



## Dormansland Parish Council

Parish Clerk – Lisa Liggins  
Lemorne, 87 Lingfield Road, Edenbridge,  
Kent TN8 5DY  
Tel – 01732 866149  
Email – [dormansclerk@outlook.com](mailto:dormansclerk@outlook.com)  
Website – [www.dormansland.org.uk](http://www.dormansland.org.uk)

### **Minutes of the 205<sup>th</sup> Meeting of Dormansland Parish Council held at 7.30pm on Wednesday 2 May 2018 in The Parish Rooms, The Platt, Dormansland RH7 6RA**

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#### **1 Roll Call**

- 1.1 Members present:  
Councillor Mrs Maureen Young  
Councillor Mr Harry Fitzgerald  
Councillor Mr Peter Holgate  
Councillor Mr Neville Harrison  
Councillor Mr David Bright

- 1.2 Also in Attendance:  
County Councillor Mrs Lesley Steeds, 14 members of the public and the Clerk.

#### **2 Apologies for Absence**

Apologies were received and accepted from Councillor Guy Kaiser-Davies

#### **3 Declarations of interest**

There were no declarations of interest.

#### **4 To receive minutes of the 204<sup>th</sup> meeting held on Wednesday 4 April 2018**

- 4.1 It was resolved that the minutes of the 204<sup>th</sup> meeting held on 4 April 2018 previously circulated to all members, be signed as a true record. The minutes were signed by the Vice Chairman.

#### **5 To receive reports from County and District Councillors**

No County or District reports were received. Full reports had been circulated during the Annual Parish Assembly on 25 April 2018.

#### ***CHAIRMAN SUSPENDED THE MEETING***

#### **6 Public Question Time**

The current situation regarding a potential sale of the Memorial Hall was discussed. Several members of the public raised their concerns over future plans for the hall.

The Chairman of the Trustees for the Memorial Hall (Mr Lawrence Mills) was present and answered all questions raised. He also encouraged the public to ask him for clarification of certain rumors they may have heard.

Members of the public questioned the Chairman about his intentions for the Memorial Hall.

A resident asked whether the Chairman could put something out publicly about his plans. He confirmed that what he was doing at the moment, which had been approved by all members of the club who attended that meeting and all people that used it, was to conduct a feasibility study and look at the possibility of the Royal Oak being purchased and the club re-sited there using the money from it's sale. His aims are to save the hall, as he did with the Royal Oak and also played an instrumental

role in saving the Village Shop. He was conducting a feasibility study to see if that can be achieved. He confirmed the land was for sale to see if offers come in and if those offers were acceptable then the Chairman would publish a statement from the Trustees saying exactly what their plans are. The aim is to re-site the hall which he would like the village to support. If the proposal looks viable then there will be a consultation.

The Chairman of Trustees reiterated that as previously reported during the public meeting in February, he declared there was no conflict of interest and he no longer owned the lease of the Royal Oak. He reported there had been a vast amount of misinformation being spread amongst residents in the village and if anyone had any questions they should speak to him directly. The Chairman's aims for this project are to provide a new and modern Memorial Hall in the centre of the village for the benefits of the whole community.

A resident questioned whether he had taken legal advice and the Chairman confirmed he had which included fiduciary responsibility in order to get the best deal. At the present time he was waiting to see if there were any offers on the land purely for feasibility purposes. He reported he has taken 3 quotes. Cluttons were not the cheapest but believed they were the best company that to deliver what may be necessary in the future. The feasibility study will include viability investigations to see if this is likely to be a successful venture which is his opinion it will be and cannot fail as this is attached to an already succeeding business.

Residents asked how many other trustees there were and the Chairman confirmed there were 3 other trustees and will make sure the Charity Commission website is updated with their details. He confirmed he will have no financial gain from this project and it could ultimately cost him money however he is prepared to do this for the village as he did with the Royal Oak.

Members of the public asked to be kept up to date with his plans and the Chairman confirmed that once he had something to report he would be happy to make this public.

A member of the public read out rules of the sale of charity assets regarding conflicts of interest and the Chair of Trustees outlined clearly there is no conflict of interest.

The Chairman informed residents that the Trust Deed Agreement set out terms stating that the Memorial Hall could be re-sited however if it was removed from village however all money from the sale of land will go to the Charity Commission and not back into the village.

### ***THE MEETING TO BE RE-OPENED***

## **7 Planning**

- 7.1 Members approved the Minutes of the Planning Meeting held on Wednesday 18 April 2018.

## **8 Chairman's Comments**

All comments from the Chairman were reported at the Annual Parish Assembly on 25 April 2018 a copy of which will be put on the DPC website. Councillor Mrs Young thanked members for their commitment and time given voluntary throughout the year and she thanked County Councillor Mrs Steeds for all her hard work within the parish since becoming County Councillor.

## **9 Correspondence and Communication**

Members noted receipt of correspondence which has been previously circulated to all members. Genevieve Youldon emailed the Parish Council asking them to consider making meetings a live webcast and this request was read out at the meeting by the Chairman. Members agreed that DPC would need to take advice from TDC and SSALC on this subject and would put this on the agenda for June's meeting. It was confirmed that member of the council had to be present at meetings and could not take part via Skype or other form of webcasting. Councillor Mrs Young reported that all meetings throughout Tandridge start at 7.30pm and meetings could not be held during the day. She also emphasised the huge commitments involved in becoming a councillor and people should consider this if thinking of

applying. Members agreed that timings of the meetings need to be convenient for those individuals on the council and there is flexibility to move times around if required.

## **10 Clerk's Report**

The Clerk reported she had been working on GDPR compliance and year end accounts.

