



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 30th JULY 2019 AT 7.45PM
AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

Present:

Vivien Hepworth - in the chair
Cath Hearnden
Graham Marks
Camilla Downing
Ron Coleman
Andrea Watson
Liz Lockwood

County Cllr Lesley Steeds
District Cllr Mark Ridge
1 member 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
Vivien declared a non-pecuniary interest in items 3.1 and 7.2 as she is a member of the Parochial Church Council and a Governor on the Education Board at Young Epilepsy.

1.3 Minutes of meeting held on 25th June 2019
These were signed as a true and accurate record of the meeting.

1.4 Matters arising from previous minutes
War memorial – we need to identify an alternative contractor. Graham suggested someone who lives in Newchapel Road. He will provide contact details to the clerk. **Action: GM/Clerk**
Twinning sign – the clerk has instructed someone to collect sign so we can arrange for re-installation.
Allotment 14 at Centenary Fields – instruction has been given to the contractor but the work has not yet been done.
Policies have been added to the new website.
The Asset Register has been sent to members.
The advisory parking sign has been installed by the cage.
The clerk has provided members with the costs of subscriptions.

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, including cheques for payment. Cash at the bank on 10th July 2019 amounted to £67,950.90. The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
25/06/19	980	N.Elwood - Pollards allot	160.00
25/06/19	981	SSALC Cllr Training	84.00
25/06/19	982	C.Thomas - Lingfest	497.03
25/06/20	983	TVA Subs	20.00
26/06/19	984	F. Elwood - Lingfest	43.00
27/06/19	985	Entertee	1,476.90
27/06/19	986	Countrywide Grounds Maintenance	205.80
27/06/19	987	SSALC - Training	168.00
02/07/19	988	Higos Insurance	1,006.08
02/07/19	989	F. Elwood - Committee catering	88.08
03/07/19	990	P. Cox - Lingfest banners	294.90
03/07/19	991	P. Cox Lingfest	107.66
03/07/19	992	P.Cox more banners	129.53
03/07/19	993	Vision ICT Website	495.00
03/07/19	994	SES Water - allots	73.80
03/07/19	995	JC Technical	163.00
03/07/19	996	HMRC	157.28
03/07/19	997	F.Elwood -Salary	1,077.11
03/07/19	dd	BT Business	177.23
03/07/19	998	Surrey Pension Fund	291.42
03/07/19	999	Cash for bands	4,500.00
11/07/19	1000	T & B Events	2,400.00
11/07/19	1001	Blue Elephant - Stage	6,000.00
11/07/19	1002	N. Elwood (Lawn & Order)	240.00
11/07/19	1003	S. Barnett - water at Pollards	45.22
11/07/19	1004	L & D Comm Centre Parish Office	1,596.00
11/07/19	1005	SES Water - Gun Pond	95.17
11/07/19	1006	Sam Louis - Lingfest	66.02
15/07/19	1007	F. Elwood - Crew Catering	88.25
15/07/19	1008	C. Thomas - Lingfest	71.87
16/07/19	1009	C. Thomas - Lingfest	98.68
16/07/19	1010	F. Elwood - Lingfest	53.78
16/07/19	1011	F. Elwood - No parking sign	34.72
16/07/19	1012	Bauer Security	2,630.40
16/07/19	1013	ERP - Programme	759.00
16/07/19	1014	St John's Ambulance	418.56
18/07/19	1015	Tom Wilkes	204.00
18/07/19	1016	Paula Cox	250.00
18/07/19	1017	Paula Cox	264.50
18/07/19	1018	Amethyst Horticulture	2,238.00
23/07/19	1019	The Radio Company	388.20
		Total	29,158.19

2.2 Chairman's Report

During the last month the Chairman has attended a meeting at Tandridge

District Council to discuss the future of the Children's Centre. She has carried out an inspection of both allotment sites with the clerk. It was noted that Lingfest was a great success and the chairman thanked all those involved in its organisation.

