



**MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL
HELD ON TUESDAY 29th OCTOBER 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 (part of meeting)
District Cllr Mark Ridge (part of meeting)
District Cllr Sir Nicholas White
4 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 24th September 2019

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

1.4 Matters arising from previous minutes

War memorial – Waiting for a quotation from Alex Nash.

Twinning sign – This item is now complete.

Grant for Library Noticeboard We have been informed that Lingfield Library now requires only £159.80 contribution towards their new notice board.

Parking Enforcement – For clarification, Tandridge off road car parks enforcement is currently being undertaken by Sevenoaks District Council but on-street parking enforcement is still being undertaken by Reigate and Banstead District Council and their contract with Surrey County Council does not expire until March next year.

Sign Cleaning – Ron is putting together a list of the signs which need cleaning.

Action: RC

2 FINANCE AND ADMINISTRATION

2.1 Finance Report

Members approved the Finance Report, including cheques for payment. Cash at the bank on 10th October 2019 amounted to £64,294.67. The following cheques were approved for payment:-

Date	Cheque	Description	Amount £
17/09/19	1050	Lingfield Nature Reserves	117.20
03/10/19	1051	R.V. Deller - Pond etc	700.00
03/10/19	1052	Aecom (Neighbourhood Plan)	2,700.00
08/10/19	1053	F. Elwood - Salary	1,077.11
15/10/19	1054	P. Homewood - Salary	460.00
10/10/19	1055	HMRC	157.28
10/10/19	1056	Surrey Pension Fund	291.42
23/10/19	1057	Surrey Fire and Rescue	200.00
23/10/19	1058	Royal British Legion	25.00
23/10/19	1059	TDC - Premises Licence	70.00
23/10/19	1060	Lingfield Nature Reserves	205.80
23/10/19	1062	R. Coleman - Telegraph Pole	30.00
24/10/19	1063	Aecom Infrastructure	2,700.00
		Total	8,733.81

2.2 Chairman's Report

Vivien attended a meeting on October 17th with Alison Boote, Head of Strategic Asset Management at Tandridge District Council (TDC), to discuss the provision of children's services at Lingfield. Lesley Steeds and Maureen Young were also present. Vivien also attended a meeting of the Lingfield Chamber of Commerce on October 22nd to discuss the planning of Lingfield Day which is being held on Saturday November 30th. She hopes that members will support the day which aims to promote Lingfield as a shopping and restaurant centre. Lots will be happening with more than 20 stalls in the High Street, Community Centre and Victoria Sport and Social Club. Apart from the shops and stalls, there will be fairground rides, a procession (including a donkey from the church to the centre of the village and a nativity scene which includes other real animals). A horse-drawn carriage will transport Father Christmas to the village and there will be carol singing by local schools. This is only a taster – there's plenty more on the agenda! The roads in the centre of the village will be closed for the afternoon and early evening so people will be able to relax without worrying about traffic.

2.3 Lingfest Committee

Members approved the Terms of Reference for the Lingfest committee and **agreed** that Vivien and Andrea will be the parish council representatives. The clerk will also attend the meetings.

2.4 Clerk's Training

Members approved expenditure of £110 for the clerk to attend a Technical Networking event on 7th November 2019.

2.5 Rural Market Towns Group

Members considered an invitation to join the Rural Market Towns Group but agreed that their aims are not relevant to our environment.

3 GRANT APPLICATIONS

3.1 Christmas Lights

Members considered a request from Lingfield Chamber of Commerce for an increase in our contribution towards the cost of erecting and taking down the Christmas lights. The majority of **members approved** the increase from £1000 to £2000 for this year only.

3.2 St Catherine's Hospice

Members approved a grant of £200 for St Catherine's Hospice to help towards their running costs.

4 PARISH FACILITIES

4.1 Allotments

Members noted that one allotment holder has recently experienced vandalism on his plot. The clerk will be meeting the crime prevention office from Surrey Police to see if anything can be done to improve the security at the allotments.

4.2 Parish Office

Members noted that the clerk has recently been the victim of a distraction theft. Her mobile phone was taken from the parish office. An image of the person responsible was caught on CCTV and the matter has been reported to the Police. Unfortunately, the loss was not covered by either Parish Council or her personal insurance.

Members agreed to make a contribution of £250 towards the cost of a replacement handset. The clerk will make enquiries about including personal possessions on our policy. **Action: Clerk**

5 COMMUNITY EVENTS

5.1 Lingfest

Members noted receipt of notes from meetings of the Lingfest Committee held on 3rd and 9th October and expressed concern about the lack of available manpower to run an event in 2020. For this reason, and the other demands on our budget, **members agreed** not to run Lingfest in 2020.

6 NEIGHBOURHOOD PLAN

6.1 Expenditure

Members noted that a further £4500 has been paid to AECOM for the Heritage and Character Assessment, as agreed at our meeting in July.

