



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL  
HELD ON TUESDAY 24<sup>th</sup> SEPTEMBER 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

County Cllr Lesley Steeds (part of meeting)  
District Cllr Mark Ridge (part of meeting)  
4 members of the public (part of meeting)

**In attendance**

Fay Elwood, Clerk

**1 PROCEDURAL MATTERS**

**1.1 Apologies for Absence**

Apologies were accepted from Liz Lockwood.

**1.2 Declarations of Interest**

None.

**1.3 Minutes of meeting held on 30<sup>th</sup> July 2019**

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

**1.4 Matters arising from previous minutes**

**War memorial** – The clerk contacted the contractor suggested by Graham but they are not interested in doing the work. The clerk will contact Alex Nash for a quote.

**Action: Clerk**

**Twinning sign** – this has been collected by Vernon Deller and we are trying to source a telegraph pole so it can be reinstated in Vicarage Road.

**Action: Clerk**

**Grant for Library Noticeboard** – the clerk will contact Lingfield Library to find out how much is required from Lingfield Parish Council. **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 September 2019 amounted to £45,491.71. The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
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	1020	T & B Events	504.24
29/07/19	1021	Peter Homewood - Litter Warden	324.00
15/08/19	1022	HMRC	157.08
15/08/19	1023	F. Elwood	1,077.31
20/08/19	1024	P. Homewood	396.00
15/08/19	1025	Surrey Pension Fund	291.42
15/08/19	1026	R.V. Deller - Pond etc	640.00
15/08/19	1027	Hire-a-Loo	1,284.00
15/08/19	1028	Hire-a-Loo	120.00
15/08/19	1029	Vision ICT Emails	129.60
15/08/19	1030	Countrywide Grounds Maintenance	204.80
12/08/19	1031	St Peter and St Paul - Grant	3,500.00
12/08/19	1032	Lingfield Scouts	700.00
15/08/19	dd	EDF Energy	12.00
27/08/19	1033	Vision ICT	168.00
27/08/19	1034	PPL/PRS Licence	507.25
		Cancelled	0.00
27/08/19	1036	PKF Littlejohn	480.00
28/08/19	1037	J. Warboys (CF Allots)	350.00
28/09/19	1038	Tandridge District Council	30.00
29/08/19	1039	Aecom (Neighbourhood Plan)	2,700.00
10/09/19	1041	Vision ICT Accessibility Statement	102.00
10/09/19	1042	F. Elwood	49.67
10/09/19	1043	P. Homewood	378.00
10/09/19	1044	F. Elwood	1,077.11
10/09/19	1045	HMRC	157.28
10/09/19	1046	Surrey Pension Fund	291.42
11/09/19	1047	N. Elwood Lawn and Order	160.00
11/09/19	1048	R. Burberry	90.00
16/09/19	1049	R. Burberry	90.00
		<b>Total</b>	<b>15,971.18</b>

## 2.2 Chairman's Report

Following the extra ordinary meeting held on 10<sup>th</sup> September, the clerk contacted Sandra Silvester about the decision to withdraw from the Headland Way fence dispute. Vivien was disappointed not to be able to make this call personally but she was travelling abroad on 11<sup>th</sup> September. On a positive note, Tandridge Lane Action Group agreed to our amendment and Vivien was able to sign the Statement of Common Ground relating to the Local Plan before departing for her holiday.

## 2.3 Remembrance Day

**Members approved** an application for a road closure for Remembrance Sunday. The clerk will recruit volunteers to act as marshals.

**Action: Clerk**

## 2.4 Fairtrade

Following a presentation by Paula Pirie, **members agreed** the following to renew our commitment to Fairtrade:-

This council believes that:

- Fairtrade and the wider Fair Trade movement has a significant contribution to make towards ending exploitation in global supply chains and achieving the Sustainable Development Goals.

- The Fairtrade principles of paying a ‘premium’ that is wholly managed by farmers and workers themselves, and of minimum prices to protect producers from market volatility, are crucial to systemic change.
- Public bodies should support ethical procurement policies, using their purchasing power to support Fairtrade and ensure their supply chains, at home and abroad, are free of exploitation, including modern slavery.

**This council resolves to:**

- Renew its commitment/commit to achieve ‘Fairtrade Community’ status.
- Actively promote Fairtrade locally, through support for local groups and businesses, in the media including social media, and events, including during Fairtrade Fortnight.
- To ensure that products with the Fairtrade mark are chosen wherever possible.

**2.5 Aims and Objectives**

Members noted the updates to the Aims and Objectives document. **Members agreed** to ask Surrey County Council to carry out some footpath clearing in Vicarage Road and Station Road. The clerk will email Lesley Steeds with exact locations. **Action: Clerk**

On the subject of a permanent location for the Silent Soldier, the clerk will request permission from Surrey County Council to install it on the corner of Gunpit Road. If permission is refused, it will be attached to the wall of the Community Centre.

**Action: Clerk**

**2.6 Conclusion of Audit**

Members noted Conclusion of the External Audit, with no issues to report.

**3 GRANT APPLICATIONS**

**3.1 Safe Drive, Stay Alive campaign**

**Members approved** a donation of £200 to the ‘Safe Drive, Stay Alive’ campaign, which educates young drivers about the consequences of dangerous driving.

**4 PARISH FACILITIES**

Nothing to report.

