

### Annual Council meeting – 22<sup>nd</sup> May 2024

Minutes of the meeting of Lingfield Parish Council as above, held at Lingfield & Dormansland Community Centre, 19:00.

**Present:** Cllrs Hearnden (Chair), Downing (late arrival), Duggan, Fudge, Lockwood, Marks, Steeds.

**Absent:** None.

**In attendance:** L Dunkley, Clerk. Cllr Killick (TDC). 2 members of the public.

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#### 1/24: Election of Chair for 2024/25

**ELECTED** Cllr Hearnden as above and **RECEIVED** the declaration of acceptance of office.

#### 2/24: Election of Vice Chair for 2024/25

**ELECTED** Cllr Fudge as above and **RECEIVED** the declaration of acceptance of office.

**3/24: Apologies for absence.** None.

**4/24: Declarations of interest/Request for dispensations.** None.

#### 5/24: Public Participation

P Killick asked for an update on the status of the Neighbourhood Plan as there hadn't appeared to be any development for some time.

M Anthony aired concern about the prospect of development on green field land near to Knights Mead/Saxbys Lane, highlighting negative social and ecological impacts. There is no live planning application at the time of writing but the Council were grateful for the comments.

*\*Cllr Downing entered the meeting*

#### 6/24: District and County Councillors' reports

Cllr Duggan (TDC) reported that following the election the public are already starting to make contact and that key issues including schooling and planning breaches. The local plan is being reviewed and revised and it is expected that the plan will not come into force before June 2025.

Cllr Killick (TDC): reported that members of the public have been in contact regarding matters such as overgrown verges and bin collections being missed, which was due to an obstruction in the road.

Cllr Steeds (SCC) reported that the highway between the pinch points are due to be resurfaced in July, although pavements in High Street should have been completed in July 2023 and are still outstanding. Station Road is due to be patched in the coming weeks and disruption may last for three days. VAS signs are being pursued for Lingfield Common Road. Water leaking onto the highway from the Victoria Club car park is possibly due to a broken pipe – investigations continue. Cllr Marks requested action on broken dropped kerbs around the centre of the village; and traffic engineers are looking at the possibility of a pedestrian crossing in the centre of the village.

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

**RESOLVED** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Lockwood/Downing. 5 in favour, 2 abstained Cllrs Duggan, Steeds. No matters arising **NOTED**. Clerk to publish.

## 8/24 Schedule of payments

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

Payee	Description	Gross amount
Vision ICT	.gov domain fee to 2026	£78.00
Cypress Bay	Allotment cuts	£160.00
SLCC	Annual subscription (proportion)	£185.37
Samaritans (Tunbridge Wells)	Grant per minute 2024/04/8	£250.00
Taylor's Skip Hire	Skip at Pollards allotment site	£300.00
	Staffing May	£2,968.26

## 9/24 Committee membership

**APPOINTED** Cllrs Hearnden, Duggan, Fudge, Lockwood, Marks to the Planning Committee for 2024/25.

## 10/24 Planning applications live consultations

**RECEIVED** planning applications consultations which must be responded to before the Planning Committee next meets.

**RESOLVED** the following 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
The Council supported the application. Cllrs Lockwood/Hearnden. 6 in favour, 1 abstained: Cllr Steeds.			
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
The Council objected to the application on the following grounds: the proposal constitutes back garden development which is prohibited in the NPPF; it is inappropriate development in the greenbelt; no special circumstances have been provided by the applicant for development in the greenbelt. Cllrs Lockwood/Hearnden. 6 in favour, 1 abstained: Cllr Steeds.			
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
A heritage assessment and ecological assessment have been produced which determine that there is no negative impact, though the Council dispute this due to the height of the building and TDC have objected as it is contrary to both TDC and NPPF policy. The Council object to the delivery and design of the proposals in its current format, but was not against the concept of the development. The grounds for objection are that the height of the building harms the conservation area and nearby heritage assets, and that there is under provision of parking spaces. It was further noted that the claim within the heritage assessment that the proposal would cause "less than significant harm" still constitutes enough harm in this sensitive location. Cllrs Lockwood/Hearnden. 5 in favour, 1 against: Cllr Duggan; 1 abstained: Cllr Steeds.			

### 11/24 Representatives to outside bodies

**APPOINTED** members to the following:

- Surrey Association of Local Councils: Cllrs Duggan, Downing.
- Lingfield Wildlife Area: Cllrs Marks, Lockwood.
- Gatwick Airport: Cllr Lockwood.
- Neighbourhood Plan: All Cllrs.
- Conservation Area Appraisal: Cllrs Lockwood, Hearnden **Clerk to contact Chris Reynolds**
- Lingfield Community Library: Cllr Duggan.

### 12/24 Annual grants

**CONSIDERED** awarding grants per previous years as follows and **RESOLVED** to award as follows:

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

Cllrs Lockwood/Downing. Unanimous. **Clerk to pursue.**

### 13/24 General Risk Assessment 2024/25

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

### 14/24 Christmas Lights responsibilities per minute 2024/01/10

**CONSIDERED** [as above](#). It was noted that the Council have budgeted for increased spend in the current financial year. The prospect of seeking sponsorship was discussed. **Cllr Fudge to investigate costs for new lights and report to Council.**

### 15/24 Update: CCTV

**RECEIVED** as above from Cllr Fudge.

### 16/24: Notification of meeting/Suggested items for agenda: 19<sup>th</sup> June 2024

**NOTED** suggested items for the next Council meeting: accounts package; replacement bins; Patron Saints flags; blue heart scheme; Email and website update; Visioning; Christmas lights.

### 17/24 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, staffing. Cllrs Lockwood/Hearnden. Unanimous.

*\*Cllr Fudge declared and interest in the next item and left the room*

### 18/24 Tree works at Pollards Field allotment site

**RECEIVED** an update from the Clerk regarding landowner permission. **RECEIVED** quotes and **RESOLVED** to award the contract to the Hedge Fund Tree & Garden Services. Cllrs Downing/Lockwood. Unanimous. **Clerk to action.**

*\*Cllr Fudge re-entered the room*

### 19/24 Asbestos survey at Jennings Hall

**CONSIDERED** the need for the above. Check register, check lease. **RECEIVED** quotes and **RESOLVED** to appoint All Asbestos to undertake the survey. Cllrs Hearnden/Lockwood. Unanimous. **Clerk to action.**

### 20/24 Insurance renewal

**RECEIVED** a renewal quotation. **RESOLVED** to renew. Cllrs Downing/Steeds. Unanimous. **Clerk to action.**

*\*The Clerk left meeting*

**21/24 Staffing hours and capacity**

**RECEIVED** a report from the Clerk on the above. **CONSIDERED** the detail, including need, benefits, costs. **RESOLVED** to increase the contracted hours of the Clerk from 18.5 per week to 26 per week as of 1<sup>st</sup> July 2024. **Clerk to produce an updated Job Description highlighting the additional tasks which the increase in hours enables, and to increase the presence (number of hours) in the office.**

Cllrs Fudge/Steeds. Unanimous.

*\*The Clerk re-entered the meeting to record the decision per 21/24.*

Meeting closed at 20:40.