



# ANNUAL REPORT

*Limpsfield Parish Council*



## Chairman's note

It's been another tricky six months with continued restrictions and many local businesses and organisations finding it hard to keep going, so we would like to say a huge 'well done' to all those businesses that have kept calm and carried on, diversifying and changing their business models to survive. It's lovely to see them all now reopening and welcoming the local community back again.

In terms of our own endeavours, I have been very encouraged that despite some setbacks, we have managed to move forward with many of our projects set out in the Neighbourhood Plan, with a lot more activity planned.

It's been great to see our local health care service making such good progress on the vaccination programme and I would again like to thank all the tireless volunteers who have put in so many hours to keep our community safe, organised, informed and tidy! Your work is much appreciated by everyone.

John Thompson, Chairman

## Neighbourhood Plan



Neighbourhood Plan Committee: Ann Osborn (Chair), Ashley Fosdike, Laila Turner, John Thompson, Mark Wilson, Tom Briggs and co-optees, Ted Beresford Knox, Robert O'Donovan.

We continue to make good progress with the projects outlined in the Local Neighbourhood Plan.

### **CONTINUED FOOTPATH IMPROVEMENT**

A total of eight difficult stiles in the parish have now been replaced with galvanised metal or wooden kissing gates or self-closing gates and more are planned across the parish for 2021. Wherever possible we will install gates suitable for wheelchairs and pushchairs.

We have also funded the new steps and handrail on Pitchfont Lane leading up to the North Downs Way field footpath, installed by the Downlands Partnership volunteers. Aggregate has now been laid on muddy paths from Stanhopes to Hookwood Park and in the Glebe field, which is walked by so many people and now greatly improved.

**THE LIMPSFIELD WAY** - We now have an agreed route for the Limpsfield Way, a 4.5-mile circular route from Limpsfield Chart to Limpsfield Village and back. The route will be way marked with information boards in both villages and on the route, explaining the interesting local history of the area.

**CHART TO VILLAGE CYCLE ROUTE** - We are also planning a family friendly, circular cycle route between Limpsfield Village to the Chart village on bridleways and quiet roads. Again, this will be way marked for ease of use.

For the funding of these two projects, we are hoping to submit an application to **Your Fund** Surrey, complementing an application submitted by the Friends of Limpsfield Common.



## The Trim Trail by Limpfield School



We're very happy to report that the Trim Trail just outside Limpfield C of E Infants is now installed and being enjoyed by local children, before, after and during school.

It's not just for Limpfield Infants School students, all children are welcome to enjoy the equipment which was funded by the National Lottery fund with LPC supporting the school in submitting the planning application and applying for a lease from the National Trust.

We'd like to thank everyone - Governors, staff, parents, councillors and Pentagon - for helping to make this happen in tricky times!

### **PLAYGROUND UPDATE**

The idea of a playground at the Limpfield Royal British Legion has unfortunately not been possible to move forward.

However, we are still looking at other possibilities for sites in and around the Limpfield Village area. Please let us know if you have ideas for other potential locations.

## **PARKING & TRAFFIC MANAGEMENT**

We continue to work with the Highways Department of Surrey County Council on traffic and parking issues in the parish.

- A VAS sign has now been installed on Bluehouse Lane with the aim of slowing traffic on this dangerous road where pedestrians are particularly vulnerable. Part-funding for a second VAS sign has been pledged should it prove necessary.
- Traffic wardens are now seen more regularly in Limpsfield. In March 2021 21 tickets were issued in Limpsfield, 15 in April 2021. The traffic wardens will be patrolling Limpsfield High Street over the coming months, with particular focus being paid to the areas with double yellow lines in the centre of the village.
- Parking in these areas has a significant effect on the flow of traffic through the village, especially for the buses, and illegal parking has been causing unnecessary blockages, so please do not park illegally.
- Due to success of the Bluehouse Lane and Detillens Lane Speedwatch campaigns, we are looking to start Speedwatch for Limpsfield High Street. If anyone would like to volunteer to be part of the team, please contact the Clerk. Your help would be most appreciated.