2.3 Litter Warden

Members approved the appointment of Peter Homewood as Litter Warden and also **approved** his contract of employment. **Members further agreed** to raise the hourly rate for the job to £10 after the completion of the three month probation. The clerk was asked to tell Peter he is doing a good job. **Action: Clerk**

2.4 Planning comments

Members noted receipt of an email from the developer at the Knights Yard site. He is accusing the parish council of bias when formulating comments on his application. The clerk was asked to send a reply explaining that all applications have to be considered individually and a site in the centre of the village (referred to in his email) is very different to a site on the edge of the Green Belt. Copies are to be sent to Lydia Harrison and Mark Ridge. **Action: Clerk**

2.5 Meeting dates

Members approved the meeting dates for 2020.

3 GRANT APPLICATIONS

3.1 Churchyard Maintenance

Members approved an increase of £500 in the annual grant to St Peter and St Paul's Church for the maintenance of the churchyard. The amount paid annually will now be £3500.

3.2 Lingfield Scouts

Members approved a grant of £700 to Lingfield Scouts towards the cost of installing a security fence.

3.3 Lingfield Library

Members approved a grant of £250 towards the cost of a new notice board for Lingfield Community Library.

3.4 'Thank you' letters

Members noted receipt of 'thank you' letters from Community News and Meals on Wheels for their grants of £800 each.

4 PARISH FACILITIES

4.1 Allotment Inspections

Members noted receipt of the report of allotment inspections carried out on 23rd July by the Clerk and Chairman. Grass cutting is working well on both sites. There are a few vacancies on each site. Some plots are not being worked in accordance with the Terms and Conditions and the clerk will be sending letters to those tenants.

Action: Clerk

5 COMMUNITY EVENTS

5.1 Lingfest

Members noted receipt of provisional accounts for Lingfest 2019. The cost to the parish council is likely to be in the region of £5,000. The Lingfest committee is yet to meet to decide whether to hold Lingfest in 2020 or whether to take a year off. Everyone agreed that Lingfest 2019 was the best one yet.

6 NEIGHBOURHOOD PLAN

6.1 Grants

Members noted receipt of a grant from Groundwork for £8723 to pay for a consultant to carry out the Heritage and Character Assessment.

6.2 Expenditure

Members approved expenditure of £9000 to pay for AECOM to carry out the Heritage and Character Assessment.

6.3 Progress Report

Although it will be necessary to use some of the parish council budget, the Government will pay for an updated Design Statement as they are still keen for Neighbourhood Plans to be completed. We will also need a 'health check' for legal compliance purposes.

6.4 Consultancy Contract

Members noted the details of the Heritage and Character Assessment to be carried out by AECOM.

7 HIGHWAYS AND ENVIRONMENT ISSUES

7.1 Updates

Saxbys Lane – Lesley has received a quote for kerbing around the recently installed drain and had managed to find some funds to pay for it.

Slip road at the junction of Newchapel Road and Godstone Road – Lesley has spoken to the shop owners and they do not want to close it off with bollards as they need access for deliveries. A lockable bollard was suggested and this may be more acceptable. Lesley asked Ron to forward residents' complaints and also to provide a summary of our suggestions. **Action: RC**

Pinch Points – Surrey County Council is not prepared to do anything about this but Lesley will try again sometime in the future.

Drivers Mead – Lesley is trying to get more parking but no progress to report.

Gunpit Road – Lesley has requested resurfacing.

Footpath The Star to Lingfield Station – the vegetation has been cut back but some is obscuring lights. Graham Marks will provide more details to the clerk who will report this online. **Action: GM/Clerk**

7.2 Childrens Centre

Surrey County Council is closing Childrens Centres across the district and centring the service in Caterham. We are concerned about the loss of this important service so have entered into discussion with Tandridge District Council and Surrey County Council to consider proposals to try to save childrens services across the district. The Chairman attended a meeting at TDC along with Lesley Steeds and Maureen Young. TDC has developed a plan to enter into an agreement with SCC to fund a family centre service in five community venues, one of which would be Lingfield.

