

# **MINUTES of a Meeting of Tatsfield Parish Council held on the 20th April 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Ian Mitchell (Chairman) (in the chair) Mr Jon Allbutt Mr Giles Hawkes Mrs Carol Jordan Mrs Eileen Pearce Mrs Sandy Philibert

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

And 3 parishioners.

1. (a) Apologies Mr Greg Watkins and Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: None

## **2. Minutes**

The minutes of the meeting held on the 10th March 2009 were approved and signed as a correct record subject to the following amendments:

Para 9(a)(1) to read "Thames Water had dealt with a leak but there was a further issue of flooding and this was being investigated further.

Para 9(b)(3) amend the words "six weeks" to read "12 weeks"

Para 9(c) amend "three" to "four"

Para 10(b) add at the end of the first paragraph "Giles Hawkes agreed to obtain quotations for the supply and fitting of CCTV to the Parish Room."

Para 10(e): delete "report back when this was complete" and insert "obtain quotations for the cost of such a survey."

## **3. Action Points**

(a) New Footpath across Tatsfield Green: Jon Allbutt indicated that, as yet, the Steering Group had not had an opportunity to formulate any proposals for the possible extension of the path. He reported that horse riders had been seen riding on the Green, including the path, and it was agreed that a strong letter should be sent to all the riding stables in the area pointing out that the bye-laws applicable to both Tatsfield and Westmore Greens prohibited horse riding on the Greens.

## **4. Tatsfield School**

(a) Generally: The Chairman reported that progress was currently five weeks behind programme, with two days lost to torrential rain and three days due to unsatisfactory steelwork supplied to the site. The next critical point would be the installation of the roof panels, which was expected by mid-May. If this target were met, the project delay would be reduced to three weeks.

Modifications to the perimeter were to be made resulting in continuous fencing at 1.8m rather than partial 2m fencing. Surplus soil next to a residential property had now been removed. The partial road closure for Thames Water's works was currently in force.

Jon Allbutt indicated that the contractors had considered carrying work to the carpark area during the recent Easter Holiday but had eventually decided against it and were now intending to do this work during August. He had consulted users and, as a result, had indicated that access for the work might be available from the last week of July to the last week in August. There were certain conditions to be attached in making such access available and he would be discussing these with the contractors at the next site meeting. The conditions included such matters as disabled access to the Hall, fire escapes to be kept clear and, in particular, the Hall to be available for a booking on 30 August.

(b) MUGA: Jon Allbutt reported that he was hoping TDC would organise a meeting of all parties to discuss how to progress the MUGA project. Delays in the main building programme would affect the MUGA project and it would become necessary to negotiate access to the MUGA site in order to complete the MUGA by the end of April 2010.

## **5. Planning**

(a) Current Applications: Giles Hawkes reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Core Strategy: Eileen Pearce queried whether it would be appropriate to raise the matter of the Parish Planning Policy with Tandridge DC with the object of trying to get its provisions incorporated into the Core

Strategy. The Chairman indicated that he doubted very much whether this would be possible as the Tandridge Planning Department was preoccupied with the matters arising from the Inspector's report into the Core Strategy. He indicated that Tandridge was holding a Planning Seminar on 10 June and that might be an opportunity to raise the matter informally.

1(c) Next Month's Planning Councillor: Carol Jordan

## 26. Finance

(a) Payments to be authorised: in accordance with Appendix B

(b) Audit: The Clerk reported that the audit would take place on 31 July 2009 but the accounts had to be approved by the Parish Council by 30 June. He hoped to distribute copies to all members shortly.

(c) Clerk: The Chairman announced that the Clerk had indicated that he wished to retire before the next election took place in May 2011 and he indicated that Greg Watkins would look into the procedure for appointing a new clerk. He expressed the thanks of members for John Sandiford's work over what was nearly 15 years and added that there would be an appropriate way of marking his retirement later in the year.

## 7. Highways & Rights of Way

(a) Village Centre: Sandy Philibert reported that she had now received the plan showing the alterations to be made to the Village centre. Copies of this plan were made available to all members. She indicated that she considered that all the points previously raised by the Parish Council had been addressed. Various points were discussed and she indicated that one new saltbin would be provided as part of the scheme and this could be in a green colour. Its location needed to be agreed. In the course of this discussion, it was agreed that a saltbin ought to be available adjacent to the shops and also adjacent to the new bus (by The Ship). It was therefore agreed that the Parish Council would purchase a second bin and Sandy Phillibert would inspect the site in order to suggest suitable sites to Surrey Highways.

(b) Highways: Sandy Philibert had circulated a detailed report that covered: -

(1) Ricketts Hill Road: The work was now complete.

(2) Drainage: The uncovered soakaway in Kemsley Road had now been made safe and this had now been placed on the Wet Spot Register which meant that it would in due course be repaired.

(3) Wildlife Signs: An estimate for the supply of three signs (to include fixing) in the sum of £923.24 had been obtained. It was agreed that this should be accepted and the work put in hand immediately. The location of the signs was discussed and agreed.

(4) Off road edge to Old Lane: It was possible that Surrey Highways would now deal with this work.

(5) Tatsfield Green Footpath: Surrey Highways had recently dug grips along the Rag Hill Road edge of the Green with the object of diffusing flood water over a wide area thereby reducing the erosion to the new path. She would be inspecting this work to check whether the grips were effective.

(c) Snow clearance: Discussion took place with regard to the Review carried out by Surrey CC into the performance of Surrey Highways in the recent snowy weather. The report dealt with the situation in very general terms and nowhere were the matters raised by the Parish Council and the local TDC member dealt with or referred to. It was agreed that the Chairman would write Surrey CC to re-emphasise the points previously made.

(d) Approach Road hedge: It appeared possible that some part of this hedge bordered land belonging to the Titsey Estate and the Chairman agreed to check the position.

## 8. Notified Matters

(a) Emergency Equipment: Jon Allbutt indicated that he considered that certain equipment was needed as a minimum in order to be able to deal with an emergency situation caused by heavy snowfall or other similar emergency. The equipment included:-

(1) A pair of two-way radios using the same frequency as the existing radios;

(2) A number of small/medium/large Hi-Viz vests to wear over outdoor clothing;

(3) 6 large torches;

(4) 12 orange flashing beacons that can be placed on road cones and/or stand alone;

(5) A supply of "Road closed" signs

It was unanimously agreed that such equipment was needed and Jon Allbutt agreed to investigate the cost and report back. It was agreed that the school contractors should be approached to lay a suitable concrete base to take an outside storage facility to house this equipment in a position to be agreed. Jon Allbutt agreed

to investigate. Giles Hawkes also agreed to obtain an estimate for shelving to the storage cupboard in the Parish Room.

(b) Emergency Plan: Jon Allbutt indicated that, due to business commitments, he was not in a position to update the list of people who could be called on in an emergency for assistance. There was also a need to organise a meeting with the Emergency Planners for both Tandridge DC and Surrey CC. The Chairman volunteered to deal with these matters.

(b) Sustainable Communities Act: Carol Jordan reported that letters had been sent to David Hodge and Bob David. A report had also been published in the Parish Magazine. She would circulate information with regard to the Local Spending reports that would be produced but she was disappointed at the limited scope of these reports.

(c) Affordable Housing:

(1) General Policy: The Chairman indicated that there were matters of commercial sensitivity to be discussed with regard to this matter and proposed that the press and public should be excluded during the discussion of this matter at the conclusion of the meeting. This was agreed unanimously.

(2) The Copse: Jon Allbutt indicated that Bob David and he had had a site meeting as a result of which it was hoped that the situation would improve. He emphasised that the situation would need monitoring but he did not consider that the Parish Council need be directly involved.

(d) Annual Parish Meeting: The Clerk indicated that invitations had been issued to all local organisations and he had also received responses from the Police and Tandridge DC. It was agreed that detailed arrangements would be discussed at the next meeting.

(e) Recycling Centre: Giles Hawkes reported that all the work was now complete.

## 9. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge, there was no report.

(b) District Councillor: Bob David reported on the following matters: -

(1) The Copse: He was pleased with the outcome of the recent meeting and hoped that all the problems would now be resolved.

(2) Bus4U Service: The service had recently been extended to Saturdays and he was hopeful that the service on Mondays, Thursdays and Saturdays would become permanent.

(c) Tatsfield Community Responders: Jon Allbutt reported that there were now five Responders. Support from SEACamb was patchy and he hoped that an officer from SEACamb would attend the next Responders meeting on 28 April to explain what was going on. Morale amongst the Responders was good due entirely to the poor support from SEACamb. The Chairman indicated that he was sure that the Parish Council would be more than happy to take the matter if this were what the Responders wished.

(e) Village Hall: Sandy Philibert had circulated a report dealing with various matters including items of maintenance (passed to Giles Hawkes), concerns with the carpark arrangements (see Para 4) and details of fund raising events. She indicated that the Management Committee wished to know whether the Parish Council would consider a joint celebration of the Centenary of the Hall. After discussion, it was agreed that the Parish Council wished to participate in the celebration of this event and that discussions would take place to decide the exact nature of the celebration.

(f) Tatsfield Youth Project: Jon Allbutt reported that the Music Bus had at long last visited the village and had been a great success. The Group was working on a number of projects. He was finding it difficult to attend all meetings and asked for a colleague to support him. Carol Jordan indicated she would discuss the matter with him and then consider whether she could help.

## 110. Parish Council Property and Land

(a) Surgery & Parish Room: The Chairman indicated that there were matters of commercial sensitivity to be discussed with regard to this matter and proposed that the press and public should be excluded during the discussion of this matter at the conclusion of the meeting. This was agreed unanimously.

(b) Westmore Green:

(1) Access to The End & Pond Cottage: After discussion, it was agreed that the damage to the access to these properties was being caused by surface water from Approach Road flooding over the kerb. This, in turn, had been caused by the road surface being raised during resurfacing thereby reducing the height of the kerb. It was agreed that this was a matter to be taken up with Surrey Highways and Sandy Philibert agreed to

write accordingly.

(2) Pond: Jon Allbutt reported that three contractors had been invited to tender and responses were due in 8 May. It was hoped the work would commence in late July. Before any work could be carried out, it would be necessary to destroy all vegetation within two metres of the pond edge due to the existence of two invasive weed species and he had obtained a quotation of £75 for this work to be carried out by a licensed operator. He also reported that he had made enquires for grant aid and hoped to have a meeting shortly to discuss this the LEADER Project team.

(3) Noticeboard: Giles Hawkes that the repair and renovation of the board was now complete. The village map was being reproduced and would be put back in the board as soon as possible.

(4) Tree Damage: It was noted that the replacement tree had been planted and would be in need of regular watering. It was therefore agreed that to ask Tatsfield in Bloom to obtain a 6 month Hydrant Licence (April – October) at a cost of £669 + VAT. It was agreed that the cost would be equally borne by the Parish Council and TIB.

(5) Erosion: Jon Allbutt indicated that he considered that the Parish Council must make a decision as to whether it intended to prevent further erosion or not. He was in favour of installing posts and it was agreed that the matter would be discussed with Surrey Highways to ensure that there was no objection. A potential source of posts had been identified.

(6) Playground: With the assistance of Tandridge DC, a new double swing had been installed. Whether further improvements would be made depended on the outcome of a grant application being made by Tandridge DC.

(c) Tatsfield Green

(1) Millennium Wood - Jon Allbutt reported that he would be meeting Steve Hyder of Tandridge as soon as he returned from paternity leave to discuss the extent to which Tandridge would accept responsibility for tree work on the Green and the Millennium Wood. He was of the opinion that under the agreement with Tandridge DC, the maintenance of the trees was its responsibility. He would report back.

(2) Surface Condition: It was noted that there were a considerable amount of stones on the surface of the Green that would cause damage to grass cutting machinery. Some this had been caused by public utilities heaping earth from trenches in Ricketts Hill Road on the Green and some was due to the construction of the new path. Jon Allbutt reported that he had obtained two quotations, one for £700 + VAT and one for £1,100+VAT and he recommended approval of the lower quotation by Nick Know Plant Hire. This was agreed.

## 11. Meetings to Attend/Correspondence-

(a) Meetings:

Westerham APM: 22 April at 7.30 p.m. at Westerham Hall, Quebec Ave, Westerham.

Woldingham PC APM: 21 May 2009 at 7.00 for 7.30 p.m. at Woldingham Village Hall.