## **CHRISTMAS LIGHTS**

To support our local businesses and bring a little joy to the village, we funded and put up a Christmas tree in Limpsfield Village and lots of Christmas lights, as well as sponsoring a tree in the annual St Peter's Christmas Tree Parade and supporting / attending The Limpsfield Cookery School's Christmas Gift Fair.

We would love to continue this this year and hope everyone makes as much of an effort as they did last Christmas.





## Conservation Area Assessment & Management Plan

The Conservation Area Appraisal and Management Plan is being undertaken by Surrey County Council's Historic Environment Planning Team, under the specific guidance of Christopher Reynolds. The process will include a formal consultation this year, hosted by Tandridge District Council as the Local Planning Authority.

Once completed, the Appraisal and Management Plan will be presented for adoption to Tandridge District Council and will become part of the formal planning policy framework through which the Area can be both conserved and enhanced. In the meantime, we look forward to hearing from you and will keep you updated of our progress via the Parish Council's website and social media.

This project, despite the set backs of lockdown, is well underway and consultation on the final draft will begin soon.

The final appraisal and management recommendations will be submitted to Tandridge District Council in the Autumn.

From this will come a series of projects to improve and maintain the historic village centre.

We look forward to being able to provide further updates soon.





### **BUS SHELTER REFURBISHMENTS**

You will most likely be aware that we have a few bus shelters around the parish that are more than just street furniture. These timber or brick buildings have provided shelter for close to 100 years but have been looking a little worse for wear in recent times! We have now refurbished the bus stop on the A25 opposite the infant school, replacing its timber shingles. We hope you agree that it looks very smart!

Thanks to local firm CKH Builders who will also be refurbishing the bus shelter by Tandridge District Council offices, as well as the Parish Office by the Village Pound on Wolf's Row.

*We have completed a review of parish assets and will also be making our way around the benches, street furniture and noticeboards etc to assess any refurbishment or maintenance needed.*

### **THE VILLAGE POUND & PARISH OFFICE**

If you've walked up Wolf's Row, towards St Michaels, you will come to a little round brick enclosure next to our little Parish Office...The Village Pound, a Grade II listed building, was where stray animals, such as cows, sheep, geese and donkeys would be kept awaiting collection by their owners!

The building next to it is the Parish Office. This has recently been cleared, de-humidified and made fit for purpose for storage of key records and will soon have a minor refurbishment of its roof and window in order to make use of it for local / community purposes... What do you think it could be used for?

We have several thoughts, such as a walkers stop-off / information point or local history gallery space, but we'd love to hear your suggestions... Please email them to [clerk@limpsfield.org](mailto:clerk@limpsfield.org)





### **LIMPSFIELD CHART ORCHARD**

We have now agreed with the National Trust to take over the maintenance of the lovely, yet little known orchard on Stoneleigh Road by the Chart Cricket Pitch.

This enclosed space was left to the National Trust by a local resident and we will now be making it into a lovely spot, keeping it tidy and installing a couple more benches for local residents to sit and enjoy the orchard trees, wildflowers and birdlife. Please do come and enjoy the space.

In order to keep the area lovely for everyone, please do not leave any rubbish and if you bring your dog, it should be on a lead. All dog mess must be taken away with you please! There is a dog poo bin just along from the orchard on the corner of Stoneleigh Road.

### **PARISH ARCHIVING**

Under the care of our resident historian, Ashley Fosdike, we have now rescued, sorted and delivered a number of records to the Surrey History Centre for restoration and archiving.

Parish Council minutes have all now been bound and made good for future reference and a great many maps have been catalogued and prepared for storage. We will shortly be carrying out some remedial works to the Parish Office to make it fit for purpose and storage of our records.



# Planning



Planning Committee: Mark Wilson (Chair), Philip Bailey, John Thompson and valued co-optee, Ted Beresford Knox.

We have had a busy year in the Planning Committee and managed to hold most of our monthly meetings (virtually) despite lockdown.

