



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON WEDNESDAY 22nd FEBRUARY 2023 AT 7.30PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

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

County Cllr Lesley Steeds
District Cllr Sir Nicholas White
District Cllr Katie Montgomery
4 members of the public

In attendance

Fay Elwood, Clerk

1 PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies were received and accepted from Jason Fudge.

1.2 Declarations of Interest

Cllr Hepworth declared an interest in item 4.3 because her husband is Chairman of Lingfield and Dormansland Community Centre.

1.3 Minutes of Meeting held on 25th January 2023

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 10th February 2023 amounted to **£59,574.85**.

Date	Payment type	Description	Amount
16/01/2023	DD	EDF Energy	£9.00
31/01/2023	DD	Charges	£8.00
15/02/2023	BP	F. Elwood - Salary	£1,270.19
15/02/2023	BP	P.Homewood - Salary	£382.84
15/02/2023	BP	HMRC	£315.50
15/02/2023	BP	Surrey Pension Fund	£357.06
30/01/2023	BP	Sensible PC Solutions	£30.00
06/02/2023	BP	P&W Event Hire	£150.00
23/02/2023	BP	Whisky Sours	£50
23/02/2023	BP	F. Elwood – catering	£23.65
23/02/2023	BP	F. Elwood – Postage	£7.25

23/02/2023	BP	I.Cuthbert – PA deposit	£150
23/02/2023	BP	S. Boorer – band deposit	£200
15/03/2023	BP	F. Elwood – Salary	£1270.39
15/03/2023	BP	P. Homewood	£419.52
15/03/2023	BP	HMRC	£324.30
15/03/2023	BP	Surrey Pension Fund	£357.06
		Total	£5,324.76

2.2 Meeting Dates for 2023

Members approved the change of dates for the following meetings:-

Annual Parish Assembly will now be held on 20th March 2023

Friends of Lingfield Pond will now be held on 11th April 2023

The Annual Meeting will now be held on 15th May 2023

The full Parish Council meeting in June will be held on 21st.

2.3 Annual Parish Assembly

The clerk has invited a governor of the Queen Victoria Hospital to give a presentation on the future plans for the hospital.

Resolution: We will also invite Charlotte Parker to give a short presentation on the Conservation Area Appraisal.

Action: The clerk will arrange for light refreshments to be served after the meeting

Action: The clerk will arrange publicity for the event.

Action: The clerk will contact Charlotte Parker.

2.4 Lingfield Christmas Lights

Members have previously approved a grant of £1750 for this year.

The clerk has already paid for the hire of the power platform, leaving a balance of £890.

Resolution: Members approved payment of £890 to Lingfield Chamber of Commerce.

2.5 EDF Energy Contract

Our fixed rate contract for electricity at Gun Pond comes to an end on 31/3/23. Our current prices are 25p/day standing charge and 19.91p unit charge. Renewal prices for a fixed rate from 1/4/23 are 60p/day standing charge and 75.15p unit charge. Prices for the variable rate are 250p/day standing charge and 81.50p unit charge.

Resolution: Members agreed to renew on the new fixed rate.

The clerk will check that the bulb in the war memorial is energy efficient.

Action: The clerk will renew the fixed contract for 12 months.

3 GRANT APPLICATIONS

3.1 Tunbridge Wells District Samaritans

Members considered a grant application from the Tunbridge Wells branch of the Samaritans. It was noted that they carry large financial reserves but most of this is earmarked.

Resolution: Members approved a grant of £250.

4 PARISH FACILITIES AND CRIME REPORT

4.1 Replacement drain at war memorial

At the January meeting of the Parish Council members had agreed to ask Surrey County Council (SCC) to proceed with the work to improve drainage at the war memorial, believing it would be funded by SCC. Further correspondence has clarified that SCC does not have a budget to do the work. There is now a suggestion that we could purchase a replacement drain cover ourselves and instruct Vernon Deller to install it. The Chairman is not happy to make a decision until we receive confirmation that the drain is not on Highways land.

Action: Cllr Hearnden will contact the Highways engineer to ask for confirmation that the area where the drain is located does not belong to Surrey County Council.

4.2 Friends of Lingfield Pond

Members approved the Minutes of a meeting held on 15th February 2023.

Action: Members asked the clerk to pass on our thanks to the volunteers.

4.3 Lingfield and Dormansland Community Centre Boundary Wall

The Chairman of Lingfield and Dormansland Community Centre has written to inform the parish council that he has concerns about the boundary wall behind the community centre. A structural surveyor has recommended the height of the wall is reduced because it is too high and the resident of the neighbouring property (Sunnyside) has notified of his intention to remove some earth on his side of the wall. This will further weaken the wall.