Biggin Hill Airport Consultative Committee – 23 April 3.30 p.m.

Tandridge DC Planning Seminar: 10 June.

(b) Correspondence:

(1) COMMA Grants Programme: The Clerk reported that Surrey Community Action had circulated details of this grants programme designed to assist communities affected by quarrying. To be eligible, the project must be within 10kms of a quarry and part of a community that has been or is being affected by the quarry because of the extraction or transportation of sand/gravel. It was agreed that there appeared to be no project that would qualify within these criteria.

(2) Equality & Human Rights Commission: The Clerk reported that the Equality & Human Rights Commission was drawing attention to the forthcoming Equality Bill and had provided a pamphlet giving details of the current duties. It was agreed that this would be circulated.

## 12. Any Other Business

(a) Summer Concert: Jon Allbutt agreed to investigate the availability of the Lewisham Concert Band.

The Meeting closed at 10.40 p.m.

Subjects raised in Public Adjournments

1. Maesmaur/Ship Hill Sight line
2. Johns Road development – roof height.

## PLANNING

### RESULTS:-

#### Appeals

08/0533 Del-a-Cor, Lusted Hall Lane ALLOWED  
08/0461 Hillview House, Manor Road DISMISSED  
08/0633 Furze Corner, Approach Road DISMISSED  
CURRENT APPLICATIONS:-

09/0149 Monsal, Old Lane  
Erection of two storey rear extension  
Recommendation: Objection to be lodged on ground of unneighbourly development

08/1492 The Paddocks, Lusted Hall Lane  
Retention of rear terrace  
Recommendation: Objection on the grounds that development is out of character with the immediate area.

09/0199 Rosedene, Ricketts Hill Road  
Erection of single storey link extension  
Recommendation: No objection.

09/0203 April Cottage, 1 Grove Road  
Demolition of conservatory and single storey rear extension. Erection of single storey rear extension, two storey side extension and two first floor dormer windows in the south facing roof space.  
Recommendation: Objection on the grounds that there are no special grounds to justify development within the MGB

09/0206 April Cottage, 1 Grove Road  
Erection of dormer window to south facing roof slope and insertion of roof lights to north facing roof slope  
Recommendation: No objection

09/0367 Woodside, Parkwood Road  
Erection of a single storey extension to rear elevation and roof alterations incorporating extensions to north and south facing roof slopes and dormer window to rear roof slope

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 11th May 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair) Mr Jon Allbutt Mrs Carol Jordan Mrs Eileen Pearce Mrs Sandy Philibert Mr Giles Hawkes Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

And 2 parishioners.

1. (a) Apologies – Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: Ian Mitchell declared a prejudicial interest in the Planning Application No.09/0413 relating to Shaw House, 2 Shaw Road.

2. Election of Chairman and Vice Chairman

(a) Election of Chairman: The Chairman asked for nominations. The only nomination forthcoming was that of Ian Mitchell proposed by Greg Watkins and seconded by Jon Allbutt and the Chairman therefore declared himself re-elected as chairman. He then signed his Declaration of Acceptance of Office.

(b) Election of Vice Chairman: The Chairman asked for nominations. Jon Allbutt was proposed by Greg Watkins and seconded by Sandy Philibert. As there was no other nomination forthcoming, the Chairman declared Jon Allbutt duly elected as Vice-Chairman, who then signed his Declaration of Acceptance of Office.

3. Minutes

The Minutes of the meeting held on the 20th April 2009 were approved and signed as a correct record.

4. Action Points

(a) Tatsfield School: The Vice Chairman indicated that he had attended the May Client Liaison Meeting and reported that:-

(1) A new building programme had been produced showing that the contractors still intended to finish construction by May 2010.

(2) It was hoped to have the roof on and weatherproofed by the end of the present week.

(3) He had requested that a copy of the updated landscape planting scheme should be produced as soon as possible.

(4) Surrey currently considered that the carpark lighting should be controlled by two separate circuits. He had reminded the meeting of the reasons for dual switching and it had been agreed that there would be further discussion.

(5) It had been agreed that, during the work to the carpark, it would be possible to afford access to the Parish Room and Surgery. Disabled access would also be available provided adequate notice was given.

(6) He had expressed concern about the discharge of roof water on the western side of The Hall onto the brick paving as he considered this might cause damage over a period of time. After discussion, it was agreed that he would endeavour to discuss the matter with the groundwork contractor and that the Clerk should contact Tony Dawkins, the Surveyor involved in the negotiations, to ascertain whether he considered this to be a problem. It was also agreed that if it were possible, it would be worthwhile considering the installation of a suitable storage tank and other equipment on that side to harvest the roof water from that side. The Clerk agreed to check whether Tony Dawkins was able to advise on this aspect as well.

(b) Affordable Housing: Carol Jordan reported that there was to be a meeting with Surrey's Affordable Housing Enabler on Friday, 22 May at 1400.

15. Appointment of Committees, Council Representatives and Delegation of Responsibilities

It was agreed that all appointments should continue temporarily to await the result of informal consultations due to take place before the next meeting. It was agreed that members would then complete their copy of the list of appointments, indicating their preferences and return it to the Clerk as soon as possible thereafter.

6. Planning Matters

(a) Current Applications: Carol Jordan reported on the applications listed in Appendix A and the action agreed is as shown in Appendix A.

1(b) Sundry Planning Matters: It was noted that two applications for retrospective approval for The Paddocks, Lusted Hall Lane, had been refused.

(c) Planning Councillor: Ian Mitchell

#### 17. Finance

(a) Audit: The Clerk reported that he had now finalised the accounts and he had arranged for the Internal Audit to take place on Thursday 28th May. It was agreed that the Finance Committee should meet on the Monday 1st June at 7.30 p.m. to consider the Accounts and the Internal Auditor's Report and recommend them for approval by the full Council at the June meeting.

(b) Grants: The Clerk reported that he had received a request from Oxted CAB for financial assistance and indicated that he had included payment of a grant of £180 in Appendix B.

(c) Payments: The payments listed in Appendix B were approved.

#### 18. Highways & Rights of Way

1(a) Highway Matters: Sandy Philibert had circulated a written report dealing with routine matters of maintenance. She mentioned that the wildlife signs had been installed and expressed her satisfaction at the efficient way in which the contractors had dealt with the matter.

(b) Village Centre: Sandy Philibert proposed that the salt bin (provided by Surrey Highways) should be located on the flank wall of the former Post Office in Westmore Road. She indicated that the question of the provision of a second salt bin would have to wait until Surrey CC had decided whether it would permit the Parish Council to provide such a bin.

(c) Winter snow emergency: Surrey County Council had provided a written explanation of why Tatsfield roads had not been treated on 13/14 December 2008 – when an ambulance had got into difficulties in Rag Hill Road.

#### 19. Notified Matters

1(a) Emergency Equipment: Jon Allbutt indicated that he had obtained quotations for the supply of a pair of two-way radios, High Viz vests, large torches and 12 orange flashing beacons. In total, the cost would be approximately £600 and it was therefore agreed that these items should be purchased for a sum not exceeding £600 ex VAT.

(b) Sustainable Communities Act: Carol Jordan had nothing to report.

(c) Affordable Housing: See under 4 (b).

1(d) Annual Parish Meeting – 19th May 2009: The arrangements for this meeting were discussed and agreed.

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#### 210. Reports

(a) County Councillor: In the absence of David Hodge, there was no report.

(a) District Councillor: Bob David reported on the following matters:

(1) Winter snow emergency: He was of the view that, in its response, Surrey CC had not dealt with the very important aspects of the prioritisation of Tatsfield by reason of its particular location and the wrong classification of certain Tatsfield roads. It was agreed that the Chairman would discuss the matter with him and a joint response would be made.

(2) Buses4U: He was very pleased to report that the service would now be made permanent with regular journeys on Tuesdays, Thursdays and Saturdays.

(3) Tandridge DC Annual Meeting: This would take place on Thursday 14th May when the new Chairman would take office.

(a) Police Matters: Ian Mitchell said all relevant matters had been dealt with at the Police Forum held immediately before this meeting.

(a) Biggin Hill Airport: Ian Mitchell reported that flight numbers were slightly down between January and March this year compared with the same quarter of 2008. A drop in charter, corporate jet and helicopter movements had been matched by an increase in flying by club aircraft. An application by Woldingham Parish Council for membership of the Consultative Committee had been rejected on constitutional

grounds. This year's Air Fair will take place on 27th/28th June. Arrangements were being made to ensure that last year's traffic problems would not happen again.

(a) Transport Matters: Greg Watkins had nothing to report other than the good news that the Buses4U service had been made permanent.

(a) Risk Assessment: Nothing to report

(g) Archives: Ian Mitchell reported that he planned to start transferring some items from the Parish Council archives to the Surrey History Centre in Woking for safe keeping during the summer.

1(h) Responders: Jon Allbutt reported that the Responders had been called upon four times in the past month.

(i) Tatsfield Youth Project: Jon Allbutt reported that the recent visit by the Music Bus had been a great success. He was also pleased that the Buses4U ran on a Saturday. Greg Watkins agreed to deputise in the event of Jon Allbutt not being available.

#### 111. Parish council Property and Land

1(a) Tatsfield & Westmore Green:

1(1) Horse Riding: The Clerk confirmed that his letter to the Parish Magazine had been published and he had also sent a copy of the letter direct to all the local horse riding establishments and to known horse owners/riders.

1(2) Tatsfield Green Path: Jon Allbutt reported that the areas beside the new path had been stone picked and grass seed sown. The channels cut into the Green along Rag Hill Road appeared to have solved the flooding problem but there had not been a heavy storm as yet to give it a real test. When we are satisfied, the path will be surface dressed to repair the damage caused by the previous floodwater.

(3) Tatsfield Green Registration of Title: The Clerk indicated that, following the agreement with a local resident, the registration of the title was now proceeding and would be completed shortly. Following that agreement, the Council's Solicitor had agreed the necessary document giving legal access to and from Rickets Hill Road. This deed required signature by two councillors and it was unanimously agreed that the Chairman and Vice Chairman should sign on behalf of the Council. This deed would be noted on the title when registration had been completed.

(4) Westmore Green Notice Board: Ian Mitchell reported that an updated village map had been prepared and would be checked for errors during the next few days.

(5) Westmore Green – replacement tree: The new tree was watered regularly and appeared to be establishing itself.

(b) Pond: Jon Allbutt reported that, in addition to the quotation received from the Downlands Project in the sum of £10,450, he had now received a quotation from C J Gray in the sum of £9,750 and one from Nick Knox in the sum of £20,290. He was of the opinion that the quotation from Surrey Downlands should be accepted because although not the lowest, he felt that it was the most detailed. He was due to have a meeting on 22 May with the representatives of LEADER to whom an application for a grant had been made. He would ensure that LEADER would be agreeable to the Surrey Downlands quote being accepted even it was not the lowest. General discussion took place and it was agreed that, subject to LEADER being agreeable the quotation from Surrey Downlands should be accepted.

During the discussion, the question was raised as to the depth of the pond after completion of the renovation work. The general view was that there should be a shallow shelf around the margin of the pond and that the centre of the pond should be approximately six feet in depth. Jon Allbutt indicated that this was a matter that he would discuss with Surrey Downlands before work was commenced and would report back.

(c) Millennium Wood: Jon Allbutt reported that, as yet he had been unable to meet with Tandridge DC to agree whether the responsibility for tree safety work rested with Tandridge under the long-standing maintenance agreement. He hoped to have such a meeting shortly.

(d) Village Hall: Sandy Philibert had circulated a written report including matters of external repair and details had been passed to Giles Hawkes for attention.

(e) Maesmaur Corner: Ian Mitchell reported that he had this morning met the owner of Peace Cottage, Ship Hill and had reached informal agreement on our common boundary.

(f) Parish Room window: Giles Hawkes had the repair of the Parish Room window in hand. The damage had been reported to Surrey Police as vandalism.

#### 112. Meetings to Attend/Correspondence



(a) Tatsfield Concert on the Green: Jon Allbutt indicated that it would not be possible to hold a concert this year, as the Lewisham Concert Band was fully booked. He felt that this was an event that should be continued and asked for suggestions as to how the format might be improved.

(b) Tandridge DC Chairman's Seminar: Wednesday 10th June at 7.30 – The Clerk and Chairman and Eileen Pearce would attend.

