

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON TUESDAY 30TH SEPTEMBER 2014 AT 8PM** **AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE**

### **Present:**

Chris D'Avray – in the chair  
Valerie Millar  
Sonia Perkins  
Vivien Hepworth  
Graham Marks  
John Cole

District Cllr for Felcourt, Maureen Young (part of meeting)  
District Cllr for Lingfield, Brian Perkins (part of meeting)

1 member of the public

### **In attendance:-**

Mrs Fay Elwood, Parish Clerk

### **Questions from Maureen Young**

Maureen wished to make the Parish Council aware that there was another accident on Felcourt Road 2 weeks ago. Both cars were written off but there were no serious injuries. Felcourt residents are still very concerned about speeding. She asked if Michael Sydney is intending to suggest a roundabout at the bottom of Blackberry Lane and she said that members of 'Felcourt Against Speeding Traffic' do not support this suggestion. The clerk will pass this message to Michael Sydney. **Action: Clerk**

Maureen asked if there has been any progress on clearing the public footpath in Felcourt. The Chairman replied that Mr Matthews (one of the land owners) had been ambivalent about clearing it. Chris has spoken to Steve Mitchell about having it maintained. The clerk will write to SCC to request that it is cleared. **Action: Clerk**

The Chairman explained that we are working on the production of a 'tourist map' which will include a map of footpaths. He suggested that Dormansland Parish Council may like to consider a joint venture. The clerk will ask DPC. **Action: Clerk**

There were no District or County Councillor Report this month.

## **1. PROCEDURAL MATTERS**

### 1.1 Apologies for Absence

Apologies were accepted from Lisa Bangs. Apologies were noted from Brian Perkins, Michael Sydney, and Lesley Steeds.

### 1.2 Declaration of Interests

Chris D'Avray declared an interest in items 4.5, 8.3 and 10.6 as he is Chairman of the Community Centre.

Graham Marks declared an interest in item 3.2 as he is on the committee for Community News.

### 1.3 Minutes of meeting held on Tuesday 29th July 2014

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

### 1.4 Matters arising from previous minutes (not listed on the agenda)

**Deposit Account** - deferred for more information.

**Footpath map for Felcourt** - Chris has chased with with SCC.

**Vicarage Road possible one-way traffic** - Michael Sydney to discuss with officers at SCC.

**Grant from GACT** - the clerk is to contact GACT to request a variation in the project.

## 2 FINANCE AND ADMINISTRATION

### 2.1 Financial Report

**Members approved** the Financial Report and noted that cash in the bank as at 21st September 2014 was £55,422.71

The following cheques were approved for payment:-

Date	Cheque No.	Payee	Amount £
28/07/2014	18	Bill Kear - rural cut 2	3,483.00
28/07/2014	19	Community Care Assoc - Rm hire	10.00
29/07/2014	20	Cox and Co. Neighbourhood Plan	720.00
11/08/2014	21	Countrywide Grounds	205.80
11/08/2014	22	R. V. Deller	610.00
15/08/2014	23	F. Elwood - Salary	958.39
15/08/2014	24	HM Revenue and Customs	126.44
15/08/2014	25	Surrey Pension Fund	410.65
26/08/2014	26	Clark Ground Care - Allotments	48.00
26/08/2014	27	Clark Ground Care - Hub extra	288.00
26/08/2014	28	Clark Ground Care - Monthly Hub	2,040.00
27/08/2014	29	Glasdon UK Limited - Grit bin	169.26
01/09/2014	30	LWA - Volunteer Insurance	113.58
01/09/2014	31	Balcombe Pest Control	72.00
01/09/2014	32	L & D Community Centre	50.63

02/09/2014	33	A. Neill - Allotment Rent Refund	25.00
11/09/2014	34	F. Elwood - Expenses	113.95
24/09/2014	35	Clark Ground Care	2,040.00
24/09/2014	36	Clark Ground Care	4,080.00
05/09/2014	dd	Orange Broadband	59.00
25/09/2014	37	BT Phone bill	111.12
	38	Cancelled	0.00
30/09/2014	39	HM Revenue & Custome	126.44
30/09/2014	40	F. Elwood	958.39
30/09/2014	41	Surrey Pension Fund	410.65
30/09/2014	42	Rita Russell - plants for Gun Pond	230.00
30/09/2014	43	Liz Lockwood - Neighbourhood Plan	532.93
		<b>Total</b>	<b>17,993.23</b>

## 2.2 Chairman's Report

30th July met TDC officers to discuss future of Lingfield Day Centre (LDC).  
TDC like LDCC model.