6.2 Progress Report

Aecom is continuing work on the Heritage Assessment and they have been asked to reschedule some of the work to keep the cost down. Deanne will be notifying Groundwork about a change of use for some of the funding. Funds will be reallocated to pay for the report. **Members approved** reassignment of the funds as described.

There will be a meeting of the Neighbourhood Plan Steering Group within the next two weeks. Documents should be ready in draft form by the end of November.

7 HIGHWAYS AND ENVIRONMENT ISSUES

7.1 Updates

Lesley has visited Vicarage Road with Angelo from SCC to look at the vegetation encroaching onto the footpath. Letters have been posted through the doors of residents as it is their responsibility to ensure the footpath is kept clear.

There is still no cross county agreement for using recycling sites and Surrey residents will not be able to use the East Grinstead site from 1st December. Negotiations are continuing.

Lesley has given £700 towards the cost of the new pond at the Nature Reserves and the bollards have been installed in Old School Place. Gunpit Road is due for some resurfacing work later this month.

Moor Lane will be closed for water main replacement from 4th November

7.2 Childrens Centre

As mentioned earlier in the meeting, the chairman had a meeting with Alison Boote who confirmed that the Lingfield Children's Centre will be relocated to the Victoria Sports and Social Club. It will operate as a drop in centre and additional services will be paid for by parents. We are being asked to contribute £3500 per year for 3 years to pay for a coordinator at TDC. Surrey County Council will continue to look after services for problem families. Some members expressed concern about using parish council money to fund a salary at TDC but we will wait to see the contents of the business plan. All members are keen to help families in Lingfield but we cannot approve any expenditure for the Children's Centre without a business plan.

Members agreed to make a budget provision of £3500 per year for three years, with approval of expenditure being subject to a satisfactory business plan.

7.3 Benches

Members considered the quotes for replacement benches but decided to refurbish existing benches instead. Ron kindly offered to carry out the refurbishment if Vernon can remove them and transport them to an agreed location.

Action: RC

7.4 Gun Pond

We are still waiting for alternative quotes for refurbishment of Gun Pond. The price could be in the region of £23,000 and it is likely that the parish council would need to pay at least half that cost. The balance would need to come from grant funding.

Members agreed that Phase 1 of the work could be funded from s106 funding which is currently ring fenced in our budget.

7.5 Thatched Cottage

Members noted correspondence from the owner of the Thatched Cottage informing us that she will wait for a scheduled road closure before completing the work on her roof. **Members agreed** that the parish council has gone as far as it can on this matter.

7.6 Skate Ramp

Members noted a report from Raddii Ramps detailing the work needed to bring the skate ramp back into use. **Members agreed** to offer £950 to Tandridge District Council to pay for the essential work. The clerk will put this offer to TDC.

Action: Clerk

7.7 Tree works

Members approved expenditure of £665 to pay for tree works in the centre of the village. The clerk will instruct the contractor who will also obtain any necessary permission.

Action: Clerk

7.8 Litter Bins

The Chairman and Clerk will prepare a response to TDC about the proposal to replace litter bins around the district.

Action: Clerk/Chairman

7.9 The Post Office

Members agreed to send a letter to TDC supporting retention of the shutters at The Post Office. This was discussed fully at the meeting of the planning committee earlier this evening.

Action: Clerk

7.10 Cuadrilla

Members noted receipt of an email from Cuadrilla Resources informing us they will be carrying out restoration works at their site in Crowhurst Road.

7.11 Road Closure – Moor Lane

Members noted that Sutton and East Surrey Water have permission to close Moor Lane from 4th November 2019 until 1st April 2020. Diversions are in place.

8 TRAINING, MEETINGS AND EVENTS

8.1 TDC Chairman's Halloween Dinner

Members noted an invitation to the Chairman's Halloween Dinner to be held on 1st November 2019.

8.2 Local Plan Hearing

Members noted the Star Fields hearing to take place on 5th November 2019. Liz and Ian Jones have been invited to give evidence to the Inspector.

8.3 TVA Network Lunch

Members noted the Network Lunch to be held on 14th November 2019.

8.4 Safe Drive, Stay Alive

Members noted an invitation to the Safe Drive, Stay Alive event on 7th November 2019

8.5 Young Epilepsy

Members noted that Mark Devlin will be coming to talk to us about their plans for the future of Young Epilepsy after our Planning Meeting on 12th November. Our County Councillor and District Councillors have been invited to attend.

9 REPORTS FROM OUTSIDE BODIES

9.1 TDC Local Enforcement Plan

Members noted receipt of this document from Tandridge District Council.

10 CURRENT CONSULTATIONS

10.1 Environmental Health and Licensing Enforcement Policy – due 1st November 2019

No response is required from the parish council.

11 MINUTES OF MEETINGS OF THE PLANNING COMMITTEE

Members approved minutes of the meetings of the planning committee held on 24th September and 8th October 2019.

12 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

12.1 Street Naming

Members have no objection to naming the new development at Knights Yard ‘Hayward Mews’.

13 DATE OF NEXT MEETING

The next meeting will be held on 26th November 2019

Meeting closed at 10.03 pm