13. Any Other Business - None

The Meeting closed at 10.30 p.m.

Subjects raised in Public Adjournments

1. Relocation of the bus stand in the village centre and the noise created by parked buses. (In response, the Parish Council was writing to Metrobus underlining the importance of engines being switched off while drivers were resting between journeys.

## APPENDIX A PLANNING

### RESULTS:-

#### Refused

09/0149 Monsal, Old Lane

08/1492 The Paddocks, Lusted Hall Lane

08/0393 The Paddocks, Lusted Hall Lane

#### Appeals

08/0533 Del-a-Cor, Lusted Hall Lane Allowed

08/0461 Hillview House, Manor Road Dismissed

08/0633 Furze Corner, Approach Road Dismissed

### CURRENT APPLICATIONS:-

09/0367 Woodside, Parkwood Road

Erection of a single storey extension to rear elevation and roof alterations incorporating extensions to north and south facing roof slopes and dormer window to rear roof slope

Recommendation: No objection

09/0413 Shaw House, 2 Shaw Road

Erection of dormer roof extension to side (SE) roof slope and first floor extension to north east elevation (Certificate of Permitted Development)

Recommendation: No objection

09/0445 Hartland, Lusthall Lane

Removal of conservatory roof; erection of pitched glazed roof

Recommendation:

# **MINUTES of the Annual Parish Meeting held on the 19th May 2009 in the Village Hall, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell Chairman Tatsfield Parish Council (in the chair)

Mr Jon Allbutt Mrs Carol Jordan Mrs Eileen Pearce Mrs Sandy Philibert Mr Greg Watkins Mr Giles Hawkes

Guests: Mrs Glynis Whittle Chair Tandridge District Council

Mr David Le Breton Westerham Parish Council

Mrs Angela Williams Limpsfield Parish Council

Mr Kevin Bellinger Headteacher Tatsfield School

Insp. Elaine Burtenshaw Surrey Police

Philip Clark Tatsfield Responders

Bob David Tandridge District Councillor

In Attendance: Mr John Sandiford (Clerk) and 13 parishioners.

## 1. Welcome

The Chairman welcomed all the guests and all those present.

Councillor Glynis Whittle thanked the Parish Council for its kind invitation. She apologised for the fact that she would have to leave the meeting early due to another commitment; this was her first official function as Tandridge District Council Chairman. She considered that the District Council's main role was to act as the protector of the Green Belt and she was pleased with the outcome of the recent inquiry into the Council's Planning Policy.

## 1 2. Apologies: Woldingham Parish Council.

## 3. Report of Tatsfield Parish Council

The Chairman reported that the Council was now half way through its four-year term. All the members of the Council were fully aware of what they had taken on in 2007 and what they needed to do during the period until the next election in 2011. He indicated that, although he had been re-elected as chairman at the May meeting of the Council, he made it clear that he intended to relinquish this role quite soon. He wished to thank his colleagues and the Clerk for the work they had undertaken on behalf of the parish.

He then drew attention to the highlights of the last year. In particular, the new school building was rising from the land near to the

Hall where the meeting was taking place. He was sure that by the time of next year's meeting Tatsfield would have a brand new 21st century school of which it could be very proud. Coming with the School would be a Multi-Use-Games-Area (MUGA).

As he hoped would be well known, the joint efforts of the Parish Council, the District and County Councils and Alison Mooney had given the parish a bus link with Oxted once again.

Another achievement – which would not have been possible without the generosity of local resident, Alan Cameron – had been the new surface on the path across Tatsfield Green. This had made it safer for at least part of the route to the present school and to the centre of the village for walkers, particularly those with children.

Amongst other changes that had occurred during the year was the unexpected tightening of the District Council's planning policy which meant that the whole of Tatsfield was, for the time being at any rate, subject to strict Green Belt policy following the abolition of "the settlement area" where there had been greater flexibility. This had allowed in-filling and, most recently, the development in Johns Road.

The Chairman then drew attention to the plans that were on display of the new road layout for the village centre. He paid tribute to the extremely effective contribution made by Sandy Philibert as the voice of Tatsfield in the dealings with Surrey Highways on the matter.

He indicated that there would not be any report from County Councillor David Hodges due to the fact that he was precluded from making a report due to the imminent County Council election.

He reminded those present that the meeting was an opportunity for members of the audience to input their views. This was also possible at Parish Council meetings and at informal gatherings at the Bakery every Saturday morning between 11-12.00.

He reminded the audience that the Parish Council had given Tatsfield residents a tax-free holiday for the current year since official audit had suggested that the reserves were too high. However, the Parish Council wished to be financially able to meet any unexpected future commitments without having to panic. It was, however, only a one-year tax holiday.

He drew attention to the fact that the Biggin Hill practice had decided that it would not be renewing its lease of the surgery in Tatsfield. The Parish Council was looking for ways of retaining medical services in Tatsfield but he was not at all optimistic, given the way the National Health Service was developing. The departure of the doctors represented the loss of a key service. It also meant a severe loss of income to the Parish Council but it could be an opportunity to find other community uses for the premises and he invited suggestions.

The Chairman indicated that, as had been announced at the Parish Council's May meeting, the Clerk, John

Sandiford, had indicated his intention to retire after some 14 years' service. He paid tribute to the Clerk's services throughout this and said that the Parish Council would be glad to hear from anyone who would be interested in applying for the position.

#### 4. Tatsfield School MUGA Project

Jon Allbutt indicated that the Parish Council had always wanted to have better community facilities and it seemed that this wish was about to be fulfilled. It was planned to create a MUGA adjacent to the new school that would have its own separate access and would be available for use by the school as well as the community. Funding through the Big Lottery was in place.

Although the building operations were somewhat behind schedule, the contractors, Mansells, were confident that the building would be completed on time. Mansells had been extremely co-operative and he considered that the disruption to local roads had been minimal. This opinion was endorsed by Kevin Bellinger who indicated that the contractors were always willing to listen to his concerns. He was sure the children would love the new school.

#### 5. Local Bus Services.

Greg Watkins said that there had been a very high level of co-operation between the representatives of the District Council, County Council, the Parish Council, Buses-4-U and Alizon Mooney on behalf of the Youth Project. This had resulted in the initiation of a local bus service between Tatsfield and Oxted, commencing in November 2008, initially on a once weekly basis, then a bi-weekly service and culminating in a service on Tuesdays, Thursdays and Saturdays. He emphasised that the expansion of the service had only been possible because the service had been well used. He warned that local residents must continue this support otherwise the service could be withdrawn.

#### 6. Tatsfield Responders

Before introducing Philip Clark, the Organiser, the Chairman paid tribute to the work of the Responders and thanked everybody involved for their efforts.

Philip Clark then indicated that the Responders had a busy year. The SE Coast Ambulance Service was required to answer an emergency call within 8 minutes and this was impossible in the case of Tatsfield without the help of the Responders. This was why the Responders sometimes answered calls outside the Parish boundary. They had a good level of equipment but extra equipment was always welcomed. At

present, there were only six responders and more volunteers would be very welcome. He expressed his thanks to the Parish Council for its support and to all those involved.

## 7. Police

Inspector Burtenshaw indicated that Surrey Police was divided into 11 boroughs and districts, each with its own Neighbourhood Team. Her team covered 110 square miles from Chelsham to Felbridge. The team worked extremely hard and she was very proud of the work it did.

The major part involved speeding and parking offences. She was able to call on the Dog Section and the helicopter and other specialist services if the need arose. She emphasised that it was important for the public to provide information if they saw something suspicious or out of the ordinary. Neighbourhood Watch played a very important part in both contributing and disseminating information

## 8. Village Centre Re-organisation

Sandy Philibert outlined the proposed alterations to be made. She indicated that it had taken a very long time to reach the present stage.

She was hopeful that the work would be carried out in August.

## 9. Village Pond

Jon Allbutt indicated that the Pond was last re-lined some twenty years ago with a butyl liner and it now needed a major overhaul. The present low level of water in the pond was due to leaks in the present liner. Applications had been made for grants to assist with the overhaul and he was optimistic that these would be approved in time for the work to be undertaken in August. If that proved possible, then the village would have a new pond by the autumn.

He also reported that a new management programme had been agreed for the Millennium Wood and he was hopeful that some grant aid would be forthcoming to assist with this programme. It was intended to set up a volunteer workforce, as this would be condition of any grant.

He was in discussion with Tandridge District Council with regard to necessary tree safety work that had to be carried out. He also stated that consideration was being given to the creation of a walk through Kemsley Woods. Action had also been taken to conserve the edges of Westmore Green that had been damaged by traffic.

## 10. District Councillor's Report

Councillor Bob David reported on the following matters:

- (a) Tatsfield School: He was concerned that there would be a serious problem of parking when the new school opened. The Parish Council and he had done everything in their power to maximise the amount of parking available for parents delivering and collecting children to school but he felt that there was bound to be a problem.
- (b) Affordable Housing: He felt that the provision of affordable housing for Tatsfield residents was of utmost importance and he hoped that there would be such a scheme in the near future.
- (c) Planning: The South East Plan required 2500 new homes in the Tandridge area to be built before 2026. He was very glad to report that 1015 of these had already been built and so the target of 2500 would be easily achieved.
- (d) Local Bus Services: He was pleased that the new Buses-4-U service had been such a success but emphasised the need for it to be used on a regular basis.
- (e) Recycling: he was very pleased that this service had been up-graded recently to weekly all over the district.

The meeting closed at 9.25 p.m.

# **MINUTES of a Meeting of Tatsfield Parish Council held on the 8th June 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Ian Mitchell (Chairman) until election of new chairman  
Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mr Ian Mitchell Mrs Sandy Philibert  
Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey CC Councillor)

And 3 parishioners.

1. (a) Apologies Mrs Eileen Pearce and Mr Giles Hawkes

(b) Declarations of Interest:

(1) Sandy Philibert declared a personal prejudicial interest in the matter of a planning application relating to Hawthorn Cottage, Paynesfield Road numbered 09/0603 by reason of the proximity of her own property in which she lived to Hawthorn Cottage. This matter was adjourned without discussion.

(2) Carol Jordan declared a personal prejudicial interest in the matter of an application for a grant towards the expenses of a film to be shown dealing with climate change by reason of the fact that she was the organiser. She took no part in the discussion.

(c) Election of Chairman

Before commencing the business of the meeting, Ian Mitchell formally resigned as chairman with immediate effect.

As the retiring chairman, he then asked for nominations for the office of chairman. The only nomination forthcoming was that of Jon Allbutt proposed by Greg Watkins and seconded by Carol Jordan. As there was no other nomination, Ian Mitchell declared Jon Allbutt duly elected as chairman.

Jon Allbutt then took the chair and asked for nominations for the office of vice chairman. The only nomination was that of Ian Mitchell proposed by Carol Jordan and seconded by Sandy Philibert. As there was no other nomination, the Chairman declared Ian Mitchell duly elected as vice chairman.

Both Jon Allbutt and Ian Mitchell then signed declarations of office.

2. Minutes

The minutes of the meeting held on the 11h May 2009 were approved and signed as a correct record.

The minutes of the Annual Parish Meeting held on the 19th May 2009 were also approved and signed as a correct record.

3. Action Points

There were no matters that would not be dealt with under the later agenda items.

4. Appointment of Committees, Council Representatives and Delegation of Responsibilities

It was agreed that the attached list set out the appointments to be made. It was noted that Greg Watkins had not been assigned any specific duties because he had indicated that, due to work and family commitments, he would be retiring as a councillor in the next few months.

5. Tatsfield School

(a) The School: Ian Mitchell reported that he and Sandy Philibert had attended the Client Liaison Meeting on 2 June. Revisions had been made to the construction programme but the contractual date for completion remained 26 April 2010.

The Contractors, Mansells, were checking the feasibility of providing switches for car park lighting in the Village Hall, the Parish Room and the school together with an estimate of any additional costs for a three-way system. The Contractors had also agreed that proper provision would be made to drain the surface water from the western side of the Hall. There would be a meeting on 15 June to finalise the details

It was confirmed that the work on the Parish Council's retained land would take place between 27 July and 28 August.

(b) MUGA: Greg Watkins indicated that, following discussions with Tatsfield School, he had drafted some instructions to the Council's lawyers in order to finalise the Management Agreement that was required.

