



LINGFIELD PARISH COUNCIL

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Full Council meeting – 28th February 2024

Minutes of the meeting of Lingfield Parish Council as above, held at Lingfield & Dormansland Community Centre, 19:30.

Present: Cllrs Hearnden (Chair), Downing, Duggan, Fudge, Lockwood, Steeds.

Absent: Cllr Marks.

In attendance: L Dunkley, Clerk. 5 members of the public.

2024/02/1: Apologies for absence. None.

2024/02/2: Declarations of interest/Request for dispensations

Cllr Lockwood declared an interest in item 9 – retrospective approval for grant to Lingfield Nature Reserve.

2024/02/3: Public Participation

P Drew spoke against 2024/66 (Newchapel Rd) including visual and noise impact, floodplain matters, negative wildlife habitat impact, lack of public notice on site.

N Spires raised queries about the increase in the precept and requested a breakdown of spend on administration. Clerk will respond to an email request with full breakdown.

M Webb raised a concern regarding SCC Ref 2023-0217, TDC Ref 2024/47 (Orchard Court) that there is an insufficient allocation of parking spaces.

2024/02/4: District and County Councillors' reports

Cllr Steeds (SCC & TDC) reported various updates including: SCC feel that 23 spaces is enough at Orchard Court (SCC Ref 2023-0217 TDC Ref 2024/47) as a number of residents will not have vehicles. Regarding Newchapel Road planning application (2024/66), an enforcement order is not being put in place by TDC as officers felt that the retrospective planning application negated the need for it – this is being challenged by Cllr Steeds. SCC budget has been agreed at 4.99% increase. TDC increase is 2.99%. Highways updates were given – including drainage investigation, road surface deterioration at the 'pinch points', VAS signs, speeding.

2024/02/5: Council meeting minutes: 24th January 2024

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Fudge/Downing. Unanimous. No matters arising **NOTED**. **Clerk to publish.**

2024/02/6 Planning Application live consultations

** Cllr Steeds did not participate in any discussions or decisions on the following planning applications, in order that there will be no predetermination when participating in the Tandridge District Council Planning Committee meetings (in her role as District Cllr) which may consider the same applications.*

RECEIVED planning applications consultations and **RESOLVED** responses:

App number	Address	Description	Due
2024/148/TPO	1 Little Stanford Close, Lingfield, Surrey, RH7 6GL	Please refer to photo provided. T001) - Horse Chestnut - Height (m): 12, Crown Radius (m): 12,	9 Apr

		DBH (mm): 925 - Reduce crown to previous reduction points and shape (3m)	
No objection. Cllrs Lockwood/Hearnden. Unanimous.			
2024/127	11 Tannery Gardens, Lingfield, Surrey, RH7 6GF	Conversion of garage, facade alterations, internal alterations and all associated works	1 Apr
No objection. Cllrs Lockwood/Hearnden. Unanimous.			
2024/86	Silver Birches, Blackberry Road, Felcourt, Lingfield, Surrey, RH7 6NQ	Roof extensions to form a single volume in order to create larger bedrooms and other spaces at first floor, including new front dormer, plus ground floor side extension and other alterations.	26 Mar
The Council object on the grounds that the proposal will overlook the neighbouring property and overdevelopment of the site. Cllrs Lockwood/Downing. Unanimous.			
2024/66	Land At Newchapel Road, Lingfield, RH7 6BJ	Change of use of land to a 2 pitch Gypsy/Traveller site comprising the stationing of a mobile home and touring caravan per pitch, and the erection of a dayroom	18 Mar
<p>The Council object on the grounds that highways access and egress is dangerous in particular for larger vehicles; surface water flooding has not been considered or mitigated and therefore the development poses a significant flood risk for the siting of mobile homes; the development is within the greenbelt; the Human Rights of adjacent neighbours must be taken into account – (Human Rights Act Article 8 - the right to respect for family and private life, an home). Cllrs Lockwood/Hearnden. Unanimous.</p> <p>The Council does not understand why TDC have not issued an enforcement notice as action can still be taken when a retrospective application is live. The Council wish to see enforcement action in place immediately. Precedent at Tanhouse Road (Hurst Green) to implement enforcement order on such development. Clerk to action.</p>			
2024/64	Jannat, 70 High Street, Lingfield, Surrey, RH7 6AA	Installation of dormer with 3 x roof lights	16 April
The Council object on the grounds that the proposal will be overlooking neighbours and is out of character for conservation area. Cllrs Lockwood/Hearnden. Unanimous.			
2023/1525	5 Vicarage Close, Lingfield, Surrey, RH7 6EW	Partial garage conversion to habitable accommodation and changes to fenestrations.	15 April
No objection. Cllrs Lockwood/Downing. 4 in favour, 1 abstained: Cllr Hearnden.			
2024/192/TCA	22 High Street, Lingfield, Surrey, RH7 6AA	T1) - Multistem Sycamore - Fell to ground level and eco plug stump to prevent regrowth.	2 April
The Council objects to the wholesale removal of the tree and wishes to see it retained to provide privacy and amenity for people on Majors Mews. Cllrs Lockwood/Hearnden. Unanimous.			