1st August met John Ball to discuss way forward for LDC

6th August carried out Fay's appraisal

6th August met D/land parish councillors re Gatwick "super highway"

28th August Sent email letter to GAL in conjunction with D/land objecting to "super highway"

31st August wrote to Peter Milton asking to delay CPL meeting with him until end October

8th September met SCC Highways officers with John to evaluate concerns on Station Rd

9th September met various residents on Station Rd, put up notice in Harry's Shop & at Stn

10th September noted article offering incentives to p.c's to supply power to the grid

10th September special meeting of LDCC to take proposals to save LDC

10th September wrote to SCC Highways confirming parking recommendations to Station Rd

12th September wrote again to Peter Milton asking to delay CPL meetings (agreed with d/land)

12th September had reply from Peter Milton finally recognising our wish not to meet

16th September met LDC staff to consult on way forward - then met TDC officers

17th September wrote to Linda Kemeny (SCC Cabinet Education) re bussing pupils to Oxted

18th September (having lost Little Chums) agreed with LDCC directors to move ahead on LDC

19th September TDC begin to write Service Level Agreement for LDCC

22nd September wrote to Enforcement at TDC to inspect illegal HGV business at Pollards Farm

23rd September wrote to Highways re poor re-surfacing to Vicarage Rd and blocked drains

24th September had a reply from Linda Kemeny from SCC.

### **2.3 Clerk's Appraisal**

Members noted a report on the clerk's appraisal carried out on 6th August 2014.

### **2.4 Sustainable Communities Act**

**Members agreed** to a request from Steve Shaw to support the proposal for 'the right of parish councils to sell electricity'. The clerk will write a letter of support.

**Action: Clerk**

### **2.5 Remembrance Sunday**

**Members agreed** to apply for a road closure for Remembrance Sunday. It was noted that the PA system from Racal will not be available this year. The clerk will contact Deborah Major to make sure that the churches are aware of the situation.

**Action: Clerk**

### **2.6 Meeting dates for 2015**

**Members approved** the meeting dates for 2015.

## **3 GRANT APPLICATIONS**

**Members approved** the following grants:-

St Catherine's Hospice £200

Kent, Surrey and Sussex Air Ambulance £250

Lingfield Scouts £1000

Community News £800

It was further agreed to consider making a regular donation to Community News and this will be discussed in detail at the Budget meeting in November.

## **4 PARISH FACILITIES**

### **4.1 Tree works at the Centenary Fields allotments**

We are still waiting for an estimate from the contractor who is carrying out the work on behalf the Nature Reserves. An amount up to £500 has already been approved.

### **4.2 Lingfield Library**

Members noted receipt of the minutes from a public meeting to discuss the possibility of the Lingfield Library becoming a Community Partnered Library. Vivien read out an update from the new members of the Guest House Trust:-

*Following the public meeting in June, Surrey County Council have agreed to restart work on establishing the Trust to manage the Guest House, involving the potential trustees originally identified for it. SCC and the trustees have agreed to this approach and await a date for a meeting with SCC at which we would agree the terms on which lawyers would be asked to set up the Trust. SCC has taken further legal advice on the existing Hayward bequest and remain adamant that money from it cannot be used to pay librarian staff. SCC has suggested that, once the new Guest House Trust is set up, it could seek a change to its charitable terms that would permit payment of library staff. That would require the agreement of the Charity Commission. SCC would be willing to defer action setting up the Community Partnered Library (CPL) for a year from the establishment of the new Trust to give the Trust time to achieve the change in its charitable purpose.*

#### **4.3 Village Market**

Members received a report from the clerk on the status of setting up a village market. There was some concern about licensing rules and the clerk was asked to get clarification in writing from Tandridge District Council. The notice period required by TDC, and the fact that we are still waiting for the funds, mean it is unlikely the first market will take place before the new year. However, if there is to be no Christmas Shopping Evening, members would like to consider running a Christmas Market on 13th December. The clerk will find out if a Christmas Shopping Evening is being arranged and also check the date of the Lingfield School Fair.