## 6. Planning

(a) Current Applications: Ian Mitchell reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Bromley Town Centre Area Action Plan: Ian Mitchell reported that the Action Plan with supporting documents had been published that day and the Parish Council had been invited to make a formal representation based on the "Test of Soundness" of the documents. It was agreed that no submission should be made. He also mentioned that Kent County Council had published a Minerals & Waste Development Plan consultation that did not affect Tatsfield and no response was required.

(c) Next Month's Planning Councillor: Eileen Pearce

1

## 27. Finance

(a) Audit: The Clerk reported that the internal audit had been completed satisfactorily and a copy of his report had been distributed to all members. The Finance Committee would deal with the matters mentioned in the report.

The Clerk reported that the Finance Committee had considered the Annual Accounts and the contents of the Annual Return and copies of these documents had been supplied to all members prior to the meeting. The Committee recommended acceptance of them by the Parish Council. It was unanimously agreed that the Annual Accounts and the Annual Return, copies of which are attached to these minutes, be approved and signed by the Chairman and Clerk.

(b) Clerk: Greg Watkins reported that the process of advertising this post were in hand and he hoped that an advertisement inviting applications for the post would be published in the near future.

(c) Payments to be authorised: in accordance with Appendix B. Ian Mitchell indicated that it would be possible to have a second copy of the Village Map at a cost of £80. It was agreed that this would be advisable in case the original should be damaged in some way. It might also be useful for other occasions.

(d) Climate Change: A request had been received from Carol Jordan for the Parish Council to give financial assistance for a screening of "The Age of Stupid", a film about climate change in the WI Hall on 22 July. After discussion, it was unanimously agreed that it was inappropriate to make a grant to a member of the Parish Council. It was also agreed that if more information were available, further consideration would be given to the matter at the next meeting.

## 8. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her in the past month.

(b) Village Centre: Sandy Philibert reported that she was waiting to hear from Surrey CC as to the next move to be made in this matter. She had suggested that the money that would be saved due to the suggestions made by the Parish Council might be used to repair part of Paynesfield Road that was badly in need of a major repair. This suggestion was being considered.

## 9. Notified Matters

(a) Emergency Equipment: Jon Allbutt reported that the purchase of the equipment was in hand.

(b) Sustainable Communities Act: Carol Jordan reported that Peter Ainsworth MP had signed the early day motion urging the Government to implement the Act.

(c) Affordable Housing: The Chairman indicated that there were matters of commercial sensitivity to be discussed with regard to this matter and proposed that the press and public should be excluded during the discussion of this matter at the conclusion of the meeting. This was agreed unanimously

## 10. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge reported on the following matters:-

(1) Members Spending Allocations: These had been suspended for a period running up to the recent County Council Elections but were now reinstated and any person or body wishing to be considered should now



apply to him.

(2) South East Plan: The Council wished to encourage more personal involvement in planning matters because it appreciated that local people were more aware of local issues affecting the local infrastructure. This would assist in preserving the Green Belt.

(b) District Councillor: Bob David reported on the following matters: -

(1) New Council: He had been re-appointed to the Housing Committee.

(2) Planning: The Council would be reviewing its policy in relation to village settlements and the Parish Council would be consulted as part of this process that would not be completed before 2013,

(3) Green Waste Collection: The Council was running a trial collection system for green waste but as yet no decision had been made as to whether it would be extended to the whole district.

(c) Public Transport Provision: Greg Watkins reported that Surrey CC had confirmed that the service on Tuesdays, Thursdays and Saturdays would continue for the foreseeable future but it was absolutely essential for these services to be used regularly. At present the services were all well used but if the usage dropped away, then continuation of the service could be in doubt. It was suggested that posters should be produced and exhibited around the area on a periodical basis to remind residents of the service.

1(d) Tatsfield Community Responders: Jon Allbutt reported that there had been an increase in the number of calls generally but they included a number of calls for the Clacket Lane Service Area. The Responders were not qualified to attend but unfortunately the communication system was not sufficiently selective so all incidents in the area of Tatsfield resulted in a call.

(e) Village Hall: Sandy Philibert had circulated a report dealing with various matters but in particular

(1) Village Hall building: Certain PIR Lights were not working and required urgent attention. It was agreed that the Chairman would ensure that this was dealt with immediately. Giles Hawkes had obtained quotations for certain repairs and it was felt that these were somewhat high but as there were no details of the work to be carried out, it was agreed that the Chairman would discuss the matter with Giles Hawkes before any work was put in hand.

(2) Carpark: As previously reported, the work would commence on 27 July and be complete by 28 August.

(3) Hedge: The Chairman indicated that he had tried to arrange for this to be done but had not been successful. He would endeavour to arrange for the hedge to be cut as soon as possible.

(4) Centenary Celebration: Discussion took place as to the form of the celebration. One view was that any celebration should be in the Hall but this would mean limiting the number attending. The Chairman agreed to discuss the matter with the Chairman of the Hall Committee and bring a definite proposal forward to the July meeting.

(5) Entrance Drive: It was agreed that a suitable sign would be erected making it clear that there was a one-way system operating.

(f) Tatsfield Youth Project: Jon Allbutt reported that every effort was being made to promote the use of the Saturday bus service by e-mailing details to Project members. Enquiries were in hand to secure grant funding for projects.

(g) Tatsfield in Bloom: Bob David indicated that all the displays would be completed in time for the judging on 15 July. Thanks were due to Doug Maddison for all his work in producing the displays.

(h) Police: Ian Mitchell drew attention to the spate of garden shed break-ins that had taken place recently and urged residents to make sure all sheds were properly secured. He also urged residents to report any suspicious behaviour to the Police.

#### 111. Parish Council Property and Land

(a) Westmore Green Access: Sandy Philibert reported that she had met the SCC Highway Steward to discuss the matter of the flooding and had not been able to reach any practical solution. Discussion then took place and it was agreed that Sandy Philibert would take the matter up with Surrey Highways again to indicate that if they would agree to adjust the level of the kerb, the Parish Council would install a bund immediately adjacent to that kerb in order to stem the water flooding down the access.

(b) Pond: Jon Allbutt reported that he was still trying to clarify the grant situation with SCC Leader funding.

(c) Millennium Wood: Jon Allbutt reported that he had met with Steve Hyder to clarify who was responsible under the 1907 Maintenance Agreement for the maintenance of the Wood. A survey would be carried out to identify dangerous trees. Contractors apparently acting under instruction of EDF had trimmed some trees very badly and he had a meeting with the EDF representative who was actively trying to clarify who was

responsible.

(d) Surgery/Parish Room:

(1) Parish Room: Giles Hawkes had obtained an estimate of £633 for the installation of shelving in the storage cupboard but no details were available and it was agreed that the Chairman would investigate. An estimate for £100 had also been obtained for the repair of the broken window and this would also be looked into.

(2) Maintenance Programme: It was generally agreed that it was necessary to decide what work was required to the building to ensure that it was available for re-letting and/or other occupation at the end of the lease. A meeting would be arranged.

(e) Maesmaur Road/ Ship Hill Corner: The Clerk indicated that the Council's solicitor had suggested that a claim for adverse possession of this land should be lodged with the Land Registry and this was in hand.

(f) Tatsfield Green: Jon Allbutt indicated that he would be checking that the surface of the new path had not suffered from the recent heavy rainfall. He had noticed rubbish dumping on some parts of the Green and would arrange for letters to be sent to residents in the area. He drew attention to the fact that, as part of the Tatsfield in Bloom project, grant funding had been obtained for two litter bins to be installed on the Green.

(g) Risk Assessments: The Vice Chairman reported that he would be chasing members to ensure that they carried out their inspections and he was arranging to reprint the Risk Assessment to include the High, Medium and Low classifications as required by the Auditor.

12. Meetings to Attend/Correspondence-

(a) Meetings: None

(b) Correspondence: None

13. Any Other Business - None

The Meeting closed at 9.42 p.m.

Subjects raised in Public Adjournments

1. Potholes in Paynesfield Road

# **MINUTES of a Meeting of Tatsfield Parish Council held on the 13th July 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mrs Eileen Pearce Mrs Sandy Philibert  
Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey CC Councillor)

And 3 parishioners.

1. (a) Apologies: Mr Ian Mitchell and Mr Giles Hawkes

(b) Declarations of Interest:

(1) Sandy Philibert declared a personal prejudicial interest in relation to a planning application relating to Hawthorn Cottage, Paynesfield Road numbered 09/0603 by reason of the proximity of her own property in which she lived to Hawthorn Cottage.

(2) Carol Jordan declared a personal prejudicial interest in the matter of an application for a grant towards the expenses of a film to be shown dealing with climate change by reason of the fact that she was the organiser. She left the room during the discussion of this matter.

2. Minutes

The minutes of the meeting held on the 8th June 2009 were approved and signed as a correct record subject to the amendment of Paragraph 4 to read "It was noted that Greg Watkins had not been assigned any specific duties ....."

3. Action Points - None

4. Tatsfield School

(a) The School:

The Chairman reported that it was important that the lighting in the footpath and carpark areas could be on whenever required by the users of the Hall, Parish and/or Surgery as well as the School. Alternative switching arrangements had been included in the specification for the School and the Hall but not for the Parish Room and/or Surgery. The additional cost of including the Parish Room and/or Surgery amounted to £1,955 + VAT and he proposed that the Parish Council should meet this cost. He indicated that the Parish Council had always anticipated that it would be involved in expenditure of this nature and funds were therefore available. After discussion, it was agreed that Surrey CC should be requested to install the additional switching for the external lights at a cost of £1,955 + VAT.

The Chairman also indicated that the contractors required instructions as to the retention or otherwise of the gates on either side of the Village Hall. After discussion, it was unanimously agreed that the gates on the eastern side of the Hall should be retained but that the gates and gateposts on the western side should be removed completely.

(b) MUGA: The Chairman reported that he was having a meeting on the 16th July with the Contractors, Mansells, and Steve Hyder (Tandridge DC) to discuss matters generally. The BIG Lottery had indicated that no further extension of time would be allowed for completion of the project and Mansells had indicated that the present deadline would be met.

5. Planning

(a) Current Applications: Eileen Pearce reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Next Month's Planning Councillor: Sandy Philibert

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27. Finance

(a) Grants: The Clerk indicated that he had received a request from the Village Hall Management Committee for financial assistance towards the cost of installing new panic bars. Under the lease, this is a matter for the Committee and the Committee had acknowledged this. The total cost amounted to £589.09 (inclusive of

VAT). The Chairman indicated that the bars were needed in order to comply with Health, Safety and Fire regulations and he considered that, as the Landlord, the Parish Council should ensure that these regulations were met. The Management Committee was not in a financial position to meet this cost and he proposed that the Parish Council should meet the cost in full. This was agreed unanimously.

(b) The Age of Stupid: The Chairman reminded members that it had been agreed that it was not possible to make a grant in this case. It had however been agreed that the question as to whether the event could be funded/sponsored entirely by the Parish Council had been deferred for consideration at this meeting. Carol Jordan had arranged the event and the event had already been advertised without any reference to the Parish Council. The Clerk expressed strong reservations as to whether the Parish Council could retrospectively adopt an event in this way. Considerable discussion took place during which Sandy Philibert expressed her objections and indicated she would vote against any proposition to finance the event. It was suggested that the matter should be put to the Monitoring Officer for an opinion. The Chairman then proposed that, subject to a satisfactory opinion from the Monitoring Officer, the Parish Council should sponsor the event and meet the expenses involved. This was carried by 2 votes to 1.

(c) Appointment of New Clerk: Greg Watkins reported that he had received comments from members and would be finalising matters shortly.

(d) Payments to be authorised: in accordance with Appendix B

## 8. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed written report covering routine matters dealt with by her since the last meeting.

(b) Village Centre: Sandy Philibert reported that a start date was awaited. James Young of Surrey Highways had been in contact with SCC legal team regarding the issue of working on common land and the associated formalities and these matters would be dealt with as soon as possible.

## 9. Notified Matters

(a) Emergency Equipment: Jon Allbutt reported that the purchase of equipment was in hand.

(b) Sustainable Communities Act: Carol Jordan reported that one third of the local authorities in the country had now adopted the Act but to date this did not apply to Surrey CC or Tandridge DC.

(c) Affordable Housing: Carol Jordan reported that discussions were continuing with Tandridge DC.