**5 COMMUNITY EVENTS**

**5.1 Lingfest Expenditure 2019**

Members noted the updated Income and Expenditure for Lingfest 2019. The net cost to the Parish Council is £5125.44 if all outstanding sponsorship is received.

**5.2 Funding for Lingfest 2020**

Members were asked to decide whether to provide funding for Lingfest in 2020. The Lingfest committee is meeting on 3<sup>rd</sup> October to decide whether it has the manpower to hold the event in 2020 because several committee members are not available to help next year. The decision is complicated by the possible need to provide funding to help the Children’s Centre next year. There were differences of opinion but eventually **members agreed** to defer the decision until 29<sup>th</sup> October. If the Lingfest

committee decides to go ahead they need to provide detailed assurances about how the vacant roles will be filled.

## **6 NEIGHBOURHOOD PLAN**

### **6.1 Expenditure**

Members noted that £2250 has been paid to AECOM for the Heritage and Character Assessment, as agreed at our meeting in July.

### **6.2 Progress Report**

Cath reported that AECOM are progressing well with site options and the NP Steering Group should be in a position to give a presentation to the community in November.

## **7 HIGHWAYS AND ENVIRONMENT ISSUES**

### **7.1 Updates**

Lesley Steeds provided an update on Highways Issues. The installation of double yellow lines from Tesco Express to Vicarage Road and at the end of Mount Pleasant Road are both on the parking review for consideration in 2020. TDC is still in consultation with SCC on the subject of parking enforcement. She referred to the recent concerns about speeding in Newchapel Road and said that speed surveys would only be carried out if the parish council is prepared to pay for them. Because the results are unlikely to support a speed reduction members agreed not to pay for speed surveys in this location.

### **7.2 Childrens Centre**

We are still waiting for details of a proposal to keep a Children's Centre open in Lingfield. Lesley Steeds has asked us for an agreement in principle to provide £10,000 funding for 2020. The final decision will depend on the contents of a business plan. LPC will need to make a budget provision for approval at the November PC meeting and it is hoped that more details will be available for consideration in October.

### **7.3 Benches**

Members considered a quotation for the cost of replacing benches around Gun Pond. Although the price was felt to be competitive the clerk was asked to obtain at least one other quote before a decision is taken. **Action: Clerk**

### **7.4 Gun Pond**

Ron has arranged for contractors to quote for refurbishment work at Gun Pond. One quotation has been received so far and the cost is in the region of £23,000. Cath and Andrea will research what grant funding might be available.

**Action:CH/AW**

### **7.5 Hanging Baskets**

**Members approved** expenditure of £2184.62 for Amethyst Horticulture to supply and maintain hanging baskets, barrier baskets and planters for Summer 2020. The price includes 8 hanging baskets, 6 barrier baskets and two single cubes to replace the planters outside Coughlans and Sote. The clerk will submit a licence application to Surrey County Council. **Action: Clerk**

## 8 TRAINING, MEETINGS AND EVENTS

### 8.1 'A Buzz in the Meadow'

Andrea will be representing the parish council at this charity event to be held on 28<sup>th</sup> September 2019. The event has been arranged by the Chairman of Tandridge District Council who is supporting Lingfield Nature Reserves as one of his charities this year.

### 8.2 Cagne Forum

Members noted that the next Cagne Forum will be held on 30<sup>th</sup> October at Worth Parish Council.

### 8.3 Tandridge Voluntary Action

Members noted that the AGM and Network Lunch will be held on 26<sup>th</sup> September 2019 at 12 noon at Oxted Community Hall.

## 9 REPORTS FROM OUTSIDE BODIES

### 9.1 Coast to Capital

Members noted receipt of an announcement from Coast to Capital dated 10<sup>th</sup> September 2019.

### 9.2 Operation 'Bridge'

Members noted receipt of guidance received from SALC.

## 10 CURRENT CONSULTATIONS

### 10.1 Matters relating to the Issues and Questions raised by the Inspector of the TDC Local Plan

The chairman said that she was disappointed we ran out of time to submit a parish council response to the Matters, Issues and Questions raised by the inspector. Liz managed to submit her own response before the deadline and we are hoping she will be able to use her time slots at the Enquiry to make the inspector aware of LPC's position.

## 11 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE

**Members approved** minutes of the meetings of the planning committee held on 30<sup>th</sup> July and 20<sup>th</sup> August 2019.

## 12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

### 12.1 Christmas Lights

Members considered an email received from Martin Cundey requesting an additional donation towards the cost of installing the Christmas lights. Members would like to know the total cost of erecting and taking down the lights before making a decision. The clerk will contact the Chamber of Commerce.

**Action: Clerk**

### 12.2 Councillor email addresses

The clerk provided information about why councilors should be using separate email addresses for council business. **Members agreed** to start using the new email

addresses as soon as possible and the clerk will send all emails to these addresses from 8<sup>th</sup> October.

**Action: Members/Clerk**

### **12.3 Gatwick Airport**

Members noted that we have until the end of September to respond to the Gatwick Airport Master Plan Scoping Report. As Liz is our representative on CAGNE, the clerk will ask her to provide a response if she thinks one is required.

**Action: Clerk/Liz**

### **13 DATE OF NEXT MEETING**

The next meeting will be held on 29<sup>th</sup> October 2019

Meeting closed at 10.08 pm