## Key points:

- From the adoption of the LNP in June 2019 until the end of December 2020, the Parish Council considered 127 new development applications, not including Tree Preservation Orders (TPO), Trees in a Conservation Area applications (TCA), conditions of already approved applications and certificates of lawfulness for permitted development
- We made 23 objections on the basis of Limpfield Neighbourhood Plan criteria
- 11 of these objections were upheld by TDC with planning permission refused. One was withdrawn. We hope to improve on this for 2021 with further communication with TDC Planning officers
- A list of LNP criteria can be found on the planning page of our website. We would urge residents to always consider these criteria before making your planning application to avoid unnecessary changes or refusals

Mark Wilson, Chair, Planning Committee



## Finance

Finance Committee: Thomas Briggs (Chair), Mark Wilson, Bernie de Haldevang, Laila Turner and John Thompson. RFO - Sophie Martin.

The Finance Committee has met several times over the last year, in order to undertake key activities including the update of Financial Regulations, Standing Orders, Risk Assessment and Budget Review.

### KEY POINTS:

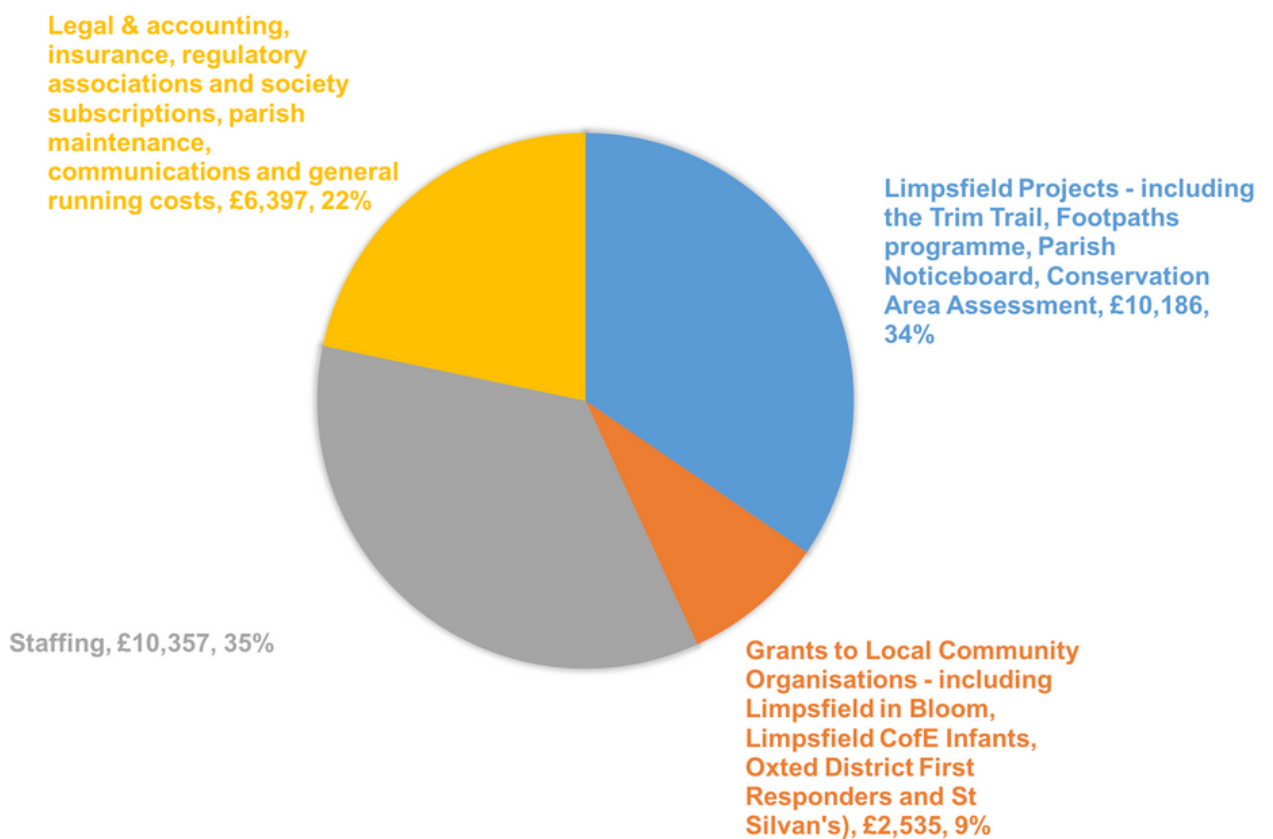
- Our income in 2020/21 was £59,507 - comprising some Community Infrastructure Levy (CIL) money - £21,380, which has to be spent within 5 years, and the annual Precept £33,315 (increased from the previous year).
- We received £1500 emergency relief grant from Tandridge District Council which was passed on to Limpsfield CofE Infants School to help in their assistance of vulnerable families and children in the area.