(d) Village Hall Centenary Celebration: The Chairman reported that the joint Management/Parish Council committee had met and it was proposed that the centenary would be celebrated on a weekend in October 2009. Details of the proposed programme had been circulated to all members. After discussion, it was agreed unanimously that the Parish Council would sponsor the weekend and be responsible for the expenses involved offset by any income received from events forming part of the Centenary Weekend celebrations.

## 10. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge reported on the following matters:-

(1) County Council Policy: He indicated that a new policy was about to be announced involving a new vision for the administration of the County Council. This would involve a more direct approach involving more participation by District and Parish Councils.

(2) Tatsfield School: He suggested that the Parish Council should discuss with the School the arrangements for the formal opening. These could then be presented to the County for approval.

(3) Speed Limits: The new administration had earmarked £1m for a campaign to reduce speeding on local roads. This campaign was in collaboration with the Police and would have an educational basis.

(b) District Councillor: Bob David reported on the following matters: -

(1) The Copse: He indicated that ERHA had held a meeting with residents on 30 June to discuss the formation of a residents association. This had been well received and it seemed that it would proceed.

(2) Planning; He had been advised that enforcement action was being considered in respects of certain matters at The Paddocks, Lusted Hall Lane.

(3) Local Transport: He drew attention to the new 595 bus service from Chalkpit Wood to Tatsfield and Westerham. He also indicated that whilst the Buses-4-U service on Mondays and Thursday was still well used, the Saturday service was. This was despite considerable publicity.

(c) Public Transport Provision: Greg Watkins indicated that, while welcoming the recent changes to local services, he felt that consideration needed to be given to the number of buses parked at any one time in the

village centre as a result of these recent changes. Careful timetabling was required to ensure that congestion was avoided. He also considered that it would only be right and proper to suggest to Surrey CC that the Saturday Buses-4-U service should be discontinued in, say, September unless there was a noticeable increase in its use.

1(d) Tatsfield Community Responders: Jon Allbutt reported that recruitment of new volunteers was still the priority for the Responders.

(e) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee but drew attention in particular to the need to put in place a better procedure for dealing with small external repairs. She therefore proposed that (A) the Hall Committee should be authorised to carry out small items of external maintenance to a maximum individual cost of £100 with a maximum expenditure of £600 in any financial year. and (B) that the Hall Committee provides the Parish Council with estimates for any work that exceeds the limit of £100 and such work is only ordered once approval obtained.

(f) Tatsfield Youth Project: Jon Allbutt reported that the Project had recently organised a very successful golf project for members at Park Wood GC.

(g) Tatsfield in Bloom: It was agreed that the Chairman would arrange a suitable date for the unveiling of the new TATOL sign.

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#### 211. Parish Council Property and Land

(a) Parish Room/Surgery: The Clerk reported that Tony Dawkins of Peter Dickin & Co would be willing to carry out a survey and prepare a maintenance programme for the next five years at a cost of £1000 + VAT. This was agreed and the Clerk was requested to ask for the report to include an outline of the possible DDA requirements.

(b) Village Hall: The Clerk reported that Tony Dawkins of Peter Dickin & Co would be willing to carry out a survey and prepare a maintenance programme for the next five years at a cost of £1000 + VAT. This was agreed. Sandy Philibert proposed that the Parish Council makes a planning application to Tandridge District Council for change of use of the Parish Rooms to "Mixed Use B1 or D1". This was agreed.

(c) Pond: Jon Allbutt reported that he had agreed that work on the Pond by the Downlands Project would start on 21 September and that work would last approximately 3 weeks. The Clerk was asked to confirm this and advise the other firms who had quoted that they had not been successful.

(d) Millennium Wood: Jon Allbutt reported that Tandridge DC now accepted that, in addition to their responsibilities for the maintenance of both Greens, it was also responsible for the maintenance of the trees. Tandridge was therefore commissioning a survey of all the trees on both Greens, the surveys to include the trees in the Millennium Wood. Sandy Philibert drew attention to a tree on Westmore Green that she believed to be in a dangerous condition. Bob David agreed to notify Tandridge DC.

(e) Maesmaur Road/ Ship Hill Corner: A quotation from Lloyd Gulley for £120 to trim the hedges and strim the undergrowth was approved.

(f) Westmore & Tatsfield Greens: The Clerk reported that the grant of a right of access had been completed, as had the registration of the title to both Greens.

(g) Risk Assessments: The Chairman reported on progress made

#### 12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) SCAPTC AGM: Tuesday 6th October 2009 – details to be circulated when known.

(b) Correspondence:

(1) Ordnance Survey: Ian Mitchell drew attention to the fact that NALC was in discussion with Ordnance Survey with a view to extending its BOLD (Benefits Of Licensed Data) campaign to Parish Councils at a cost of approx. £55 p.a. He felt that the Council should endorse this approach and this was agreed.

(2) Use of Westmore Green: The Clerk reported that this Group wished to have a stall for the morning of Saturday 19 September. This was agreed subject to the normal conditions.

#### 13. Any Other Business - None

The Meeting closed at 10.07 p.m.

## Subjects raised in Public Adjournments

1. None

### APPENDIX A PLANNING

#### CURRENT APPLICATIONS:-

09/0575 The Manor House, Ricketts Hill Road

Installation of two sash windows to NE facing flank elevation

Recommendation: No comment or objection

09/0603 Hawthorne Cottage, Paynesfield Road

Retention of single storey extension

Recommendation: No comment or objection

09/0203 April Cottage, 1 Grove Road

Demolition of conservatory and single storey extension; erection of single storey rear extension, two storey side extension and two first floor dormer windows in the south facing roof slope

Recommendation: No Comment

09/0623

Odeni, Hillside Road

Erection of rear extension

Recommendation: No comment or objection

09/0624 The Haven, Kemsley Road

Erection of single storey side extension

Recommendation: No objection

09/0677 The Chalet, Ninehams Road

Erection of single storey side extension

Recommendation: No objection

09/0200 Grey Gables, Ricketts Hill Road

Erection of single storey rear extension

Recommendation: No objection

09/0713 Brindle Wood, Rag Hill Road

Erection of conservatory (CLPD)

Recommendation: No objection

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 14th September 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair), Mrs Carol Jordan, Mr Giles Hawkes, Mr Ian Mitchel, Mrs Eileen Pearce, Mrs Sandy Philibert

In Attendance: Mr John Sandiford (Clerk), Mr Bob David (Tandridge DC Councillor),

And 5 parishioners.

1. (a) Apologies: None

(b) Declarations of Interest: Sandy Philibert declared a prejudicial interest in the planning application relating to 39a Paynesfield Road by virtue of the proximity of her residence and in respect of the planning application relating to Church Farm Barns, Gwenedd Close by virtue of acting as consultant to the developers.

2. Minutes

The minutes of the meeting held on the 13h July 2009 were approved and signed as a correct record

3. Action Points

(a) Public Bridleway 570, 614 and 647: The Chairman indicated that, in the light of a proposed scheme by residents of Kemsley Road to improve the road surface, he would ask Sandy Philibert to outline her dealings with Surrey Highways over the cleansing and/or repair of the soakaway that affected this and other roads and Kemsley Woods owned by the Parish Council.

Sandy Philibert indicated that there was no point in doing any work to improve the surface of Kemsley Road until the soakaway intended to take away surface water was either cleaned or repaired. To improve the road surface at present would be a waste of money because the surface would be washed away by the surface water. She outlined her efforts to get Surrey CC to clean out or repair the soakaway. These efforts had to date been unsuccessful. There was very little prospect of anything being done because there was no provision in the present budget for the cleaning of soakaways. The Chairman emphasised that efforts to get Surrey CC to carry out appropriate maintenance would continue and he suggested that the Parish Council and the residents of Kemsley Road should continue to exchange information. He also indicated that, although the Parish Council did give grants for the improvement of local private roads, the amount of such a grant was likely to be very small in comparison to the cost involved.

4. Tatsfield School

(a) The School: The Chairman indicated that, consequent upon the recent inspection and report by Tony Dawkins on the Village Hall and arising from the re-paving of the entrance drive as part of the School work, certain work was required. This involved raising two air bricks clear of ground level for which a quotation of £250 + VAT had been obtained and the installation of a vertical damp course on the west side of the Hall for which a quotation of £850 + VAT had been obtained. Both quotations had been obtained from Denis H Reeves & Co. and in view of the urgency for the work to be completed prior to the work to the carpark being completed, he had authorised the work to proceed. This action was approved unanimously. It was agreed that these were acceptable.

He also reported that, soon after the completion of the works in the retained area, there was a collision between a vehicle and one of the lighted bollards. Details of the person have been passed to the Clerk who would inform the driver that that the Parish Council would be making a claim for the repair of the bollard. A meeting has been arranged with SCC Project Manager and Architect for Tuesday 15 Sept at 14.00 to discuss problems with the design of the car parking area.

(b) MUGA: The Chairman reported that a meeting with TDC and the School has been arranged for 23 Sept in the Parish Room to discuss the next stage of the project. The Chairman and Vice Chairman would attend.

5. Planning

(a) Current Applications: Sandy Philibert and Jon Allbutt reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Kent CC Minerals & Waste Development Framework: The Clerk reported that a Scoping Report was being prepared and interested parties were invited to inspect the documents at

<http://consult.kent.gov.uk/portal/> between the 2nd Sept and 14th October

(b) Tandridge DC Appraisal of Settlements: Ian Mitchell drew attention to the Settlement Audit Questionnaire in relation to this matter that he had circulated to members. This contained draft responses and he asked that members should consider these draft responses and let him have comments so that he could prepare a final response for approval at the next meeting.

(c) Next Month's Planning Councillor: Jon Allbutt.

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#### 16. Finance

(a) The Age of Stupid: The Clerk reported that the showing of this film had been successful. The costs amounted to £119.58 and were included in Appendix B

(b) Christmas Carol Concert: The Clerk reported that a request had been received for a grant of £250. A copy of the letter of application giving details had been circulated.

(c) Appointment of New Clerk: This matter was in hand and it was hoped to advertise shortly.

(d) Annual Audit: The Clerk indicated that he had just received notification that the Auditor required some further information before concluding the audit. He proposed to discuss with the Finance Committee and then the Annual Report would have to be re-approved at the next meeting.

(e) Payments to be authorised: in accordance with Appendix B

#### 7. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting.

(b) White Lane: The Clerk reported that Tandridge DC had authorised a closure of White Lane on 11th October for a cycling time trial between 10.00 and 1800 hrs.

(c) Village Centre: Sandy Philibert reported that she was disappointed that the final scheme had not been produced. Apparently this was due to illness and it was now promised for the October meeting.

(d) Ship Hill Boundary Hedge: \the owner of the land on the corner of Ship Hill and Church Lane had drawn to the Parish Council's attention the difficulty that was being caused by the growth of the hedge between the footpath and Ship Hill as this is likely to prevent her contractor from cutting her hedge because of the height and width of the second hedge. This hedge was the responsibility of Surrey Highways. After discussion, it was agreed that Sandy Philibert would discuss the matter with Surrey Highways and report back.

#### 8. Notified Matters

(a) Resignation of Greg Watkins: The Clerk reported the resignation of Greg Watkins as a councillor with effect from 17th August. He had immediately notified the Returning Officer of Tandridge and been requested to exhibit to statutory Notice of Vacancy. This Notice had been exhibited on 19th August and gave electors an opportunity to request an election on or before 10 September. Tandridge DC had notified him that no such request had been received and it was therefore open to the Parish Council to nominate someone to fill the vacancy, After discussion, it was agreed that the matter should be publicised in the Parish Magazine in order that likely candidates could be identified with a view to a nomination being made at the November meeting.

(b) Emergency Equipment: Jon Allbutt reported that the equipment was to be ordered this month in readiness for the winter months. Following the difficulties obtaining salt last year it is proposed that we order six bags now to be put in the new shed when it is erected. Giles Hawkes reported that the delivery of the shed would be in the next two weeks. Ian Mitchell indicated that he had now purchased two way radios and was updating the Emergency Plan.

(c) Affordable Housing: Carol Jordan indicated that she had nothing to report and the Chairman asked her to chase the matter as he was concerned at the lack of progress.

(d) Village Hall Centenary Celebration: The Chairman reported that there would a meeting of the Organising Group shortly. However, all plans were well in hand and ticket sales were very good.

