000 to help cover the cost. As I write, we are looking at the need to repair part of the wall surrounding the property. These are reminders of the inevitable costs that come with maintaining a building and the need for us to ensure we have funds available to cover them.

Like all organisations, we are facing the impact of rising prices. The Centre Manager successfully signed a three year contract for gas and electricity supplies in summer 2021 that will provide some protection – excellent foresight! And we are currently improving the internet/wi-fi access within the Centre.

The railings around the Centre have been repainted by the Community Payback Team. We were happy to support this activity.

In the autumn we held a number of events that were well supported. In October, there were sell-out performances of the Murder

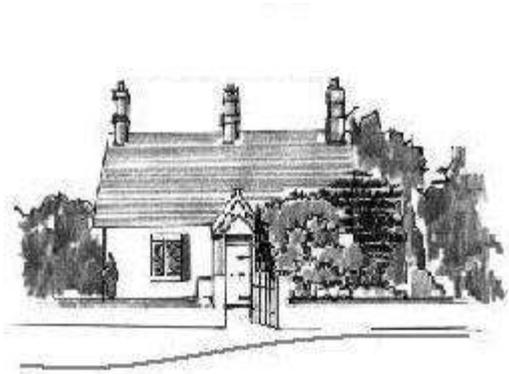
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Mystery "Who killed the Hotel Manager"; and in November and December we hosted a popular blues evening and swing band. It was good to see these events back. Flix in the Stix restarted and has continued to attract a steady audience. Most recently, we held a quiz night that raised funds for the Centre, the Quicken Trust and the DEC Ukraine Appeal.

We are grateful to people for their willingness to return to the Centre, both as operators of activities and as participants. Let us hope for happier times ahead.

Ian Jones
Chairman, Lingfield and Dormansland Community Centre



Lingfield United Trust

LUT Chairman's Report to Lingfield Parish Council meeting, April 2022 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. 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 check their wellbeing. We have put in place

assistance in the garden and with pruning and heavy jobs that are required.. As it is now approaching 10 years since the refurbishment works to the Almshouses were carried out, we are in the process of appointing a firm of Building Surveyors to carry out a Quinquennial Inspection Report on the properties. There is an Almshouse Association Template for this Review and this will form the basis of our brief to the company. They are a practice acquainted with this procedure. We will of course be consulting with the Residents over this period, and we hope that the Report, when submitted, will form the basis of our future maintenance schedule for the Cottages.

The Provision of Grants At Christmas 2021, the Trustees of Lingfield United Trust were able to distribute 137 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. Once again we sent application forms to those who had applied the previous year, as the distribution points used prior to the pandemic, were still not as accessible as they had been. We also advertised and encouraged applicants to ask for forms from our Clerk direct.

We continue to pay grants for assistance to vulnerable and needy residents and families in Lingfield and Dormansland and we have received 6 referrals this year. We have therefore given help with clothing, furniture and appliances to those meeting our criteria within the parishes and decided to automatically include these residents in our Christmas Distribution as well.

As reported last year, 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 and final £8000 from the Henry Smith Trust completing the agreed grant sum.

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We continue to seek ways in which to give grants to community initiatives working towards the alleviation of local hardship in these difficult times and respond to suitable approaches. We would be grateful for referrals from the churches, doctors and other community venues in our parishes. We ourselves were fortunate to benefit from a donation of £500 from Lingfield Bridge Club, on their cessation and for which we are most grateful.

Our website increases our transparency and accessibility in line with the Charity Commission's guidelines. 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. It is now an established means by which requests for assistance come to us. <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.

We have 7 Trustees who have been in place for the duration of this year. I am grateful for all their work and support on behalf of Lingfield United Trust and of course extend all our thanks to our Clerk for her conscientious and efficient work throughout.

Marion Wardell, Chairman, Lingfield United Trust