- Our expenditure for 2020/21 was £29,475 in total from both our General Expenditure account and our Community Infrastructure Levy (CIL) account
- At the end of 2021 we had earmarked reserves of £20,236 approved projects and s137 (local grants) funding awaiting payment as projects are implemented
- Our minimum reserve was again agreed at 50% annual precept (2020/21 = £16,658)
- We have a small amount of CIL money coming in for 2020/21 and have earmarked some of the existing CIL fund for footpaths improvement, infrastructure and reserve for potential additional Limpsfield Village parking. CIL funding may also be used for contribution to a second VAS on Bluehouse Lane if required
- We identified, prioritised and budgeted LNP projects for 2021/22 and have agreed a budget for key projects and ongoing expenses for 2021/22 (see website)
- Key projects for 2021/2 include:
  - Limpsfield Community Orchard grant
  - Archiving of parish records and maps
  - Conservation Area Assessment & Management Plan
  - Parish Office roof refurbishment
  - Bus Shelter refurbishments
  - Continuation of Footpaths programme
  - Limpsfield Chart Orchard
- Following a successful audit last year, we have once again completed a successful internal audit with accounts ready to submit to the external auditor, which can be found on our Finance Committee page on the website along with our unaudited accounts and governance statements (AGAR - Annual Governance & Accounts Return)
- Our accounts will be published shortly with exercise of public rights from 16th June to 30th July.
- In lieu of an annual parish meeting due to COVID-19 restrictions, please find a more in-depth account of our finances in our Annual Report - for download on the website.