**Action: Clerk**

#### **4.4 Gun Pond**

The measures taken to reduce the rat population around Gun Pond seem to be working. There have been no daytime sightings recently. **Members agreed** to install a permanent sign to deter people from feeding ducks. The clerk will get some prices for approval at the next meeting.

**Action: Clerk**

#### **4.5 Lingfield and Dormansland Community Centre**

Members noted receipt of a Buildings Report from Lingfield and Dormansland Community Centre.

### **5 HIGHWAYS ISSUES**

#### **5.1 Footpath Maintenance**

Chris knows of three people from Lingfield who would be prepared to undertake training for footpath maintenance. Dormansland and Felbridge also have some volunteers. Chris will write to Steve Mitchell and offer the Community Centre as a venue for the training sessions.

**Action: CD**

## **5.2 Disabled access by footpath from Dormansland to Lingfield**

Members noted receipt of a request from a resident of Dormansland who would like to be able to travel from Dormansland to Lingfield in a mobility scooter. There are a few places where a dropped kerb would make the journey much safer. Members are sympathetic but agreed that Dormansland Parish Council should lead this project. When the cost is known, LPC may consider a financial contribution.

**Stop Press: County Councillor Michael Sydney has this in hand and will report further as things progress.**

## **5.3 Parking restrictions in Station Road**

The Chairman explained Surrey County Council's proposals to install a mixture of single and double yellow lines in Station Road. The single lines will carry a one hour restriction to discourage commuter parking. The majority of residents are in favour of these restrictions. Residents rejected the suggestion for permit parking.

## **5.4 Godstone Road Traffic Calming Scheme**

Members noted that the success of this scheme will be discussed at the Local Area Committee meeting on 12th December 2014. There have been over 1000 signatures on the petition to remove the pinch points and Pam Erskine will present this to the committee. Chris has requested an opportunity to make the committee aware of the incidents and accidents which have occurred as a result of this scheme.

# **6 HUB PROJECT**

## **6.1 Urban Cuts**

**Members approved** the monthly payment of £1700 to Clark Ground Care for the Urban Cuts within the Lingfield Hub.

## **6.2 Rural Cuts**

**Members approved** payment for the third rural cut.

# **7 NEIGHBOURHOOD PLAN**

Following a public meeting on 6 September at the Lingfield and Dormansland Community Centre, volunteers stepped forward to form a Steering Group for the NP. Before the first meeting of the Steering Group, a brief summary of what the NP entails and what it can achieve was presented by Andrea Watson and Liz Lockwood, this was followed by an open question and answer session. There were fifty members of the public present; residents and representatives of local businesses.

The steering group is to be chaired by Cath Hearnden, treasurer is Chris Joynes, secretary is Liz Lockwood and communications by Andrea Watson. Other members so far are John Cole (Parish Council rep), Brian Perkins (District Council rep), Deanne Parry, Emily Tomlinson, Francis Porter, Ian Jones, Guy Dickerson, Mark Jenkins, Susan Tyrell and

Richard Young. Graham Marks was also in attendance as the advisor for the Care Act/DDA aspects of the NP. The group's constitution, liability insurance cover and the officers were agreed. The process of drawing up of the plan using the "instructions" set out in the Locality document – The Roadmap – was started. The first step is the collection of the evidence and engaging with all the stakeholders in the community. A questionnaire survey will be designed and circulated and this is the key topic of the next meeting on the 6 October at 8pm in the Lingfield and Dormansland Community Centre. Minutes of meetings and key steering group documents will be publically available on the NP website, [www.Lingfield.info](http://www.Lingfield.info), and meetings will be open for the public to come and watch what goes on.

Anyone who wishes to find out more or has questions should look at the website or contact Liz Lockwood (on 01342 870508).