The Clerk suggested an "open clinic" for residents to meet with one/two councillors on a Saturday morning, possibly 10am-11am, giving residents the chance to discuss any views/issues/problems they would like to share with DPC. Instead of residents using Facebook to air their grievances it would perhaps be more beneficial to do this in person over an informal chat.

**Action: Clerk**

## **11 Neighbourhood Plan**

11.1 Councillor Mr Holgate reported we are hoping to receive the draft NP in the next week prior to a DNP meeting on 14 May 2018. Liz Lockwood confirmed this was the intention.

11.2 There were no payments for approval.

## **12 Village Environment, Highways and Infrastructure**

### **12.1 To receive update on village signs**

Councillors Mr Bright and Mr Harrison reported they had met with Philippa Gates from Surrey in April 2018 and visited various sites within Dormansland for erecting new entry signs. This was to replace old damaged signs and provide new more modern ones. The Dormansland Primary School logo of 3 cherries will be used in the arch of the sign. Because of certain highways regulations it was confirmed AONB could not be put on the signs. Members approved they were happy for Councillor Bright to contact SCC and get quotes/designs put in place.

**Action: Councillor Mr Bright**

### **12.2 To receive update on Tandridge Local Committee meeting**

Three members of DPC attended the Tandridge Local Committee meeting. At the meeting TDC discussed the issue of potholes and it was reported they do not fill these in permanently because that would take too long and their policy is to use temporary measures which does less damage to the highway and cars. DPC members felt that was debatable. There are thousands to fill and money is short. TDC did advise that residents must report these online to Surrey Highways. Councillor Mrs Young asked Zeena Curry when was it likely we could get a speed table at the Memorial Hall cross roads. Although this project has been approved Surrey confirmed they have no funds to carry it out. DPC confirmed they would contribute but would need to know what the overall cost would be. It is on their list. The other topic discussed was with regards to drainage. Members reported the issue of blocked drains and gullies resulting in water flowing across the road and freezing in cold conditions. SCC confirmed the gully clearing machine should be due in Dormansland at the end of May beginning of June.

### **12.3 To discuss contributions to Potters Stores**

Councillors Mr Fitzgerald and Mr Bright met with Mr Dinkovski who is asking DPC for a contribution towards a bench, new bin outside the shop and refurbishment of some brick work. Members approved Mr Dinkovski's request for a new bench (not bin or repairing brick work) and that Mr Dinkovski must send DPC a quote before purchasing anything. Councillor Mrs Young confirmed TDC do not supply bins for commercial units. **Action: Clerk**

### **12.4 To discuss Silent Soldier proposal**

Members approved to pay £250 for a Silent Soldier. It was felt the green at Newhache would be a suitable position.

**Action: Clerk**

## **13 Reports from representatives on outside bodies**

### **13.1 Lingfield Library – To receive any updates**

A full update on Lingfield Library is published in the Annual Parish Assembly report available on the

DPC website.

**13.2 Gatwick Airport – To receive any updates from Councillor Mr Kaiser-Davies**

A full update on Gatwick Airport is published in the Annual Parish Assembly report available on the DPC website.

**13.3 DPC website – To receive update since last meeting**

Councillor Mr Bright and the Clerk have updated the current website and anticipate moving across to the new platform in the next couple of months.

**14 General Data Protection Regulations**

**14.1 To approve appointment of DPO**

The Clerk advised DPC should appoint Satswana as their Data Protection Officer. The charge is £150 plus VAT for the year. Members approved to instruct Satswana and approved payment of £150 plus VAT. The advice to parish councils is that we are not expected to be fully compliant on 25 May 2018 but we should be able to demonstrate that we are working towards it.

**14.2 To discuss the change of members' and clerk's email address**

The Clerk advised that all members of the Parish Council should be switching over to a "parish council" email address to become more compliant with GDPR regulations. UBE would charge £10 plus VAT per email address and members approved the costs and asked the Clerk to arrange this.

**Action: Clerk**

**15 Accounts/Finance**

**15.1 Members approved cheques for payment for April 2018**

200066	Surrey ALC Limited			£990.30
200067	Surrey County Playing Fields Association			£10.00
200068	Lisa Liggins - Clerks Expenses			£39.15
200069	Lisa Liggins - Office Expenses			£135.34
200070	Lisa Liggins			£1,070.22
200071	Zurich Municipal			£871.94
200072	Maureen Young (APA Refreshments)			£91.10
200073	Lingfield and Dormansland Fairtrade Group			£30.45

**15.2** Members approved the Bank Reconciliation and Cash Book. Money in the bank as at 26 April 2018 amounted to £81,281.17.

**15.3 To approve salary increase for Parish Clerk from 1 April 2018 issued by NALC**

Members approved a pay rise for the Clerk to £12.851 per hour.

**15.4 To approve Insurance Renewal from Zurich**

Members approved the policy and payment of £871.94 for the renewal of DPC's Insurance with Zurich Municipal.

**16 Training and Meetings**

**16.1 To consider a rota for planning meetings**

Members agreed to continue with the current format of meetings and if all members were available for a planning meeting then this gave the flexibility of one/two members having an evening off.

**16.2 Meeting with rCOH on Monday 14 May 7pm in The Parish Rooms**

Members noted the PC and SG would meet with Neil Homer (a Director of Oneill Homer) on Monday 14 May 2018 at 7pm in the Parish Rooms.

**16.3** Members noted the next Planning Meeting was Wednesday 16 May 2018 at 7.30pm in The Parish Rooms

**17 Information for Councillors** (for noting or inclusion on future agenda)  
To discuss webcasting at meetings.

**18 Date of next meeting**

18.1 The next Meeting of the Parish Council Wednesday 6 June 2018

**Signed as a correct record:**

<b>Dated:</b>
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