SCC Ref 2023-0217 TDC Ref 2024/47	Site of Former Orchard Court Care Home, East Grinstead Road, Lingfield, Surrey, RH7 6ET	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.	
<p>The Council felt that the principle of the development is welcomed and needed though objects to the following aspects: Density and height of developments at the edge of the village should be reduced to merge into greenbelt and the three storey proposal contravenes that principle; there is insufficient amenity space; some units will overlook properties in Drivers Mead and Talbot Road; 23 parking spaces for 54 units plus staff and visitors is not sufficient. Cllrs Fudge/Downing. 4 in favour, 1 abstained: Cllr Lockwood.</p>			

2024/02/7 Schedule of payments and budget report

RESOLVED to approve as above. Cllrs Lockwood/Hearnden. Unanimous. **Clerk to action.**

Payee	Description	Gross amount
L Dunkley	Software reimbursement	£24.99
Leaflet Distribution S-East	Leaflet distribution	£65.00
Workwear Express	Coat for litter warden	£116.62
Mulberry & Co	Cllr training	£120.00
Beautifully Green	Allotment tap repair	£224.40
Creative View	Leaflet design, production, postage	£304.93
R V Deller	Various landscape works	£540.00
Lingfield Chamb of Comm	Xmas lights contribution	£640.00
	Staffing - February	£2,911.95

2024/02/8 Interim Internal Audit report

RECEIVED [as above](#). Thanks were given to the former Clerk for her sound administration work.

2024/02/9 Retrospective approval for grant payment

Minute 9.3 (15th May 2023) approved this payment.

2024/02/10 Office rental charge

NOTED [the above](#) for the following year. **Clerk to sign.**

2024/02/11 Provision of History Board and Age to Age leaflets

CONSIDERED the Council's position on the above being offered by Lingfield Park. The Council were happy for the material to be used provided that printing/reprinting costs are covered by them. **Cllr Hearnden to pursue.**

2024/02/12 Surrey Rights of Way Improvement Plan survey

RESOLVED a [response](#) per minute 2024/01/14. Cllrs Lockwood/Downing. Unanimous.

2024/02/13 Operation Bridge protocol

RESOLVED to adopt [as above](#). Cllrs Hearnden/Downing. Unanimous. **Clerk to publish.**

2024/02/14 Social Media Policy revision

CONSIDERED a [revision](#) as above. **RESOLVED** to adopt. Cllrs Downing/Fudge. Unanimous. **Clerk to publish.**

2024/02/15 Allotment renewal update

RECEIVED as above from the Clerk. The renewals process has been undertaken. The Centenary Fields site is full and the Pollards Field site has a small number of vacant plots.

2024/02/16 SLCC Practitioners Conference report

RECEIVED [as above](#).

2024/02/17 Update: CCTV

RECEIVED on CCTV installation at Gun Pond: Cllr Fudge reported that specific locations of signs (and policies surrounding these) will be decided in conjunction with the Clerk imminently.

2024/02/18 Update: Website and email overhaul

RECEIVED as above: the new email system is now live; the new website framework will follow in due course.

2024/02/19 Meeting start times

CONSIDERED the most appropriate default start time for evening meetings and **RESOLVED** to set at 7pm. Cllrs Fudge/Hearnden. Unanimous.

2024/02/20: Notification of meeting/Suggested items for agenda: 27th March 2024

NOTED suggested items for the next Council meeting: VAS financial contribution to SCC; clearance of sludge at allotment site access route; use of CIL for replacement bins; waste management issues at commercial properties in the centre of Lingfield; Lingfest 2025.

2023/11/21 Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED 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. Cllrs Hearnden/Lockwood. Unanimous.

2023/11/22 Tree Works to Large Oak

RECEIVED a quotation for the above at Woodlands, Vicarage Road and **RESOLVED** to accept the quotation. Cllrs Fudge/Hearnden. Unanimous. **Clerk to action.**

2023/11/21 Hanging baskets

RECEIVED a quotation as above and **RESOLVED** to pursue with Amethyst Horticulture as the only company able to provide the full service required. Cllrs Fudge/Hearnden. Unanimous. **Clerk to action.**

Meeting closed at 20:55.