Resolution: Cllrs Lockwood and Hearnden are happy to meet with Ian Jones at a time and date to be arranged. Cllr Marks would also like to attend if he is able to.

5 NEIGHBOURHOOD PLAN

5.1 Update and Expenditure

The draft Neighbourhood Plan is with AECOM for a Strategic Environmental Assessment. Once this has been completed, the Plan will move to the pre-submission stage. For clarification, Tandridge District Council has been provided with a copy of the draft plan but the plan has not been formally 'submitted'. The clerk apologised for the confusion caused by the wording on the agenda.

Resolution: Members approved expenditure up to £200 to pay for printing and delivery of leaflets and an advertising banner.

5.2 Receipt of a copy of draft plan

Member noted receipt of a copy of the draft plan. Cllr Hearnden explained that members of the public and the parish council will be able to make their comments during the six week consultation period.

6 HIGHWAYS AND ENVIRONMENT

6.1 Conservation Area Appraisal

The initial public meeting for the Conservation Area Appraisal went well and members noted receipt of a summary of the questions raised by members of the public. A leaflet is being produced and will be distributed to all residents in Lingfield. Copies will also be placed on notice boards and in the Library and Railway Station.

Action: Members will provide feedback on the draft leaflet and we will aim to get it distributed during 1st week in March. Responses are due by 6th April 2023.

6.2 Britain in Bloom

We have been invited to submit an entry to the ‘Britain in Bloom’ competition in 2023. John Madden is entering Lingfield Nature Reserves in the relevant category. They did very well in 2022 and are aiming for a win this year. The clerk explained that the title of the competition is misleading. It is about more than floral displays. Entry involves working with volunteer and other groups in the area and putting together a portfolio of the village.

Resolution: We do not have the time or resources to submit and application in 2023.

6.3 Environmental Maintenance and On Street Parking

Members noted receipt of information from Surrey County Council about the future arrangements for on-street parking enforcement and grass cutting.

7. COMMUNITY EVENTS

7.1 Coronation of King Charles III

Members noted receipt of an update on arrangement for the Coronation party to be held on Sunday 7th May. The following expenditure was approved:-

Item	Details	Total cost	Deposit	Refundable?
Into the Blue (main act) 5 piece covers band with female vocalist	2 sets 3.30pm-4.30pm and 5pm-6pm	£1000	£200	No
Whisky Sours Female duo	1 set 2pm – 3pm	£250	£50	No
Ian Cuthbert	PA hire manned from 10am till finish	£300	£150	No
Hire-a-Loo	Toilet Hire (14 cubicles and 1 disabled unit)	£920	Reserve the right to charge up to 70% in the event of cancellation	
P & W Furniture Hire	Hire and delivery of 47 x 6ft tables	£471	£150	No
Stanton Vehicle Hire	Luton back van hire	£120	0	
		£3661.00		

7.2 Risk Assessment

Members considered the risk assessment for the Coronation Event. The clerk advised that security staff are not being employed due to the nature and timing of the event. This means we do not have any dedicated First Aiders. Cllr Hepworth questioned the level of risk attributed to ‘bad weather’ commenting that the risk of this is quite high. It was noted that the Risk Assessment is referring to the risk of injury caused by bad weather.

Action: Cllr Jecks will contact St John's Ambulance to try to engage them for the event.

8. CURRENT CONSULTATIONS

8.1 Reforms proposed for the National Planning Policy Framework

Cllr Lockwood explained the subjects being covered by this reform and was pleased to report that they generally give local communities more say by strengthening the weight of Neighbourhood Plans.

Resolution: Members agreed they would like us to submit comments.

Action: Cllr Lockwood will put together a response and circulate to members for approval.

Responses are due by 2nd March.

9. MEETINGS AND TRAINING

Cllr Hearnden is 'attending' a Chairman's Networking event on Monday 27th February 2023 via Zoom.

10. PLANNING COMMITTEE

Members approved minutes from the planning committee meetings held on 25th January and 15th February 2023.

11. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

11.1 Lingfield Nature Reserves

Cllr Lockwood reported that LNR have received quotes for upgrading the footpaths to make the Reserves more accessible. The cost to do this is more than was expected. The track to the allotments is also in need of attention and as this is mainly used by allotment holders, we are asked to consider a contribution towards maintenance of the track.

Action: This will be an agenda item in March.

11.2 Scandia Hus Appeal

Members approved the wording in our letter of support for the appeal against refusal of planning permission for a new sports pavilion at Felcourt (with the removal of paragraph 2.

11.3 Lingfield Christmas Lights

Cllr Jecks requested that the future management of Lingfield Christmas lights be placed on the next agenda

11.4 Drainage at war memorial

This item will be brought back to the parish council in March.

12. DATE OF NEXT MEETING

29th March 2023

Meeting closed at 8.18pm