



## LINGFIELD PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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16<sup>th</sup> May 2024

### TO MEMBERS OF THE COUNCIL

Dear Members,

I hereby give you notice that the Annual Meeting of Lingfield Parish Council will be held on **Wednesday 22<sup>nd</sup> May at Lingfield and Dormansland Community Centre at 19:00**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

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### AGENDA

**1. Election of Chair for 2024/25**

To **ELECT** as above and to **RECEIVE** the declaration of acceptance of office.

**2. Election of Vice Chair for 2024/25**

To **ELECT** as above and to **RECEIVE** the declaration of acceptance of office.

**3. Apologies for absence**

To **RECEIVE** any apologies.

**4. Declarations of interest/Request for dispensations**

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

**5. Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The maximum time allotted for this item is 15 minutes in total unless directed otherwise by the Chair.

**6. District and County Councillors' reports**

To **NOTE** as above.

**7. Council meeting minutes: 24<sup>th</sup> April 2024**

To **RESOLVE** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. To **NOTE** any matters arising.

**8. Schedule of payments and budget report**

To **RESOLVE** to approve as [above](#). Any queries to be directed to the office before the meeting.

## 9. Committee membership

To **APPOINT** members to the Planning Committee for 2024/25.

## 10. Planning applications live consultations

To **RECEIVE** planning applications consultations which must be responded to before the Planning Committee next meets. To **RESOLVE** responses:

App number	Address	Description	Due
2024/401	51 Bakers Lane, Lingfield, Surrey, RH7 6HE	<a href="#">Erection of two storey side extension and single storey rear extension</a>	19 Jun
2024/355	Ashlone, Town Hill, Lingfield, Surrey, RH7 6PG	<a href="#">Subdivision of existing residential curtilage and erection of a detached dwelling</a>	12 Jun
SCC Ref 2023-0217	Site of Former Orchard Court Care Home, East Grinstead Road, Lingfield, Surrey, RH7 6ET	<a href="#">Demolition of existing buildings and outline application for the erection of part 2 and 3 storey building (with additional basement) for extra care accommodation, comprising self-contained apartments, staff and communal facilities, electric substation and associated parking. Appearance and landscaping reserved.</a>	22 May

## 11. Representatives to outside bodies

To **APPOINT** members to the following (incumbents in brackets):

- Surrey Association of Local Councils (Cllrs Duggan, Downing)
- Lingfield Wildlife Area (Cllrs Marks, Lockwood)
- Gatwick Airport (Cllr Lockwood)
- Neighbourhood Plan (Cllrs Lockwood, Hearnden, Marks)
- Conservation Area Appraisal (Cllrs Lockwood, Hearnden)
- Lingfield Community Library (Cllr Duggan)
- Any other

## 12. Annual grants

To **CONSIDER** awarding grants per previous years as follows and to **RESOLVE** a course of action:

- St Peter and St Paul's Church – burial grounds and donation to lighting costs - £3500
- Lingfield Nature Reserves - £2000 towards maintenance
- Christmas Lights – £1500
- Meals on Wheels – £800
- Community News - £800

## 13. General Risk Assessment 2024/25

To **RESOLVE** to adopt [as above](#).

## 14. Christmas Lights responsibilities per minute 2024/01/10

To **CONSIDER** [as above](#). To **RESOLVE** a course of action if applicable.

## 15. Update: CCTV

To **RECEIVE** on CCTV installation at Gun Pond (Cllr Fudge to lead).

**16. Notification of meeting/Suggested items for agenda: 26<sup>th</sup> June 2024**

To **NOTE** any suggested items for the next Council meeting: decision on accounts package; tree works at Centenary allotment site access; Lingfest update.

**17. Public Bodies (Admissions to Meetings) Act 1960**

To **RESOLVE** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Quotations, Staffing.

**18. Tree works at Pollards Field allotment site**

To **RECEIVE** an update from the Clerk regarding landowner permission. To **RECEIVE** quotes (attached) and to **RESOLVE** a course of action.

**19. Asbestos survey at Jennings Hall**

To **CONSIDER** the need for the above. To **RECEIVE** quotes (attached) and to **RESOLVE** a course of action.

**20. Insurance renewal**

To **RECEIVE** a renewal quotation (attached). To **RESOLVE** to renew.

**21. Staffing hours and capacity**

To **RECEIVE** a report from the Clerk on the above (attached). To **CONSIDER**. To **RESOLVE** a course of action.