**LINGFIELD PARISH COUNCIL**

Parish Clerk: Emma Fulham

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**Full Council meeting – 24th September 2025**

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

**Present:** Cllr C Hearnden Chair, Cllr J Fudge Vice Chair, Cllr L Lockwood.

**Absent:** Cllr C Downing, Cllr L Steeds and Cllr G Marks.

**In attendance:** Emma Fulham (Clerk)

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1. **Apologies for absence**

Apologies were **RECEIVED** and **ACCEPTED** from Cllr C Downing and Cllr L Steeds.

1. **Declarations of interest/Request for dispensations**

The Chair reminded Cllrs to declare interests when appropriate.   
None were noted.

1. **Speakers – Police – Conrad Cheeseman and Surrey Countryside – Adrian Riddle**

There was no representative from Surrey Police and no report provided.

Adrian Riddle from Surrey County Council provided a brief run down on how rights of way work and the countryside access team system: how it operates, the rules, responsibilities, limitations and opportunities.

1. **Public Participation**

Members of the public

None.

1. **District and County Councillors’ reports**

To **NOTE** as above.

No reports had been submitted.

Cllr L Lockwood outlined the 2nd Runway news and the request from CAGNE to present at the next LPC meeting.

Cllr L Lockwood reported on the SCC briefing highways meeting on 2nd October. The Council **RESOLVED** in principle to pay half the costs of hiring the Plaxton room butsuggested a date later in the month with more notice would be more appropriate and better attended. **Cllr L Lockwood would ask for a later date from SCC.**

The Local Nature Reserve consultation response was being completed by Cllr L Lockwood who would circulate to the Council for approval.

1. **Council meeting minutes: 30th July 2025**

The Council **RESOLVED** that the minutes of the meeting of the Council as above having been previously circulated, be taken as read and approved with one amendment to the attendee list.

Published on lingfieldparishcouncil.gov.uk website.

1. **Planning:**
2. To **RATIFY** planning decisions:

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| **Application:** | 2025/983/TCA |
| **Proposal:** | Field Maple hedge/small trees.  The hedge/small trees will be cut back to the fence line to allow waste disposal vehicle access. |
| **Location:** | Magnus Deo, Plaistow Street, Lingfield, Surrey, RH7 6EN |

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| **Application:** | 2025/763 |
| **Proposal:** | Insertion of 2 No roof lights in front roof plane. Erection of rear roof dormer, elevational alterations to existing conservatory including provision of solid roof (with roof lights) and rendering of walls. (Certificate of Lawfulness for a Proposed Use or Development) |
| **Location:** | Martindale, Felcourt Road, Felcourt, East Grinstead, Surrey, RH19 2LA |

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| **Application:** | 2025/952 |
| **Proposal:** | Proposed ground floor infill extension |
| **Location:** | 60 Lincolns Mead, Lingfield, Surrey, RH7 6TA |

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| **Application:** | 2025/889 |
| **Proposal:** | Conversion and elevational alteration of existing garage into a habitable area with single storey ground floor infill extension to the rear |

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| **Application:** | 2025/920 |
| **Proposal:** | Lawful Development Certificate (proposed) for Replacement fascias, soffit and rainwater goods throughout. New/replacement windows throughout. Revised flashing on front bay window. New front door and updated door surround. New garage door. New side window on first floor. |
| **Location:** | 35 Rushfords, Lingfield, Surrey, RH7 6EG |

**The Council supported subject all of the above to neighbour’s representations.**

**This was duly ratified at the meeting.**

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| **Location:** | 2 Headland Way, Lingfield, Surrey, RH7 6BP |
| **Application:** | 2025/823 |
| **Proposal:** | Development comprising the erection of 2 no. detached houses, with associated car and cycle parking, refuse stores and new landscaping. |
| **Location:** | Land To The Rear Of Fair Orchard, Camden Road, Lingfield, Surrey, RH7 6AF |

**The Council REVIEWED** the application and **RESOLVED** by majority vote to object to the application on the following grounds:

1. **Backfilling of residential plot harm to the character with the area (CSP18) (DP11)**
2. **The location of the built form presents a harsh and overdeveloped juxtaposition with its rural surroundings (CSP19) (DP7)**
3. **Insufficient parking on site to meet the TDC parking standards for 2 x 5 bedroom houses and there is no suitable on street parking nearby (SPD Parking Standards 2012)**

As a general note: The Council **AGREED** that when Cllrs respond to planning applications they should represent the agreed decision of the Parish Council and not respond in a personal capacity or that of District Cllr etc.

1. To **CONSIDER** planning applications.

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| **Application:** | 2025/1059/NH |
| **Proposal:** | Single storey rear Ground Floor Conservatory Extension which would extend beyond the rear wall of the original house by 7.94 metres, for which the maximum height would be 3.21 metres, and for which the height of the eaves would be 3.02 metres (Notification of a Proposed Larger Home extension). |
| **Location:** | St Davids, Felcourt Road, Lingfield, Surrey, RH7 6NF |

The Council **RESOLVED** no comment

1. To **NOTE** appeal at land at Rowlands Farm

Duly **NOTED.**

1. **Clerks Report**

Clerks Report was **RECEIVED** andactions **AGREED.**

**Adminstration** – All current works were up to date.

**Finance** – The internet banking needed a resolution however it was hoped this would be completed shortly. Once finalised the Clerk would provide a mid-year position and a draft budget for the Council to consider.

