



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> MAY 2019 AT 7.45PM  
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

**Present:**

Vivien Hepworth - in the chair

Cath Hearnden

Liz Lockwood

Graham Marks

Andrea Watson

Camilla Downing

District Cllr Mark Ridge

2 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 of meeting held on 30<sup>th</sup> April 2019**

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

**1.4 Minutes of Annual Meeting held on 14<sup>th</sup> May 2019**

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

**1.5 Matters arising from previous minutes**

**War memorial** – we are still waiting for quotes for work to the war memorial.

**Twinning sign** – this has now been repaired and is ready to be reinstalled.

**Litter warden vacancy** – we have only received one application. We will arrange an interview.

**Action: Clerk**

**Cycle racks and replacement planters** – this will be added to the list of Aims and Objectives.

**Action: Clerk**

**Bollards at Old School Place** – this will be added to the list of Aims and Objectives.

**Action: Clerk**

**2 FINANCE AND ADMINISTRATION**

**2.1 Finance Report**

**Members approved** the Finance Report, including cheques for payment. Cash at The bank on 10th May 2019 amounted to **£76,262.64**. The following cheques were approved for payment:-

| Date     | Cheque | Description                     | Amount<br>£     |
|----------|--------|---------------------------------|-----------------|
| 29/04/19 | 946    | J. Warboys (CF Allots)          | 350.00          |
| 29/04/19 | 947    | N. Elwood (Lawn & Order)        | 160.00          |
| 29/04/19 | 948    | F. Elwood Expenses              | 35.00           |
| 29/04/19 | 949    | SLCC - Membership               | 168.00          |
| 30/04/19 | 950    | Countrywide Grounds Maintenance | 61.80           |
| 07/05/19 | 951    | Information Commissioner        | 40.00           |
| 07/05/19 | 952    | Countrywide Grounds Maintenance | 61.80           |
| 09/05/19 | 953    | HMRC                            | 157.28          |
| 09/05/19 | 954    | F. Elwood                       | 1,077.11        |
| 09/05/19 | 955    | Surrey Pension Fund             | 291.42          |
| 13/05/19 | 956    | The Sign Company                | 42.00           |
| 15/05/19 | 957    | SSALC - Local Council Review    | 34.00           |
| 15/05/19 | 958    | Peter Frost - Internal Audit    | 120.90          |
| 24/05/19 | 959    | Haresh Naibheman                | 30.00           |
| 23/05/19 | 960    | Zurich Municipal                | 2,325.32        |
| 23/05/19 | 961    | Reddick Forge - Twinning Sign   | 798.00          |
| 23/05/19 | 962    | Entertee - 2nd Instalment       | 820.50          |
|          |        | Total                           | <b>6,573.13</b> |

## 2.2 Chairman's Report

The Chairman started by saying that she felt the Annual Parish Assembly was reasonably well attended given that it was held on a Friday.

Since being elected as Chairman, Vivien has attended a meeting of the Lingfield Chamber of Commerce (LCC) to discuss the Lingfield Lights event to be held on 30<sup>th</sup> November. The LCC has asked for permission to use the cage for Father Christmas and **members agreed** to this. They also asked if a Christmas tree could be placed in the planter outside Sote restaurant but due to the location of a large tree, this is not suitable. It was suggested that LCC seeks permission from the owners of 2-4 High Street to allow the tree to be sited in their gardens on the corner of East Grinstead Road. Later in the year we will need to agree how much we are willing to donate to LCC to help towards the cost of installing the Christmas lights. Vivien also attended the Lingfest committee meeting, along with the clerk.

## 2.3 Insurance Renewal

**Members approved** the renewal of our insurance policy with Zurich at a cost of £2325.32. The clerk invited alternative quotes from Came and Company but they could not match the price. Cath suggested we try Axa next year. Graham raised concerns about the valuation of certain items. The clerk will forward our asset register to members.

**Action: Clerk**

## 2.4 Member Training

**Members approved** expenditure of £300 for members and chairman training courses to be held on 25<sup>th</sup> June.

## 2.5 Parking sign

**Members approved** expenditure up to £50 for an advisory 'no parking' sign outside the cage.

**2.6 Year End Accounts**

**Members approved** the accounts for the year ending on 31<sup>st</sup> March 2019.

**2.7 Report from Internal Auditor**

Members noted receipt of the report from the Internal Auditor and thanked the clerk for her work on this.

**2.8 Annual Return Section 1**

**Members approved** Section 1 of the Annual Return for 2018/19.

**2.9 Annual Return Section 2**

Members approved Section 2 of the Annual Return for 2018/19.

**2.10 Policies**

**Members approved** the following policies for publication on our website:-

Complaints Procedure  
Discipline and Grievance Procedure  
Document Retention  
Information Data Protection  
Risk Management  
Removal Media  
Social Media

**2.11 Aims and Objectives**

Members discussed aims and objectives for the coming four years. Items are listed below along with suggestions raised at the Annual Parish Assembly.