**Members approved** payment of £532.93 for expenses incurred on the Neighbourhood Plan

## **8 VILLAGE ENVIRONMENT**

### **8.1 Post Office**

Members noted copy of a letter sent by the Chairman in support of keeping a Post Office in Lingfield.

### **8.2 Litter Control**

Members noted a request from Tandridge District Council to help with litter control. The clerk will write to TDC to say we would be happy to arrange a litter pick - date to be confirmed.

**Action: Clerk**

### **8.3 Defibrillator**

The Chairman reported that the Doctors have refused to have a community defibrillator on the outside of the surgery. Consequently, the Community Centre Management Team has agreed for it to be sited at Lingfield and Dormansland Community Centre.

### **8.4 Closure of Barclays Bank**

Members instructed the clerk to write to Barclays Bank asking them to reconsider their decision to close the branch in Lingfield and to at least retain a cash machine in the High Street.

**Action: Clerk**

### **8.5 Bakers Lane Clinic**

Members considered a request to make an application for the former clinic in Bakers Lane to be added to the register of 'Assets of Community Value'. However, members decided against this because they cannot identify a use for it and the cost is likely to be prohibitive.

## **8.6 F.A.S.T**

Members noted receipt of a copy of a letter sent from F.A.S.T to Surrey Police on 22nd September 2014.

## **9 TRAINING AND MEETINGS**

**9.1 SALC AGM and Conference - 16th October 2014** - Chris and Vivien to attend.

**9.2 TVSC Network Lunch and AGM - 2nd October 2014** - Sonia to attend.

**9.3 Surrey Community Action AGM - 7th October 2014** - Graham to attend if available.

**9.4 Community Care Association AGM - 21st October 2014**

## **10 REPORTS FROM OUTSIDE BODIES**

Members noted receipt of the following documents:-

Adoption Statement relating to Tandridge Local Plan Part 2 - Detailed Policies

New steps to keep HGVs on the right road

Minutes of the meeting of Lingfield Nature Reserves held on 22nd July 2014

Statement from SCC concerning 'Schools Expansion'

Letter from GACC dated 12th September 2014 regarding 'Airspace'

SALC Newsletter Jul/Aug edition

Key Messages and Outcomes from a meeting of Gatcom held on 24th July 2014

**Members agreed** that the Chairman can write in support of the key messages.

The Chairman gave a verbal progress report on the negotiations between Tandridge District Council and Lingfield and Dormansland Community Centre concerning the future management of the Day Centre. LDCC Management Committee has agreed to take on responsibility for managing the Day Centre for a five year period, subject to financial support from TDC.

## **11 CURRENT CONSULTATIONS**

The following consultation were reported by the clerk. Members will contact the clerk if they wish to make representations:-

Review of Polling Districts and Polling Places in Tandridge

Draft Local Transport Strategies

Surrey Community Action - Annual Review

## **12 PLANNING COMMITTEE**

**Members approved** minutes of the meetings of the planning committee held on 29th July, 19th August and 9th September 2014.

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



### **13.1 War Memorial**

Members considered a suggestion from a resident to have the war memorial cleaned. Graham explained that there is a difference of opinion over this because when the memorial was repaired some years ago, a different type of stone was used for the repairs. When the memorial was cleaned, the difference in the original stone was much more apparent. Members will consider whether to carry out improvements to the memorial in 2018 (to commemorate the end of WWI).

### **13.2 Lingfield Railway Bridge**

John Cole gave a verbal report of a recent meeting to discuss options to replace the footbridge at Lingfield Railway Station. Three options were provided and the majority of people at the meeting favoured a replacement bridge near to the existing footbridge which would incorporate lifts. However, the representative from Surrey County Council said this would not satisfy the need to keep the footpath open. No conclusion was reached and a further meeting will be arranged when Network Rail have considered the problems raised at the meeting.

### **13.3 Council Tax Support**

Tandridge District Council's Resources Committee have recommended withdrawing the Council Tax Support Grant to parishes. Although this is a disappointment, the reality of the situation is that the increase in cost of the precept for a Band D property would amount to less than £2 per year.

## **14 DATE OF NEXT MEETING**

The next meeting will be held on 28th October 2014.

Meeting closed at 10.28 pm