## HOW YOUR MONEY IS SPENT LIMPSFIELD PARISH COUNCIL

**TOTAL SPENT IN 2020-21 £29,475**

ALLOCATED FUNDS FOR APPROVED PROJECTS PENDING COMPLETION: £ 31,112

GENERAL RESERVE & CHART PLAYGROUND DECOMMISSIONING RESERVE: £ 26,657



INCOME 2020/21: £59,507

Precept: £33,315

Community Infrastructure Levy (CIL ) £21,380

Other (TDC Grant, VAT return, contributions): £4,812



# Approved Budget 2021/2022

## LPC Budget 2021-2022 (updated 14/4/21)

## NOTES

<b>Available Funds (excluding Chart Playground Account)</b>	<b>£</b>	
Carry-over of unallocated funds from FY20/21 includes CIL)	60,292.12	<i>Excluding Reserve of 16,657.50</i>
Precept 2022	33,315.00	
Anticipated VAT return 2022	2,155.00	<i>Rest of 2021 to claim + CAAMP 2022 refund expected - £1600</i>
Contributions	-	
Anticipated CIL income 2022	6,506.00	<i>Only known income for 2022</i>
<b>LESS RESERVE</b>	<b>16,658.00</b>	
<b>Anticipated Balance of Funds Available FY 21-22</b>	<b>85,610.12</b>	
 <b>RUNNING (ADMIN) COSTS</b>	 <b>£</b>	
AGM costs (refreshments & photocopies etc)	300.00	<i>Chairman's allowance deleted</i>
Auditing - internal and external	600.00	<i>external audit fee set by Government</i>
Clerical supplies (ink, plastic folders, storage folders etc)	250.00	
Communications: Publicity/Printing/postage	1,200.00	<i>Includes 2 x newsletters (max £600)</i>
GDPR Compliance & ICO fee	250.00	
Insurance	1,100.00	<i>Includes allocation for additional items</i>
Maintenance - includes grass cutting, keys, plants for troughs, general maintenance and repairs of noticeboards, benches etc	1,200.00	<i>Grass cutting contracts currently £800 max</i>
PO Box	275.00	<i>£277 actual</i>
Room Hire - TVA	150.00	
Staff Costs & Related Tax and NIC & Training	11,850.00	<i>Includes clerk training. Extra hours for projects included in approved project costs</i>
Utilities - EDF electricity	240.00	<i>Currently at £17 pcm but may increase if we start using the office</i>
Website Hosting, Domain & DropBox annual fee	180.00	
Subscriptions & affiliations (SSALC/NALC & Surrey subs)	1,361.00	<i>Includes current and £100 allocation for any additional as deemed appropriate. NALC is 1191 for next year</i>
<b>Total Running Costs</b>	<b>18,956.00</b>	
<b>Running Cost Contingency</b>	<b>947.80</b>	
<b>TOTAL</b>	<b>19,903.80</b>	
S137 - Regular or one-off local grants, community events etc	2,000.00	
Councillor discretionary expenditure / miscellaneous expenses	1,000.00	
 <b>APPROVED Spending FY21/22 - as of 14/4/2021</b>	 <b>£</b>	
Orchard s137	£1,000.00	
Archiving of parish records	£1,650.00	
Remainder of CAAMP	£9,600.00	
Remainder of CAAMP - exps	£500.00	
Parish Office repairs 2022	£1,662.00	
Bus Shelter refurbishments	£5,759.00	
Additional Footpaths - remainder of 2021 budgets	£208.00	
Second VAS contribution if required	£1,500.00	
Footpaths agreed budget 2022	£7,500.00	
<b>Total allocated spending (approved)</b>	<b>£29,379.00</b>	
 <b>Total Spending FY21/22</b>	 <b>£52,282.80</b>	
<b>Surplus (Deficit) of Approved Budget Spending FY 2021/22</b>	<b>33,327.32</b>	
 <b>Potential PROJECTS as yet uncoded or approved</b>		<b>None approved or Discussed at Council - TO BE PRIORITISED</b>
Highway safety signs (deer, etc)	1,800.00	
Village Playground Reserve	5,000.00	
Limpsfield Way	3,500.00	
Cycle/walking route maps	600.00	
Wildlife strategy	350.00	
Reserve for Village parking	10,000.00	
Benches & picnic tables	600.00	
Bus Shelter refurbishment - TDC office	1,000.00	
Westerham Road bus shelter refurb	1,000.00	
Parking Enforcement	360.00	
Bus Routing Analysis	100.00	
Miscellaneous ideas	1,000.00	
Contingency	1,400.00	
<b>Total Unapproved Project Proposals 21-22</b>	<b>26,710.00</b>	
<b>Balance assuming unapproved projects passed &amp; implemented</b>	<b>6,617.32</b>	

## Limpsfield Parish Council Finance Report - 12 April 2021

### Account Balances

31-Mar-21	£	NOTES
CIL	22,868.82	
LNP	1,059.35	
Chart/Playground	17,334.43	
General	36,363.95	
<b>TOTAL</b>	<b>77,626.55</b>	

### Approved Payments

Apr-21	-	12-Apr-21	As noted at April LPC meeting
<b>Balance Remaining</b>	<b>77,626.55</b>		
<b>less 50% Reserve</b>	<b>16,657.50</b>		
<b>Balance less Reserve</b>	<b>60,969.05</b>		

### Projected Income

Precept April 2021	16,658.00	not including VAT refunds or other contributions
Precept October 2021	16,657.00	
CIL Revenue - Oct 21	6,506.36	risk of non-payment
VAT refund to end March 2021		<i>TBC Not yet submitted</i>
<b>Total</b>	<b>39,821.36</b>	

**Total Funds Available FY 21-22** 100,790.41

### Approved Spending FY 21-22

	£	Council Approval	NOTES
Running Costs	19,903.80		includes contingency
Section 137 Grants	2,000.00		
Discretionary Items	1,000.00		
<b>Total Running Costs</b>	<b>22,903.80</b>		