Deprivation in Lingfield is high compared to other areas. Initial discussions with Young Epilepsy (where the Lingfield centre is based) were disappointing in financial terms but they have now asked for a further meeting which will take place in early August. If it becomes possible to save the Childrens Centre, we will need to consider whether we are willing to provide financial assistance of £15,000 between January 2020 and March 2021. The intention thereafter is that the service would be self funding. The chairman suggested that if members agree to the request, the money should be ring-fenced for use in Lingfield. Without further details it is too soon to make a decision so we may need to have an extraordinary meeting on either 20th August or 10th September.

Members agreed this is an important service but would like to see the business plan before making a decision. There is also concern about whether Surrey County Council will remove the funding in future.

7.3 Yellow Lines

Members agreed the request for yellow lines from Tesco to Vicarage Road is not urgent and it can therefore be included in the next parking review. The clerk will pass the request to David Curl. **Action: Clerk**

7.4 Replacement tree

Andrea will talk to the owner of the dry cleaners about the possibility of planting a replacement tree outside their shop. If they are in agreement, Andrea will research a suitable tree for this location. **Action: AW**

7.5 Thatched Cottage

Members agreed to apply for a road closure in Godstone Road to enable a display of the Medieval Art of Thatching. The clerk will liaise with the owner about suitable dates. **Action: Clerk**

7.6 Footpath 381

Members noted the continued closure of Footpath 381 across the railway line at Lingfield Station. The notice advises closure until 8th January 2020.

7.7 Headland Way

The owner of Woodlands is trying to get access to his property through Headland Way to facilitate development. Residents in Headland Way are opposed to this and are trying to ensure it remains a Cul de Sac. There are also issues of safety and appearance since the large tree was removed from the boundary. There has been a disagreement about whether a replacement fence can be installed. It is suggested the land is owned by the owner of Woodlands but Surrey County Council has Right of Way over it. Lesley Steeds has arranged a meeting with the Asset Team to confirm ownership and she is hoping that a definitive decision will be forthcoming at that meeting. Members are concerned for the safety of children and dogs if permission for a replacement fence is refused. Liz and Mark Ridge will attend the meeting.

7.8 Tandridge Local Plan

We have received some initial comments from the inspector. Liz will prepare a response and email to other members before they are submitted. Responses are due by 7th September. **Action: LL**

8 TRAINING, MEETINGS AND EVENTS

Members have been invited by the Chamber of Commerce to a Charity Dinner at Sote on 12th September. Cath and Andrea will attend on behalf of the parish council. The parish council will cover the cost of the tickets. **Members approved expenditure of £40.** Cath will reserve two places. **Action: CH**

9 REPORTS FROM OUTSIDE BODIES

9.1 Gatwick Airport

Members noted that the Gatwick Airport Master Plan has been published. Gatwick Airport intends to increase its capacity by 50%. There are mixed views amongst Tandridge District Councillors but there is a drive to monitor air quality. Liz will request that a monitor is installed in Lingfield. **Action: LL**

9.2 Lingfield Chamber of Commerce

Members noted receipt of the minutes of a meeting of the Chamber of Commerce held on 20th July 2019.

10 CURRENT CONSULTATIONS

None.

11 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE

Members approved minutes of the meetings of the planning committee held on 25th June and 16th July 2019.

12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

12.1 Parking in Jenny Lane

We have received a request to provide a 'no parking' sign at the entrance to Jenny Lane. Whilst members are sympathetic to the problem they rejected the idea of using parish council funds to provide a sign as it could set a precedent. The clerk will write to the resident with suggestions of sources for competitively priced signs and cones.

Action: Clerk

12.2 Gun Pond

Ron informed members that surveys of Gun Pond have been carried out and the consensus is that it needs to be drained and repointed. He is waiting for quotes. He will liaise with the clerk to add this item to the agenda so budgets can be discussed. Work would need to be carried out in Spring.

Action: RC

12.3 Benches

Ron has carried out a survey of all the benches and most of them need some attention. Many of them would have to be refurbished in situ which causes the issue of how to carry out the work without a water supply. Ron will identify the ones most in need of attention and report back.

Action: RC

12.4 Gunpit Road Car Park

Fly tipping is happening on a regular basis so TDC has installed CCTV cameras.

13 DATE OF NEXT MEETING

The next meeting will be held on 24th September 2019

Meeting closed at 9.20pm