



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON WEDNESDAY 26<sup>th</sup> OCTOBER 2022 AT 7.30PM  
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

**Present:**

Cath Hearnden – in the chair  
Liz Lockwood  
Jason Fudge

District Cllr Katie Montgomery  
1 member of the public

**In attendance**

Fay Elwood, Clerk

**1 PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

Apologies were received and accepted from Clive Jecks, Graham Marks, Camilla Downing and Vivien Hepworth.

**1.2 Declarations of Interest**

None.

**1.3 Minutes of Meeting held on 28<sup>th</sup> September 2022**

These were signed as a true and accurate record of the meeting.

**2 FINANCE AND ADMINISTRATION**

**2.1 Finance Report**

Members noted receipt of the Finance Report and approved the payments listed below. Cash at bank on 10<sup>th</sup> October 2022 amounted to **£40,109.38**.

Date	Type	Description	Amount
15/09/2022	DD	EDF Energy	£13.00
01/10/2022	DD	Charges	£8.00
03/10/2022	DD	British Telecom	£216.43
03/10/2022	BP	PKF Littlejohn	£408.00
15/10/2022	BP	F. Elwood	£1,215.12
15/10/2022	BP	P. Homewood	£366.20
15/10/2022	BP	HMRC	£288.72
15/10/2022	BP	Surrey Pension Fund	£337.65
03/10/2022	BP	Cypress Bay/Nick Elwood	£160.00
03/10/2022	BP	D. Wickington - cut at bale at LNR	£2,040.00
	BP	R.V. Deller	£660.00
	BP	Lingfield & Dormansland CC	£60.00
	BP	Fay Elwood	£40.00
	BP	Cypress Bay/Nick Elwood	£160.00

	BP	Mrs F. Elwood	£1,215.12
	BP	Mr P. Homewood	£374.00
	BP	HMRC	£280.92
	BP	Surrey Pension Fund	£337.65
		<b>Total</b>	<b>£8,180.81</b>

## 2.2 External Audit

Members noted conclusion of the external audit with no issues arising.

## 2.3 Financial Regulations

Section 11.1 (d) of our Financial Regulations state that we can waive our Financial Regulations provided that we record our intention to do so and that we explain our justification.

**Resolution:** Members agreed to waive Financial Regulations to allow us to appoint Chris Reynolds, Surrey County Council (SCC) to carry out the Conservation Area Appraisal without obtaining three quotes. Justification is that members believe the Heritage officer is the person best placed to do this work, having recently completed a similar exercise for Limpsfield. SCC also has direct access to all the documents.

**Action:** The clerk will write to Tandridge District Council requesting permission to carry out this work.

## 2.4 Premises Licence

We have received a request for payment of £70 from Tandridge District Council to renew the Premises Licence for Jenners Field.

**Resolution:** Members approved payment of £70.

## 2.5 Draft Budget

Members discussed the draft budget and noted that the calculations allow us to keep the precept at the current level for another year.

**Resolution:** Members approved the draft budget (attached) and agreed a precept request of £60,000 for 2023/24.

## 2.6 Allotment Finance

The Pollards site is a joint project which provides allotments for residents in Dormansland as well as Lingfield. The rent received from tenants does not cover expenses and it is necessary to request funding from Dormansland Parish Council from time to time. Members noted receipt of £1000 from DPC.

## 3 GRANT APPLICATIONS

None received.

## 4 PARISH FACILITIES AND CRIME REPORT

### 4.1 Allotments

The clerk carried out an inspection of the allotments on 19<sup>th</sup> October 2022. Most plots are being worked but some could be better. Letters will be sent to tenants who are not keeping their plots up to the required standard. There are 3 vacant plots at The Pollards and a small waiting list at Centenary Fields. The gate post at The Pollards will need replacing in the coming months but has a temporary repair for

now. The grass cutting at both sites is working well. The clerk has removed some barbed wire from the top of the gate into Centenary Fields and is still exploring options for a taller gate. The clerk circulated pictures of an extension which could be fitted to the gate. **Action:** Members will visit the site to help them decide if this would stop people getting unauthorised access to the site.

## 5 NEIGHBOURHOOD PLAN

The meeting scheduled for this week needed to be cancelled but is being rearranged for next week.

## 6 HIGHWAYS AND ENVIRONMENT

### 6.1 Conservation Area Appraisal Permission

Conservation Area Appraisals are normally carried out by the district council so we need to seek permission from the Planning Policy Committee before engaging someone to do this work.

**Resolution:** Members agreed we will write to the Planning Policy Committee at Tandridge District Council to seek permission to engage Surrey County Council to carry out a Conservation Area Appraisal.

**Action:** The clerk will draft a letter.

### 6.2 Conservation Area Audit of Heritage Assets

Members agreed that we do not wish to include neutral or detracting buildings in the final appraisal document.

### 6.3 Working Party for Conservation Area Appraisal

Cath Hearnden and Liz Lockwood will be part of the working party for this project. Bill Stevenson was suggested as another potential member - The clerk will attend to take notes.

**Action:** The clerk will ask Bill Stevenson if he is prepared to be involved.

### 6.4 Licensing Committee

Members noted that a Licence has been granted for the proposed wine bar in Godstone Road but this permission excludes use of the garden.

### 6.5 Skate Ramp

Members considered using CIL funds to pay for a repair on the skate ramp at Jenners Field which is owned by TDC.

**Resolution:** Members are of the opinion that this is not something we should be paying for.

**Action:** The clerk will write to TDC to ask where the £80,000 ring fenced fund to replace the skate park has gone.

## 7. COMMUNITY EVENTS

The date for the Coronation of King Charles III has been set for Saturday 6<sup>th</sup> May 2023. Members agreed we should organise an event and felt that a street party is too similar to what was arranged for the Queen's Platinum Jubilee earlier this year.

**Resolution:** Members approved a budget up to £10,000 to provide a large screen to show the Coronation, a stage, a band and toilet facilities in Jenners Field to facilitate a Village Picnic.

**Action:** The clerk will complete a pre-event application form and submit to Tandridge District Council to obtain permission to use the field.

**Action:** The clerk will book a stage, a large outdoor screen, a band and toilets for the event.

Residents will be invited to bring their own tables, chairs, blanket and a picnic. We will not be providing a bar or food outlets. It was suggested that Lingfield Primary School Association might like to invite an ice cream van or other refreshment providers to park in the school car park for the duration of the event.

**Action:** Katie Montgomery will make the suggestion through her contacts.

## **8. CURRENT CONSULTATIONS**

None.

## **9. MEETINGS AND TRAINING**

The clerk is attending a TDC Zoom meeting on the subject of the Boundary Review on 13<sup>th</sup> December 2022.

## **10. PLANNING COMMITTEE**

Members approved minutes of meetings of the planning committee held on 28<sup>th</sup> September and 12<sup>th</sup> October 2022.

## **11. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

**11.1** A request to Surrey County Council for double yellow lines in part of Church Road – Liz will provide map.

**11.2** Consultation on changes to bus service in Lingfield (409 and 281).

## **12. DATE OF NEXT MEETING**

30<sup>th</sup> November 2022

Meeting closed at 7.52pm