- Continuing opposition to Star Fields development
- Litter warden recruitment
- Provision of plants and flowers
- Working towards a cleaner village – road and traffic signs
- Work to support local businesses
- Consider proposal from TDC to keep Childrens Centre open
- Explore solution to the problem of cars parking on slip road corner of Newchapel Road
- Try to get the pavements in Town Hill and Vicarage Road cleared of vegetation
- Consider supporting installation of a notice board for community events
- Attempt to get some cutting back and tidying of village footpaths/twittens
- Explore the possibility of installing a permanent ‘Silent Soldier’
- Tree on corner of Gunpit Road
- Consider paying for the installation of Bollards in Old School Place
- Consider installing cycle racks in the High Street
- Carry out refurbishment or replacement of planters
- Contribute towards replacement fence in Headland Way
- Improvements to Gun Pond and duck house
- Inspect and report blocked drains
- Lobby for improved parking enforcement

*Meeting suspended for comments from District Cllr Mark Ridge. Tandridge District Council paid £50,000 to keep the Children’s Centre open for a while. He is under the impression that both Lingfield and Dormansland Parish Councils are prepared to contribute £10,000. LPC has not*

*agreed to this but will wait to see what plans emerge before deciding whether to make a financial contribution. There was some concern about the level of commitment required.*

### **3 GRANT APPLICATIONS**

Nothing to report.

### **4 PARISH FACILITIES**

#### **4.1 Centenary Fields Allotments**

**Members approved** expenditure of £350 to clear allotment number 14 at Centenary Fields where raised beds and have accumulated over time and are now rotting.

### **5 COMMUNITY EVENTS**

#### **5.1 Lingfest**

Members noted receipt of the minutes of a meeting of the Lingfest committee held on 21<sup>st</sup> May 2019 and **approved** decisions taken. The main item to note was that ticket sales have fallen behind compared with last year, and members should be aware that this opens up the possibility of a financial risk, although the number already sold – about 1,000 – was still pretty good. In reality, we think that people are delaying buying their tickets until the day itself – they now know they can buy on the day, and can wait to see what the weather is like.

### **6 NEIGHBOURHOOD PLAN**

#### **6.1 Expenditure since last meeting**

Nothing to Report.

#### **6.2 Updates**

The local plan will be up for inspection later this year so the steering group is now in a position to move forward with the Neighbourhood Plan. Liz explained that the Lingsfield Neighbourhood Plan, which recently received a favourable vote of 95%, had much of the work done by consultants (Aecom). Although a lot of the work on the Lingsfield Plan has been undertaken by volunteers, it is suggested that we commission Aecom to do some of the remaining appraisals. This would cost in the region of £14,000 but much of this cost can be covered with grant funding. The steering group is likely to spend their LPC budget of £3000 during this financial year and will be asking for an addition amount to be made available in the next financial year.

**Members approved** the submission of a grant application by the steering group.

### **7 HIGHWAYS AND ENVIRONMENT ISSUES**

#### **7.1 Updates**

Nothing to report.

#### **7.2 Lingfield Park Racecourse**

Members are concerned about a current application from Lingfield Park Resort to increase the times for their licensed activities to 2am 7 days a week. Objections are due by 12<sup>th</sup> June. We know that residents are concerned about this in the light of recent experience with trouble in the village following the Good Friday race day. It was agreed that it will be useful to meet with a representative of Lingfield Park to try

to understand why they are making this application. The clerk will request an appointment.

**Action Clerk**

The Chairman asked Liz to put together a list of concerns ahead of the meeting.

**Action: Liz**

Liz, Vivien and Andrea will attend the meeting. Vivien will put our concerns in a letter to TDC which will be considered at our meeting on 11<sup>th</sup> June.

**Action: Chairman**

### **7.3 Govia Thameslink Railway Passenger Benefit Fund**

Members noted receipt of information about some funding available to improve railway stations. TDC has advised the fund is not suitable for the much needed mobility access improvements. **Members agreed** we could use some extra cycle storage but also some improvement to the tread on the existing bridge. There is also a burnt out bin which could be replaced and some general tidying. The clerk will write to TDC to express our wishes.

**Action: Clerk**

## **8 TRAINING, MEETINGS AND EVENTS**

### **8.1 Member Training**

Vivien will attend Chairmanship Briefing session on 25<sup>th</sup> June 2019. Ron and Cath will attend Member Briefing sessions on 2<sup>nd</sup> July 2019.

## **9 REPORTS FROM OUTSIDE BODIES**

### **9.1 Lingfield Nature Reserves**

Members noted receipt of minutes of a meeting of the Lingfield Nature Reserves held on 16<sup>th</sup> April 2019.

## **10 CURRENT CONSULTATIONS**

### **10.1 Surrey Minerals and Waste Plan – Revised Statement of Community Involvement**

**Members agreed** they do not wish to send a response to this consultation.

## **11 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE**

**Members approved** minutes of the meetings of the planning committee held on 30<sup>th</sup> April and 14<sup>th</sup> May 2019.

## **12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

All matters raised in this section have been added to the list of Aims and Objectives.

## **13 DATE OF NEXT MEETING**

The next meeting will be held on 25<sup>th</sup> June 2019

Meeting closed at 9.25pm