**Assertion 10** – The Clerk outlined the new requirements for the audit for 2025/26 and would provide an IT policy for the Council to consider at a future meeting.

**Interim internal audit –** This work would be undertaken by the Clerk **–** The date for this would be confirmed when the internal auditor was back from annual leave.

**Remembrance Sunday –** Marshalls and co-ordination. Cllr J Fudge would lead the organisation and co-ordinate as per last year. The Clerk had submitted a road closure application to TDC.

1. **Correspondence – All circulated to Councillors prior to the meeting. To NOTE:**
2. External audit conclusion – duly **NOTED** and **ACCEPTED.**
3. Lingfield House Development – duly **NOTED.**
4. **Open consultations - Government Reorganisation**

To **RECEIVE** any consultations as above and to **RESOLVE** responses if applicable.

This item was **DEFFERRED** to a future meeting.

1. **Schedule of payments**

To **RECEIVE** and **RESOLVE** to approve as above. Any queries to be directed to the office before the meeting.

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| **Name** | **Description** | **Gross Amount** |
| CEX | Parish Mobile | 147.00 prev agreed June25 |
| Fone Tech | Phone Case | 15.00 as above |
| Google | Emails | 47.41 |
| Nick Dance | Installation of memorial bench | 264.00 pd family donation |
| RV Deller | Pond Maintenance | 600.00 prev agreed |
| Optimise | Payroll service | 45.00 prev agreed |
| Cypress | Grounds Maintenance | 276.00 |
| Janet Williams | Payroll | 529.10 |
| Optimise | Payroll | 45.00 |
| Hedge Fund Tree and Gdn | Maintenance | 1250.00 |
| Emma Fulham | Locum services | 2695.00 |
| Lingfield Church | Grant | 3750.00 |
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| **Account Transfers** | **Date** | **Amount** |
| Deposit to Current | 7th August 2025 | £5000.00 |
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The Council **RESOLVED** to APPROVE the payment schedule as above.   
The Council **RESOLVED** to ADD Emma Fulham to the bank mandate.

1. **Lingfield Parish Council website update:** (Cllr J Fudge to lead)

To **RECEIVE** anupdate as above and **RESOLVE** next steps.

Cllr J Fudge provided an update. The new website would be launched shortly. Work would be completed in stages. Cllr J Fudge would liaise with the Clerk in regards to essential information loading and staging.

1. **To SUSPEND financial regulations** in relation to the Lingfield Nature Reserves: Annual Meadow Cutand **APPOINT** Churchill Farm to undertake the cutting, removal and disposal of the hay from the

Reserves which belong to Lingfield Parish Council and **APPROVE** costs.

*(Note: Two other quotes for the works were sought but because of the complex layout and access, and contaminated hay which is not fit for livestock consumption, no other contractors were willing to consider undertaking the works.)*

The Council **RESOLVED to SUSPEND** financial regulations in relation to the Lingfield Nature Reserves: Annual Meadow Cutand **APPOINT** Churchill Farm to undertake the cutting, removal and disposal of the hay from the

Reserves which belong to Lingfield Parish Council and **APPROVED** £1250 net cost to the Parish Council.

1. To **RESOLVE** tree works and associated costs at the Nature Reserve.

The Council **RESOLVED** to appoint Foreman Tree Surgeons at a cost of £3750.00 (No VAT applicable).

1. **Community Assets**

To **RECEIVE** anupdate as above and **RESOLVE** next steps

The Council **RESOLVED** to complete an expression of interest to Tandridge District Council for all the assets offered by Tandridge District Council with the exception of the playgrounds near Meadowside and Ray Close. (1 abstention)

The Clerk would **ACTION** this and seek some quotations for legal costs.

1. **Village Environment**

To **RECEIVE** as above and **RESOLVE**

1. **Village speed limit –** see report**,** to consider 20mph

The Council **RESOLVED to defer this to a future meeting.**

1. **Windowflowers –** see quotation, to consider winter displays

The Council **RESOLVED** to proceed with the quote. The Clerk would action instructions to the contractor.

1. **Lingfield Day –** authorisation of use of the Cage on the 29th November – please advise Clive Jecks

The Council **RESOLVED** to authorise this.

1. **Grant Applications:**

To **RECEIVE** as above and **CONSIDER** any application  
**Church grounds grant £3750.00.**

The Council **RESOLVED** to proceed with the payment.

1. **Notification of meeting/Suggested items for agenda: 22nd October 2025**

To **NOTE** any suggested items for the next Council meeting:

* Lingfield Common Road stile replacement proposal.
* Diary of meetings.

1. **Public Bodies (Admissions to Meetings) Act 1960**

To **RESOLVE** 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: **Social Media and Staffing.**

The Council **RESOLVED** to proceed with the agenda items – There were no public present to withdraw.

*The Clerk left the meeting 8:40pm.*

1. **Social Media**:

To **REVIEW** and **RESOLVE** appropriate actions.

The Council **RESOLVED** to deferthis item to a future meeting.

1. **Staffing:**

To **RECEIVE** report and **RESOLVE** actions and expenditure.

The Council **RESOLVED** to delegate the detail of future employment details including the appointment of a Clerk and recruitment process and budget requirements to Cllrs Hearden, Fudge and Lockwood and confirmed the options available and preferences for a way forward.

meeting closed at 21.10