#### 9. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge, there was no report.

(b) District Councillor: Bob David reported on the following matters: -

(1) Planning: He drew attention to the fact that the final decision with regard to Green Belt settlements would not be taken until June 2013 and that the response made by the Parish Council could influence



whether or not the District Council decided whether Tatsfield was a sustainable community.

(2) Design Statements: Tandridge DC had agreed to refer Harestone Valley and Woldingham to consultants for the preparation of draft design statements.

(3) Garden Waste Collections: Parts of Tatsfield were now included in this service.

(4) Local Transport: Publicity was being given to the new 595 bus service.

1(c) Tatsfield Community Responders: Jon Allbutt reported that the Tatsfield Responder Group had attended a training day at Guildford on Sunday 13 September including the re-qualification assessments. All the Tatsfield Responders had passed. Numbers are still low (currently four as another member had now resigned) and recruitment was ongoing. Phil Clark (Co-ordinator) was in discussions with SEACAMB regarding new equipment including new phone/radios. He would be providing details and it was likely that request for a grant from the Parish Council would be forthcoming at the October meeting. It was noted that Responders paid their own travelling expenses to attend such training days and it was generally agreed that consideration should be given to re-imburement being made by the Parish Council.

(d) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee but drew attention in particular to the fact that the Schedule of Work drawn by the Surveyor indicated that the Hall floor required attention. She felt that this was something that was beyond the financial resources of the Management Committee.

(e) Tatsfield Youth Project: Jon Allbutt reported that the first course of golf lessons at Park Wood Golf Club was very successful and a second group is being formed.

(f) Tatsfield in Bloom: The Chairman was pleased to announce that Tatsfield had once again won their category and had also been given awards for Community Involvement and Sustainability. The Tatsfield organising Committee was to be congratulated on a fine achievement. A meeting of all volunteers would take place on 18 September to celebrate the win. The next project being considered was the display to celebrate the opening of the new school. The Chairman reported that he and Bob David had arranged for him to unveil the refurbished Tatol Sign on 26 Sept. It was agreed that the Clerk should write to Brenda Allen thanking her for the excellent work.

#### 110. Parish Council Property and Land

(a) Parish Room/Surgery: The Clerk reported that Tony Dawkins of Peter Dickin & Co had now completed his inspection and report, the costs of which were listed in Appendix B. The Chairman stated that he proposed that Giles Hawkes should obtain quotations for the Priority 1 work outlined in the report so that these matters could be dealt with in the current financial year. This was agreed.

(b) Village Hall: The Clerk reported that Tony Dawkins of Peter Dickin & Co had now completed his inspection and report the costs of which were listed in Appendix B. The Chairman stated that he proposed that Giles Hawkes should obtain quotations for the Priority 1 work outlined in the report so that these matters could be dealt with in the current financial year. This was agreed.

(c) Pond: Jon Allbutt reported that the pond had been pumped out on Saturday 5th September by the SEIB Volunteers, sufficiently to reveal the weeds; and allow the contractor Brian Thomas to spray them with glyphosate on Friday 11th Sept. He indicated that the Downlands Project were due to commence work on the 22nd September and it was expected that the work would take approximately three weeks.

(d) Millennium Wood - Jon Allbutt reported that Tandridge DC had instructed their consultants Marshall Thompson to carry out a survey of the trees. The report was expected shortly.

(e) Maesmaur Road/ Ship Hill Corner: The Clerk reported that the Parish Council had now been granted a registered possessory over this land.

(f) Westmore Green: Surrey CC had raised the kerb at the entrance to the track into Pond Cottages and the Council's contractor had completed the work behind it. The Chairman indicated that he would like the Parish Council to develop policy for the maintenance for the tracks across Westmore Green and consider whether (a) the Parish Council should surface these tracks using road planings or other aggregate at the Council's cost or whether the Council should look to the residents to form a group and apply to the Parish Council for a grant.

(g) Tatsfield Green: The Chairman reported that Tandridge DC would be cutting the long grass shortly in line with the Council's request for 'conservation cuts' in early spring and late summer to encourage wild flora. He proposed that residents in Ricketts Hill Road should be invited to a meeting to discuss the next phase for extending the path across the Green. Prior to the meeting the Parish Council would set out the options and seek comments.

(h) Risk Assessments: The Chairman reported on progress made and indicated that, following the completion of the works on our retained land and the erection of the new shed, the risk assessments for this area would be revised.

(i) Kemsley Wood: The Chairman reported that, following the fencing work around Toronto House, there was a need to progress the plans for giving greater access to this area.

(j) Land Adjacent to the new School: The Chairman reported that the Parish Council was in discussion with SCC with a view to leasing the land adjacent to the school. Following a great deal of interest in having allotments in the village, a joint survey (with the Horticultural Society) had been launched in the September Parish Magazine. The survey will be completed by the end of September and it was hoped that the results would be presented at the October Parish Council meeting.

#### 11. Meetings to Attend/Correspondence-

##### (a) Meetings:

(1) SCAPTC AGM & SCA AGM: Tuesday 6th October (10.00 – 4.00)– East Horsley Village Hall

(2) TDC World's Biggest Coffee Morning: Friday 25 September 10 –12 noon. Details circulated.

(b) Correspondence: None

#### 12. Any Other Business - None

The Meeting closed at 10.27 p.m.

#### Subjects raised in Public Adjournments

1. Johns Road Bridle Way

2. Condition of Paynesfield Road

## APPENDIX A PLANNING

### RESULTS:-

#### Approved

09/0301 St Mary's Church Graveyard extension

09/0552 Rosebank, Hillside Road

09/0603 Hawthorne Cottage, 47 Paynesfield Road

#### CURRENT APPLICATIONS:-

09/0665 The Grasshopper Inn, Westerham Road, Moorhouse

Use of part of the carpark for Farmers' Market

Recommendation: No objection or representation to be made.

09/0631 39A Paynesfield Road

Erection of dwelling to south west flank of 39A

Recommendation: No objection or representation made

09/0844 Kingsdown, Ricketts Hill Road

Demolition of garage and part of side extension; Erection of single storey side extensions and pitched roof to existing flat roof to side and rear; formation of new vehicular access.

Recommendation: Concern to be expressed at proximity with Cudham Road

09/0880 Dell Cottage, Goatsfield Road

Erection of a dormer window to front and rear roof slopes.

Recommendation: Considered a n improvement

09/0881 73 Paynesfield Road

Erection of extension to front and rear roof slopes and dormer windows to side roof slopes.

Recommendation: Objection based on the loss of a small dwelling

09/0756

Monsal, Old Lane

Erection of single storey rear extension

Recommendation: No objection.

09/0327 Church Farm Barns, Gwynedd Close, Church Hill

Variation of Condition 3 to planning permission TA/2005/1891 comprising retention of 1.8m high close boarded fence.

Recommendation: Objection based on inappropriateness of fencing.

09/1081 Thriftwood Lodge, Broomlands Lane, Moorhouse

Formation of concrete slab and erection of timber garage

Recommendation: To be dealt with by next Planning Councillor

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 12th October 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair), Mrs Carol Jordan, Mr Giles Hawkes, Mrs Eileen Pearce  
Mrs, Mrs Sandy Philibert

In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey CC Councillor)

And 9 parishioners.

1. (a) Apologies: Mr Ian Mitchell
- (b) Declarations of Interest: None

### 2. Minutes

The minutes of the meeting held on the 13h September 2009 were approved and signed as a correct record

### 3. Action Points

(a) Parish Councillor Vacancy; The Chairman indicated that the Parish Council was anxious to fill the vacancy, brought about by the resignation of Greg Watkins, as soon as possible and urged anyone who was interested to put themselves forward by the 31 October as the Council hoped to fill the vacancy at the November meeting.

### 4. Tatsfield School

(a) The School: The Chairman indicated that the contractors had managed to catch up overall with their building program. The scaffolding would come down shortly and then there would a test of the electrical system. The Parish Council continued to have very good relations with the contractors.

(b) MUGA: The Chairman reported that he hoped that construction of the MUGA would commence in January as it was essential that the MUGA was ready for use by 1 April if the grant conditions were to be satisfied.

(c) Amenity Land: The Chairman indicated that he was still trying to arrange a meeting with representatives of Surrey CC to discuss the terms of a possible lease. A recent survey had shown that there was considerable interest in allotments.

### 5. Planning

(a) Current Applications: Jon Allbutt reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Sustainability Appraisal of Settlements: In the absence of Ian Mitchell, the Clerk reported that the detailed response had been circulated to all members for consideration. It was agreed unanimously that the response met with approval and should be submitted to Tandridge DC

(c) Planning Group: The Clerk indicated that Ian Mitchell had asked that the possibility of forming a Planning Group to process responses to planning applications should be considered. Discussion took place and the Clerk pointed out that an informal group was not in accordance with best practice. It was agreed that further discussion should be adjourned to the next meeting when Ian Mitchell would be present and could present his views.

(c) Next Month's Planning Councillor: Giles Hawkes.

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### 26. Finance

(a) Audit: The Clerk reported that the audit had been completed after certain minor amendments had been made to the figures contained in the Annual Return. The Auditor had however raised one matter with regard to the report by the Internal Auditor. All members had been supplied with copies. These were matters that would be dealt with by the Finance Committee that was meeting on the 20th October.

It was unanimously agreed that the Annual Report as amended (copy attached to original minutes) be approved.

(b) Budget 2010/11: The Clerk reported that the draft Budget for 2010/11 would be discussed by the Finance

Committee at the meeting to be held on the 20th October with a view to recommendations being considered at the November meeting.

(c) Appointment of New Clerk: This matter was in hand and it was hoped to advertise shortly.

(d) Payments to be authorised: in accordance with Appendix B

## 7. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting.

(b) Village Centre: Sandy Philibert reported that she was very disappointed to report that she was still waiting to hear from Surrey CC about the legal issues relating to the scheme. These had been raised at a meeting with Surrey CC on 17 July but as yet nothing had been heard. David Hodge promised to look into the matter and report back.

(c) Ship Hill Boundary Hedge: Sandy Philibert reported that Surrey Highways had been asked to cut this hedge back in both height and width.

(d) Paynesfield Road: The Clerk reported that Tatsfield Women's Institute had written to David Hodge complaining at the bad state of repair of this road and reporting an accident to a member brought about by the bad surface, Sandy Philibert pointed out that this problem was indirectly caused by the failure to repair and/or clean out the soakaways that were intended to take surface water from the area and, in particular, from Kemsley Road. David Hodge asked that Sandy Philibert should provide him with all the facts and figures relating to this matter and he promised to look into it as a matter of urgency.

## 8. Notified Matters

(a) Emergency Equipment: Jon Allbutt reported that the purchase of this equipment was in hand. He also reported that the list of available vehicles to assist in an emergency had been updated.

(b) Affordable Housing: Carol Jordan reported that Paul Newdick (Tandridge DC) was arranging to discuss planning issues relating to possible sites with the English Rural Housing Association. She also reported that the regulations relating to the advertisement of Council vacancies had changed. ERHA was now required to advertise its homes via a system called Choice Based Lettings. This was a system that advertised properties available for affordable rent and shared ownership, normally every two weeks and invited households on the Housing Register to apply for properties they would most like to live in. ERHA had indicated that it was working closely with the Tandridge Council that this process will work with the local connection policies currently in place.

## 9. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge reported on the following matters:-

(1) Tatsfield Choir: He indicated that a grant of £900 had been approved for the Choir.

(2) Parking: He reported that a small extension to the restricted parking area in the Village Centre had been authorised.

(3) Road Salting: There were now officially two entrances to the village, namely Approach Road, Ricketts Hill Road and Church Hill, and they, together with Ship Hill, would come under the First Priority Roads to be salted. He was disappointed that, as yet, no provision had been for farmers to assist but he hoped this would be sorted out shortly. He also reported that the procedure for filling and maintaining salt bins had been updated.

(4) Council Tax: The rise in the Council Tax would not exceed 2.5%.

(5) Police: The new Chief Constable had indicated that there would be a new approach to policing. Every effort would be made to engage the public and obtain their co-operation e.g. drivers would initially be formally warned about their bad driving in the first instance. If they re-offended, they would be offered driver training as an alternative to a court appearance.

(6) Public Works: It was intended to draw up a list of approved contractors who would be considered for contracts to carry out public works.

(7) Village Centre: He was aware that this was still the subject of delay and would investigate the reason for the delay.

(8) Clacket Lane: He would investigate the position and see if it was possible to erect signs indicating that Clacket did not give access on to the motorway.

