



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON MONDAY 28th JULY 2021 AT 7.30 PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Cath Hearnden – in the chair
Liz Lockwood
Graham Marks
Camilla Downing
Vivien Hepworth
Clive Jecks
Jason Fudge

County Cllr Lesley Steeds – part of meeting
District Cllr Mark Ridge – part of meeting
4 members of the public – part of meeting

In attendance:

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

None.

1.2 Declarations of Interest

None.

1.3 Minutes

The minutes of the meeting held on 28th June 2021 were signed as a true and accurate record.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members noted receipt of the Finance Report and approved payments listed. Cash at the bank on 10th July 2021 amounted to £46,758.92.

Date	Type	Payee	Amount
15/06/2021	BP	Vision ICT	£339.60
16/06/2021	DD	Information Commissioner	£35.00
05/07/2021	DD	BT Business	£142.20
06/07/2021	BP	N.Elwood (Cypress Bay)	£160.00
06/07/2021	BP	R.V. Deller	£640.00
15/07/2021	BP	F.Elwood	£1,109.19
15/07/2021	BP	P. Homewood	£347.08
15/07/2021	BP	HMRC	£264.20
15/07/2021	BP	Surrey Pension Fund	£307.05

07/07/2021	BP	MTS	£13,800.00
21/07/2021	BP	N. Elwood (Cypress Bay)	£200.00
21/07/2021	BP	SES Water	£124.86
21/07/2021	BP	SES Water	£78.23
21/07/2021	BP	S. Barnett	£41.40
21/07/2021	BP	Click Cleaning	£36.58
	BP	Countrywide Grounds	£61.80
	BP	Spicers (Flagpole cleaning)	£20.00
	BP	Amethyst Horticulture	£3,764.28
	BP	Peter Homewood	£432.68
	BP	Fay Elwood	£1,109.19
	BP	HMRC	£178.60
	BP	Surrey Pension Fund	£307.05
	BP	Lingfield Marathon	£250.00
		Total	£33,159.23

Resolution: Payments listed above were approved.

2.2 Budget virement

Cllr Fudge has managed to negotiate a further reduction in the disputed invoice and this has now been paid. The total cost of the Gun Pond refurbishment is £27,035.94 which requires a further adjustment in our budget.

Resolution: Members approved budget virement as follows:-
£1,100 from 'Contingency' to 'Gun Pond Refurbishment'.

3 GRANT APPLICATIONS

None received.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Planning application for Gun Pond

Cllr Fudge has completed the retrospective planning application for the refurbishment of Gun Pond and emailed this to other members for comment. The application has been completed online but not yet submitted.

Action: Application will be submitted after comments and amendments have been agreed.

4.2 'Friends of Lingfield Pond'

Members approved the formation of a committee – Friends of Lingfield Pond. The constitution will comprise two members of the parish council – Cllr Jecks and Cllr Fudge - and four residents. The following residents were approved as members of the committee:- Roger Ohlson, Rita Russell, Ian Tomsett and Andrea Watson. The committee will meet four times a year with the first meeting being held on 18th August.

Resolution: Members approved the constitution of the committee and also the Terms of Reference (attached).

Action: The clerk will arrange the first meeting to be held on 18th August 2021 at 7.30pm.

4.3 Cage Lighting Project

Cllr Jecks is keen to set a timetable for the cage lighting project to make sure the project is not forgotten. The grant application to GACT was unsuccessful but we still have other sources of funding to explore. Grant applications are generally more likely to succeed if we are prepared to provide some of the funding ourselves.

Resolution: Members will consider a budget allocation for 2022/23.

Action: Cllr Jecks and Fudge will work together to produce a Schedule of Works.

Action: Three quotes will be obtained on a fixed cost basis.

Action: The clerk will explore funding opportunities and check permissions required (some of this work has already been done).

4.4 **Crime Report**

Members noted the information in the report from PCSO Conrad Cheeseman:-

There was a slight increase in contacts with Police via 999 and 101 on-line this month.

80 contacts from the Lingfield area

19 contacts from Dormansland

4 contacts from Crowhurst

Of incidents reported for the whole of the above areas, there were :

- 12 Reports regarding neighbour disputes
- 9 Reports regarding vehicle related incidents
- 7 Reports relating to domestic issues
- 6 Reports relating to burglaries from businesses
- 5 Reports relating to mental health incidents
- 5 Reports of shoplifting
- 5 Reports relating to ASB (All from the same area and location)
- 3 Reports relating to thefts
- 2 Reports relating to theft of motor vehicles
- 2 Reports relating to thefts from motor vehicles
- 2 Reports relating to assault
- 1 Report relating to fraud
- 0 Reports relating to criminal damage
- 1 residential burglary and one shed/garage burglary

There was one incident involving an incident in Selbys regarding a firearm being discharged 3 times. This is being investigated and an arrest has been made. No-one was hurt or in danger of being hurt during the incident.

4.5 **Cleaning of war memorial**

Cllr Marks has requested that members reconsider their decision not to clean the war memorial. Following advice from the Heritage Conservation team at Surrey County Council in 2018, members had previously decided not to clean the memorial because of the risk that the different types of stone used for repairs would mean a disappointing result.

Resolution: Members will consider providing a budget for cleaning the memorial in 2022.

Action: The clerk will make enquiries about the consent required to carry out the work.

Action: The clerk will contact the War Memorial Trust for information about possible funding.

5 COMMUNITY EVENTS

5.1 Tree Planting for Platinum Jubilee

Members agreed they would like to participate in ‘The Queen’s Green Canopy’ as part of the Platinum Jubilee celebration.

Action: The clerk will seek permission from Tandridge District Council to plant hedging along the edge of Talbot Road Recreation Ground (on the border with Lingfield Park land)

Action: The clerk will submit an application to the Woodland Trust for 420 saplings.