### FY 2021 Approved Spending - Pending

Community Orchard section 137	1,000.00	Jul-20	estimates include VAT & contingency
Archiving Parish Records	1,650.00	Nov-20	
Balance of CAAMP	9,600.00	Sep-20	
Balance of CAAMP Comms project	500.00	Sep-20	
Bus Shelter Refurbishments	5,759.00	Feb-21	
Balance of Footpaths Phase One	208.00	Mar-21	
Second Bluehouse Lane VAS	1,500.00		<i>contingent on need. 2020/21 budget item.</i>
<b>Total FY 21 Approved</b>	<b>20,217.00</b>		

### FY 2021-2022 Approved Projects

Footpaths Phase Two	7,500.00	08-Mar-21	
Council Office Roof/Window Repair	1,662.00	12-Apr-21	
Chart Orchard project	2,000.00	12-Apr-21	£540 in annual mowing/upkeep costs ongoing from 2022
<b>Total FY 22 Approved</b>	<b>11,162.00</b>		

**Total Approved Spending FY 21-22** 54,282.80

<b>Balance of Funds Available</b>	<b>46,507.61</b>
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### Potential Projects (unapproved)

Village Playground	5,000.00		<i>NB these are ideas not yet developed or costed</i>	CIL
Limpsfield Way Cycle/Footpath	3,500.00		potential funding from YourFund SCC	
Cycle/Walking Maps	600.00		potential funding from YourFund SCC	
Village Parking reserve	10,000.00			CIL
Benches and picnic tables	600.00			CIL
Bus Route review	100.00			GENERAL
Highway safety signs (deer)	1,800.00			GENERAL
Parking Enforcement	360.00			GENERAL
Wildlife Strategy	350.00			GENERAL
<b>Total Unapproved</b>	<b>22,310.00</b>			

<b>Balance</b>	<b>24,197.61</b>
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## Support for Local Endeavours



This year, we have donated or pledged funds to some local organisations needing a bit of help this year, including:

- St. Silvans Charity - Wellbeing Prescription Service information leaflet to Tandridge residents
- Oxted District First Responders - funding for maintenance of 3 of the 4 Defibrillators – located at Grub Street Cricket Club, Carpenters Arms and St Andrews Way flats
- Limpsfield in Bloom – funding for the purchase of plants as their usual fundraising activities over 2020 were unable to take place due to covid-19. Look out for the abundance of colour in Limpsfield Village this year in the Limpsfield in Bloom planting!
- Limpsfield CoFE Infants School – we applied for, and passed on a council fund on behalf of Limpsfield CoFE Infants School to help them support some local vulnerable local families and children
- The Limpsfield Community Orchard - funding pledge towards the connection to a mains water supply for irrigation

Our financial support (local grants) request form (s137) for Limpsfield based groups, charities and community projects can be found on our website.

Please email [clerk@limpsfield.org](mailto:clerk@limpsfield.org).



# A Big Thank You...



To the wonderful Hudsons from Limpsfield Chart, who volunteer completely off their own backs as litter pickers around the area, keeping litter off the roadsides from the Chart down to the Village and beyond. If you see them around with their litter picker sticks, high-vis jackets and bags, please say thank you.

To Barry Chandler for creating our lovely new Noticeboard opposite St Peter's.

To the Friends of Limpsfield Common Volunteers (including our own Ann Osborn and Tom Briggs) who also undertake litter patrol on the Common and Chart areas.

To the Edison family who moved in to Hookwood Park recently and having chopped down some enormously overgrown Leylandii, then kindly let locals take the woodchip for their own gardens. They also fully covered the pathway from Hookwood down to Pastures/Becketts and provided the Stanhopes volunteers with more to dress the remaining pathway from Becketts to Stanhopes after the initial aggregate groundwork had been completed.

To the volunteers who help the councillors distribute this newsletter around the parish in their own time. It is very much appreciated.

To all the amazing Covid-19 support volunteers across the Parish who have been instrumental in helping the vulnerable, elderly or shielding residents with shopping and prescriptions or general errands. There is a huge list, but you know who you are!

**To contact Limpsfield Parish Council please email [clerk@limpsfield.org](mailto:clerk@limpsfield.org) or call Sophie Martin on 07514 011355.  
[www.limpsfield.org](http://www.limpsfield.org)**