(9) Kemsley Road: He agreed to look into this matter and report back. He was particularly concerned to

learn that the bad road surface was preventing emergency vehicles obtaining access.

(10) Tatsfield School: He would make enquiries to ascertain what arrangements, if any, were being made about a formal opening ceremony and would report back.

(b) District Councillor: Bob David reported on the following matters: -

: (1) Road Salting: Despite his efforts, he had been unable to persuade Surrey Highways to upgrade Painesfield Road, Westmore Road and Crossways to First Priority roads.

(2) Garden Waste Collection: Tandridge DC had now commenced this bi-weekly collection in parts of Tatsfield. The cost was £40 p.a. and he was hoping to get the service extended to other roads but the difficulty was the size of the vehicles used and the difficulty of access in some roads.

(3) Surgery: He suggested that the doctors' practices should be offered rent-free accommodation. The Chairman indicated that this had been offered but the doctors were still not willing to hold surgeries in the village,

(4) The Ship: He had received complaints about noise into the early hours and intended to discuss the matter with the licensee.

1(c) Tatsfield Community Responders: Jon Allbutt reported that SE Coast were now undertaking training of volunteers and he hoped that there would soon 4 new volunteers able to undertake emergency duties.

(d) Archives: The Clerk reported that the Surrey History Centre would soon have put into their catalogue the items that had been deposited by him at the Centre earlier in the year. These documents included the Receipts and Payments Books for 1912 -1990 and allotment rent books for 1909 - 1948 as well as material relating to the Thames Water installations on Clarks Lane. Ian Mitchell proposed to make further deposits of material during the winter, starting with Parish Council minutes from 1895. All items sent to the History Centre for safe keeping and public access were being scanned so that a permanent record existed in the Council's own archives. The Chairman said that he wished to record the thanks and appreciation of the Parish Council to Ian Mitchell for his work in preserving and cataloging the records. All members present endorsed this.

(e) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee but drew attention in particular to the successful celebration of the Hall's centenary, This had been extremely successful and had well attended by all ages.

(e) Tatsfield Youth Project: Jon Allbutt reported that, as the first Golf Course had been so successful, it was hoped to run a second course.

(f) Tatsfield in Bloom: Jon Allbutt reported the spring bedding display had been planted out over the last weekend. As a result of this year's success, Tatsfield had been invited to participate in Britain in Bloom. It was intended, for the very first time, to make a public appeal for funds as entry into Britain in Bloom made it essential to make an extra special display. The display theme had not yet been decided but he was sure that it would in some way be linked to the opening of the new Tatsfield School.

(g) Biggin Hill Airport: In the absence of Ian Mitchell, the Clerk reported that the Consultative Committee's next meeting was on 22 October. There was now planning consent for a hotel close to the new hangar. The only movement of interest recently had been the unexpected arrival of a German Air Force heavy transport plane that had made a 45-minute stop last week.

(h) Citizens Advice Bureau: A report had been circulated by Carol Jordan but she drew particular attention to the fact that the Bureau was, after many years, about to move into new and much improved premises.

(i) Vern d'Anjou Association: A report had been circulated by Carol Jordan giving the names of those elected at the recent AGM. She had also indicated that the Association's finances were not healthy and she undertook to obtain full details of the present financial situation and the projected position so that consideration could be given to the possibility of making a grant..

#### 111. Parish Council Property and Land

(a) Parish Room/Surgery: The Clerk reported that four firms of architects had been asked to indicate if they were interested in advising the Parish Council as to future possible uses for the Surgery and Parish Room. Two firms had indicated an interest and two had declined. The two interested firms would be invited to attend a presentation on a date to be arranged,

(2) Village Hall: The Clerk confirmed that he had written to the driver who was responsible for the damage to a bollard. An estimate for the replacement cost was required. It was noted that another bollard had been damaged and the Chairman expressed his concern at what he considered was the bad design of the car park and inferior quality of the bollards. It was noted that vehicles were still not observing the one-way access

and Giles Hawkes agreed to obtain No Entry signs as a matter of urgency.

(3) Pond: Jon Allbutt reported that the new bentonite clay lining had been installed and he hoped that the remainder of the work would be completed quickly provided that the weather held fine. He was disappointed at the rate of progress so far and he intended to continue to press the contractor to ensure an early completion to the work. He pointed out that it was a fixed price contract and therefore the delay did not increase the cost but it did mean that the inconvenience would continue.

(4) Millennium Wood: Jon Allbutt reported that the consultants employed by Tandridge DC had still not completed their survey and they were being chased by Tandridge to complete quickly.

(5) Westmore & Tatsfield Greens: The Chairman indicated that parents had recently started to park on the newly repaired edge of Tatsfield Green. He was pleased to report that, as a result of swift action by both the School and the local Community Support Officer, this practice had been stopped.

(6) Risk Assessments: The Chairman reported on that he was intending to update the Risk Assessment once work had been completed on the School. In the meantime he was drawing minor matters to the attention of the contractors.

## 12. Meetings to Attend/Correspondence-

### (a) Meetings:

(1) Oxted CAB: 70th Anniversary Celebration on 29 October – Chairman invited.

(2) SCC Passenger Transport Assembly – 13 November 2009 1300-1630 hrs

### (b) Correspondence:

## 13. Any Other Business

(a) Christmas Carol Concert: It was unanimously agreed that the Chairman would be responsible for all arrangements for this concert. The Chairman indicated that he would be pleased to do this and that he would announce full details of the arrangements at the next meeting.

The Meeting closed at 9.32 p.m.

## Subjects raised in Public Adjournments

1. Congratulations for the Hall Centenary Celebrations
2. Parking on pavements
3. Possessory title of Parish Land
4. Salt bin for Ship Hill

## Appendix A Planning

### RESULTS:-

#### Refused/Withdrawn

09/0631 39A Paynesfield Road

09/0844 Kingsdown, Ricketts Hill Road

09/0881 73 Paynesfield Road

### CURRENT APPLICATIONS:-

09/1081 Thriftwood Lodge, Broomlands Lane, Moorhouse

Formation of concrete slab and erection of timber garage

Recommendation: No objection

09/1043 Woodlands, Ricketts Hill Road

Erection of replacement dwelling and conversion of garage to ancillary accommodation..

Recommendation: Objection lodged in relation to the conversion of the garage as being contrary to PPG2 and RE6



## **MINUTES of a Meeting of Tatsfield Parish Council held on the 9th November 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair), Mrs Carol Jordan, Mr Giles Hawkes, Mr Ian Mitchell Mrs Eileen Pearce, Mrs Sandy Philibert

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

And 4 parishioners.

1. (a) Apologies: Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: None

### 2. Minutes

(a) The minutes of the meeting held on the 12th October 2009 were approved and signed as a correct record subject to the following amendments

(1) The insertion of "Ricketts Hill Road" after "Approach Road" in the first line of Paragraph 9(a)(3)

(2) The addition of "by the Chairman" at the end of Paragraph 11(a)

(b) Matters arising: In relation to Paragraph 9(b)(3) of the minutes of the last meeting, Ian Mitchell pointed out that the Parish Council had suggested to the Tenants that it was prepared to be flexible with the terms under which they occupied the premises in future. The tenants had indicated that simply being flexible with the lease did not address the underlying issues faced by the Tenants.

### 3. Co-option of Councillor

The Chairman indicated that, following the resignation of Greg Watkins as a councillor, the vacancy had been advertised widely. As a consequence Susan Smale had indicated her willingness to accept co-option. As there were no other person had indicated any desire to be co-opted, he was pleased to propose that Susan Smale should be co-opted as a member of the Parish Council. This proposal was seconded by Ian Mitchell and approved unanimously.

Susan Smale then signed her Declaration of Acceptance of Office and took her place in the meeting.

### 4. Tatsfield School

(a) The School Building: The Chairman indicated that the building works were generally on schedule. There were ongoing discussions with Surrey CC about the design of the carpark and the type of lighting bollards because certain difficulties had already been experienced. He was also very concerned that the entrance to the carpark area was only 4 metres in width and this meant that only one car could pass through it at any one time. He foresaw that this would cause congestion at critical times. Surrey CC, at present, seemed convinced that it would not do so and were not prepared to consider making any change. He had raised the matter in the regular meetings and his concerns were a matter of record.

(b) MUGA: The Chairman reported that the contractors hoped to vacate the MUGA base area (at present being used as a carpark) so that construction of the MUGA could proceed. There would be a meeting on the 17 November with Tandridge DC to and agree consider tenders. Tandridge DC would be supervising the project and were aware that the MUGA had to be complete and in use by the 1st April 2010.

### 5. Planning

(a) Current Applications: The Clerk and Sandy Philibert reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Surrey Minerals Plan: The Clerk reported that he had received an enormous bundle of papers from Surrey CC inviting the Parish Council's views on two sets of documents, namely:

(1). The proposed development plan documents (DPDs) for submission to Secretary of State, and

(2). The Aggregates Recycling DPD and Minerals Site Restoration Final Draft Supplementary Document.

As to the DPDs for Core Strategy and Primary Aggregates, the Parish Council was invited to give its views as to whether these documents were legally compliant and sound. As to the Aggregates Recycling Joint

DPD for Minerals and Waste Plans, it was invited to give its views. The Clerk indicated that he handed these documents over to Ian Mitchell for detailed consideration. This action was agreed.

(c) Planning Group: Ian Mitchell indicated that he felt that the question of the procedure for dealing with planning applications should be reviewed as he felt that there were occasions when applications were not given the sufficient consideration. Discussion took place with a variety of views being expressed. At the Chairman's suggestion, it was agreed that Ian Mitchell, in conjunction with the Clerk, would consider the views that had been expressed and submit his conclusions in due course.

(d) Surrey Countryside Access Forum: The Chairman drew attention to the letter from the Forum with regard to the consideration that should be given to the rights of way network by planning authorities.

(e) Next Month's Planning Councillor: Carol Jordan

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## 26. Finance

(a) Budget 2010/11: The Chairman indicated that, due to commitments, it had not been possible to have a meeting of the Finance Committee to discuss the Budget. The Clerk had drawn up a draft Budget and copies of this had been circulated to all members. After discussion it was agreed that the matter would be adjourned to the December meeting, It was also agreed that the Finance Committee would meet on the 17th November at 7.30 p.m and that Sue Smale should be appointed as a member of the Finance Committee.

(b) Grant Requests:

(1) Tatsfield Art Group: The Clerk reported that the Group was asking for a grant of £70 to assist in the funding of the Xmas workshop for 2010. It was agreed that this would be included in the Budget figures.

(2) Tatsfield Fair-trade Village Steering Group: The Clerk reported that the Steering Group was requesting a grant of £200. After discussion, this was agreed.

(3) Parish Magazine: He also reported a request from the Magazine and indicated that the Budget contained a provision of £50. This was also agreed.

(4) Tatsfield in Bloom: The Chairman indicated that Tatsfield had been invited to enter Britain in Bloom and this would involve greater expense than normal. It was agreed that the organisers should be asked to submit details of their proposals and costs so that the matter could be considered when drawing up the Budget.

(c) Christmas Carol Concert: The Chairman reported that this would be held Friday 18 December. The Lewisham Concert Band would be playing 15 carols. The newly formed Tatsfield Singers would lead the singing. Father Xmas and his two elves would be in attendance and would hand out presents to the children at approximately 7.30. The Band members would be served a hot meal after the Concert and it is intended to give the conductor and members of the band a bottle of wine each. It was necessary to buy the presents and meet other costs prior to or at the time of the Concert and it was agreed that a sum of £250 would be available to David Bishop who was organising the Concert on behalf of the Parish Council.

(d) Payments to be authorised: in accordance with Appendix B

## 7. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting. Surrey Highways had offered to erect "Unsuitable for HGVs" signs at the main road entrances to the Village and it was agreed to accept this offer. She also asked that a letter of thanks should be sent to Mark Howarth of Surrey Highways and to David Hodge thanking them for the prompt action taken to alleviate the recent flooding in Church Hill. She would arrange to place an article in the Parish Magazine setting out details of her efforts to improve pothole repair locally.

(b) Village Centre: Sandy Philibert reported that the Parish Council was still waiting to hear from Surrey CC about the legal issues relating to the scheme. When the final details were available, she hoped that it might be possible to carry out some improvements to Paynesfield Road.