6 NEIGHBOURHOOD PLAN

Nothing to report.

7 HIGHWAYS AND ENVIRONMENT

7.1 Feasibility Study for Traffic Calming

County Cllr Lesley Steeds has asked the parish council to contribute £1500 towards the cost of a feasibility study for traffic calming on Felcourt Road. The purpose would be to try to identify speed reduction measures. Members are very sympathetic to the situation but when presented with information from the Local Committee, when this issue was submitted as a public question (14th December 2012), they felt the likelihood SCC would actually approve speed reduction measures in Felcourt is slim. Members also discussed the criteria for speed limit reduction and agreed the police rules on this matter would be a further barrier.

One member voted in favour of the contribution towards a feasibility study. One member voted against. The remaining members voted to delay a decision.

Resolution: The decision on whether to pay £1500 towards the cost of a feasibility study was deferred.

Action: The clerk will ask SCC to rotate the existing VAS and cut back any vegetation obscuring the signs.

Action: If Felcourt residents wish to carry out their own analysis of traffic to collect more evidence, Cllr Jecks is prepared to liaise with Lesley and the residents on behalf of the parish council.

7.2 Speedwatch

Members noted that Mark Ridge has taken over the Speedwatch Co-ordinator role and is also liaising with the 20s Plenty Campaign team.

7.3 Footpath across railway line

The diversion of footpath 381 has been extended until 9th January 2022.

8 CURRENT CONSULTATIONS

8.1 Surrey Transport Plan 2022-32

Cllr Lockwood advised that we should oppose the proposed increase in parking charges and request that SCC policy includes the reduction to 20mph in village centres (20s Plenty).

Responses due by 24th October 2021

Action: Cllr Lockwood will prepare a response for approval.

Action: The clerk will request a paper copy for Cllr Marks.

9 PLANNING COMMITTEE

Members approved minutes of the planning committee meeting held on 28th June 2021.

10 MATTER FOR REPORTING OR INCLUSION ON FUTURE AGENDA

10.1 Lingfield Chamber of Commerce Christmas Event

Members noted details in place for the Christmas Event on 4th December. Cllr Jecks (who is also the Chairman of the Chamber of Commerce) reported that they have received a grant of £2400 from GACT. The theme for the event is 'Narnia'.

10.2 Emergency Plan

TDC has suggested parishes compile an Emergency Plan.

Resolution: The clerk will start work on an Emergency Plan for approval at a future meeting.

10.3 Young Epilepsy

Members noted that Mark Devlin, the Chief Executive at Young Epilepsy, will be giving a presentation to the next meeting of the Parish Council on 29th September.

10.4 New Councillor Training

The clerk suggested bespoke councillor training for the two new members, and suggested this could be held in conjunction with Dormansland Parish Council to share the cost. Cllrs Downing and Marks expressed interest in attending if there is space for them.

Resolution: Members approved expenditure of £150 towards the total cost of arranging a training session at L & D Community Centre.

Action: The clerk will liaise with DPC and arrange a date in September.

10.5 Rubbish removal at allotments

Removing the rubbish from the entrance of Centenary Fields allotments is proving problematic because of the width of the track. We have received a quote of £360 to remove the green waste from the compost bins and distribute it on site. Cllr Lockwood suggested this might not be so good for the trees.

Resolution: We will get a quote for cutting back the trees to see if this gives enough head room for the grab lorry to access the site. Once the quote is received the clerk will make a decision under delegated powers in conjunction with the chairman.

Action: The clerk will get a quote for cutting back the trees.

11 DATE OF NEXT MEETING

29th September 2021

Meeting closed at 9.22pm

Terms of Reference for Friends of Lingfield Pond (FLP)

Background

Local residents showed a great deal of interest in the recent refurbishment of Gun Pond and the parish council was asked to consider the creation of a working party to unite members of the community in supporting all activities relating to the maintenance and future improvement to the pond and surrounding areas. Members discussed this at the parish council meeting held on 28th June 2021 and agreed it would be appropriate to make this a committee of the parish council.

Constitution

The committee will comprise two members of Lingfield Parish Council and four residents.

Roles and personnel

Clive Jecks and Jason Fudge will represent Lingfield Parish Council

Water Quality and the Island (Roger Ohlson)

Pond Plants, Aeration (Ian Tomsett)

External Planting (Rita Russell)

History, Information, Signage and Infrastructure (Notice Board and Benches) (Andrea Watson)

It is intended that Roger Ohlson will be voted as Chairman at the first meeting.

Meetings

The committee will meet formally four times a year and the clerk will prepare the agenda and produce minutes.

Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If confidential items are to be discussed, the Committee will have the right to pass a resolution to exclude the press and public from the meeting.

Funding

The committee will not have powers to approve expenditure. Small items of expenditure will need to be approved in advance by full council. The committee will submit a budget for proposed expenditure in October for the following year. Emergency expenditure can be authorised by the clerk in conjunction with the chairman of the Council (up to a limit of £500).

Communication

Announcements, updates and news about work on the pond will be passed to the clerk for publication on the LPC Facebook page and shared with Lingfield News pages. However, members of the committee will answer questions on minor issues as they arise (eg: water quality, objects in the pond, dead fish etc).

Responsibilities

- Monitor the water quality and advise the council if action needs to be taken
- Check water levels and turn on water supply if necessary
- Advise the council on maintenance and improvements to the pond and surrounding area
- Unite the community in supporting all activities with the arrangement of working parties
- Encourage families and children to explore the heritage asset (social events may be arranged to facilitate this)
- Consider the addition of two further memorial benches (we have two people on the waiting list)
- Consider the installation of an information board (to include advice on feeding of ducks)
- Engage with the community on social media