(c) Kemsley Road: Sandy Philibert reported that she knew that David Hodge was chasing this matter strongly.

## 8. Notified Matters

(a) Emergency Equipment: The Chairman reported that now that the storage shed was in place, equipment, such as the salt spreader and the supply of salt, was being moved into it. Giles Hawkes confirmed that he was arranging for adequate salt to be available.

(b) Affordable Housing: Carol Jordan indicated that she hoped that a specific site would be identified

shortly. Progress was, however, slow.

(c) Kemsley Wood: The Chairman reported that he had received a number of enquiries with regard to work being undertaken on land forming part of Gorse Down Farm. As a result he had had a meeting with the owners and he would include details in his report to the Parish Magazine. He would also ensure that an individual response was sent to the resident who had raised the matter.

#### 9. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge, there was no report.

(b) District Councillor: Bob David reported on the following matters:

(1) Budget: All the Council committees were now in the process of finalising their budgets for 2010/11. He understood that any increase would be limited to 1.5%.

(2) Garden Waste Recycling: About 40 households in the Village had joined the scheme. The area covered by the scheme had been extended slightly but not all of the area was covered because it was impossible to get the large collection vehicles down some local roads.

(3) Road Signs: He would chase up the cleaning and repair of local road signs.

(4) Local Transport: He drew attention to the one-day free travel by Southdown Buses in December.

(c) Tatsfield Community Responders: Jon Allbutt reported that he was pleased to report a slight increase in the number of volunteers.

(d) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee. She had also circulated a copy of the Annual Report.

(e) Tatsfield Youth Project: Jon Allbutt had nothing to report.

(f) Biggin Hill Airport: Ian Mitchell reported that the Airport was suffering a downturn in business generally with executive jet travel being particularly affected.

(h) Vern d'Anjou Association: Carol Jordan indicated that she had discussed the financial situation with the Chairman and a detailed request for funding would be forthcoming shortly.

(i) Police: The Chairman drew attention to the Stakeholder Survey being undertaken by Surrey Police. He had circulated details to members and encouraged them to respond individually.

(k) East Surrey Parishes Liaison Group: Carol Jordan drew attention to the report she had circulated following her attendance at the Group meeting 28 October. It was agreed that there would be no objection to contributing approx £10 p.a. to the cost of meetings hosted by Bletchingley PC

#### 11. Parish Council Property and Land

(a) Parish Room/Surgery: The Chairman reported that due to commitments he had been unable to arrange a date for the presentation to the two interested firms. The Clerk reported that an application for planning permission to change the use of the Parish Room had been submitted.

(b) Village Hall: The Clerk reported that he was still awaiting a quotation for the replacement of the damaged bollard.

(c) Pond: Jon Allbutt reported that he had been in contact with Surrey Downlands Project with regard to the work carried out to the Pond and copies of these communications had been circulated to all members. He reported that he was still dissatisfied with the work but would reserve comment until the Downlands Project had been returned to carry out additional work.

(d) Millennium Wood: Jon Allbutt reported that no progress had been made because the Tandridge DC database was faulty and at present all the information relating to Tatsfield could not be recovered.

(e) Westmore Green: The Clerk reported that the Horticultural Society wished to use Westmore Green on the 8th May 2010 for the Annual Plant Sale. This request was agreed.

(f) Risk Assessments: The Chairman indicated that he was concerned that a recent water main burst had caused considerable damage to the pathway 564 on the northern part of the Green. He agreed to take the matter up with Tandridge DCT.

#### 12. Meetings to Attend/Correspondence-

(a) Meetings: SCC Passenger Transport Assembly – 13 November 2009 1300-1630 hrs

(b) Correspondence:

#### 13. Any Other Business

(a) Refuse Collection Centres: Concern was expressed that Tatsfield residents might find difficulty in using

the Centre because their postal address referred to Westerham TN16. No difficulty had been experienced as yet but it was possible the matter would have to be clarified.

(b) Church Hill: Sandy Philibert asked that a letter of thanks should be sent to Mark Howarth (Surrey Highways) and to David Hodge for the prompt assistance given to stop flooding recently.

(c) Tatsfield School: Carol Jordan indicated that she had recently attended a Governors Course and it had been made clear that although she was a Parish Council representative, she was nevertheless expected to vote

The Meeting closed at 10.21 p.m.

Subjects raised in Public Adjournments - None.

## APPENDIX A PLANNING

### CURRENT APPLICATIONS:-

09/0083 Moorhouse Sandpits, Westerham Road, Limpsfield

The importation of washed sugar beet soil, compost, peat and naturally occurring soils and blending thereof with indigenous sand, with storage and export of finished product Application withdrawn

09/1319 73 Paynesfield Road

Erection of extensions to roof incorporating formation of gable end with windows to rear roof slope, erection of dormer window in each of the resulting north and south roof slopes and insertion of roof light to front roof slope (Certificate of Lawfulness for a Proposed development).

Recommendation: No representation to be made

09/1341 Land at & adjoining Tatsfield Village Hall

Revised details of pedestrian access by grounds maintenance vehicles submitted pursuant to Condition 2 of Planning Permission TA/06/0740 for new primary school. Recommendation: Detailed response to be submitted setting out matters previously raised.

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 14th December 2009 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mr Ian Mitchell Mrs Eileen Pearce  
Mrs Sandy Philibert Mrs Susan Smale

In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)

And 3 parishioners.

1. (a) Apologies: Mr Giles Hawkes and Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: None

### 2. Minutes

The minutes of the meeting held on the 9th November 2009 were approved and signed as a correct record subject to the following amendments

- (a) The insertion in the names of those present at the meeting of the name of Mrs Susan Smale.
- (b) The deletion of "there were" in the third line of Paragraph 3
- (c) The substitution of "that were clerked" for "hosted" in the third line of Paragraph 10(k)
- (d) The substitution of "a community governor nominated by the Parish Council and not the Parish Council representative." for "Parish Council representative, she was nevertheless expected to vote".

### 3. Tatsfield School

(a) The School: The Chairman reported that the construction of the school was overall on schedule with the majority of the work being carried out internally. He understood that power was about to be connected and this would help speed up work. He was still in discussions with the Contractors and with Surrey CC about the layout of the carpark to ensure that vehicles were separated from pedestrians. Surrey had produced a revised design that did not work because car drivers were unable to open their car doors sufficiently. A revised plan had now been sent to Surrey for approval as he considered it essential that the layout should be approved by Surrey and not simply left to a layout being agreed between the Contractor and the Parish Council.

(b) MUGA: The Chairman reported that Tandridge DC was now in direct communication with Mansells about the arrangements for access by the MUGA Contractor. The work would take approximately 3 weeks and would commence at the beginning of February by which time Mansells would have ceased used the MUGA site as a carpark. He was also in touch with Roger Taylor, the Council's solicitor, to make sure that there were no delays in completing the lease of the MUGA site.

### 4. Planning

(a) Current Applications: Carol Jordan reported on the applications listed in Appendix A and the action agreed was as listed in Appendix A.

(b) Planning Group: Ian Mitchell indicated that, as requested at the last meeting, he had circulated his suggestion as to a possible way that planning applications could be considered This procedure could be summarised as follows:

1. Wherever possible, planning applications should be considered at the regular monthly meeting of the Council held on the second Monday of each month (using the projector to view the plans and with information provided by the planning councillor),
2. In the case of planning applications that required a response prior to next regular monthly Council meeting, an additional monthly Council meeting would be scheduled in advance for a date midway between the regular meetings to deal with such applications. In the event of there being no applications to consider, the meeting would be cancelled.

Discussion took place and it was unanimously agreed that this procedure would be adopted for a trial period of six months after which the matter would be reviewed. The dates for the inter-monthly meetings were agreed as 25 January, 22 February, 22 March, 26 April and 24 May.

(c) Kent CC Community Infrastructure Consultation Draft: The Clerk reported that Kent CC had given notice that the County Council had formally approved the draft Community Infrastructure Provision Service Strategies as supplementary guidance for public consultation. It was agreed that no action was required.

(d) Surrey Minerals Plan: Ian Mitchell indicated that, as requested at the last meeting, he had considered the documents and indicated that he did not consider any response was necessary.

(e) Next Month's Planning Councillor: Eileen Pearce

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## 25. Finance

(a) Budget 2010/11: The Clerk indicated that he had circulated copies of both the draft Budget and the minutes of the last Finance Committee to all members. Discussion took place and it was unanimously agreed the draft Budget be approved (copy attached to original Minutes). It also was unanimously agreed that the Precept for 2010/11 should be set at £13,000

(b) Bank Account: The Clerk indicated that in order to authorise Sue Smale to be a signatory on the bank accounts with HSBC, it was necessary to pass a resolution similar to that passed at the commencement of this Council.

It was therefore unanimously agreed that: -

1. That a bank account or accounts be continued with HSBC Bank plc (the Bank) and the Bank is authorised to

(a) pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Council by any two of the listed signatories (the signatory) whether any account of the Council is in debit or credit

(b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt of the Signatory, and

(c) accept the signatory as fully empowered to act on behalf of the Council

2. That any debt incurred to the Bank under this mandate shall. In the absence of written agreement by the Bank to the contrary, be repayable on demand

3. That the Clerk from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely on such lists.

4. That these resolutions remain in force until cancelled in writing to the Bank, signed by the Chair Person or Clerk from time to time acting or claiming to act on behalf of the Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

(c) Christmas Carol Concert: The Chairman reported that all arrangements were well in hand and he had carried out a risk assessment. He was sure that it would be a very successful event and thanked David Bishop for his work in making the necessary arrangements on behalf of the Parish Council.

(d) Tatsfield Horticultural Society Composting Scheme: The Clerk reported that he had received a request from the Scheme for a grant of £190 and he had circulated details of the application to all members. It was unanimously agreed that a grant of £190 should be made.

(e) Payments to be authorised: in accordance with Appendix B

## 6. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report to all members covering the routine matters dealt with by her since the last meeting. She was disappointed that David Hodge was unable to be present, as there were a number of matters she wished to raise with him. She was particularly pleased that Surrey had carried out work to the soakaway in Paynesfield Road. This had revealed that there was only one soakaway whereas the records showed that there should be two. The soakaway had overflowed on two occasions since but there was a great improvement in the drainage of surface water. She had warned the residents of Kemsley Road that, when considering possible improvements to the road surface, flooding was still possible.

(b) Village Centre: Sandy Philibert reported that there was still no progress despite her efforts to get matters moving.

#### 7. Notified Matters

(a) Appointment of Clerk: The Chairman reported that there had been nine applicants from whom a short list of six had been selected. These six applicants would be interviewed in January.

(b) Emergency Equipment: The Chairman reported that the shed that had been purchased recently was leaking and so was unsuitable at present for the storage of salt. He had asked Giles Hawkes to the matter up with the suppliers. The other equipment had still not been ordered. Ian Mitchell reported that he had updated the emergency plan and a copy had been circulated to all members. He was of the opinion that there should be a wireless link with Tandridge DC and this would require an antenna. He was looking into the matter and would report back later.

(c) Affordable Housing: Carol Jordan indicated she had nothing to report.

#### 8. Reports from Members and Outside Organisations

(a) County Councillor: There was no report in the absence of David Hodge.

(b) District Councillor: Bob David reported on the following matters: -

(1) Tandridge DC Budget: All Council Committees were drawing up their budgets and were looking for appreciable savings.

(2) Audit Commission: Tandridge DC had come out well in the recent assessment and was among the top third in the country

(3) Tandridge Magazine: He was anxious to gather opinions of the content of the Magazine. The Chairman indicated that he thought there should be a fairer balance of reports, giving details of less successful areas and an indication of what action was being taken to improve them.

(4) Speedwatch: He asked if the Parish Council would reconsider its decision not to take part in such a scheme. He indicated that Dormansland had taken part in the scheme and there had been a reduction in speeding. A wide ranging discussion took place from which it was clear that there were divergent views but it was agreed that Bob David would obtain more detailed information from Dormansland for members to consider.

1(c) Tatsfield Community Responders: Jon Allbutt reported that he had suggested that the Responders should submit an application for a grant to assist with new equipment.

(d) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee.

(e) Tatsfield Youth Project: Jon Allbutt indicated there was nothing to report.

(f) Tatsfield in Bloom: Bob David reported that he was pleased to report that sponsorship had been forthcoming from Mansells, Surrey CC and from Ibbett Moseley. The Chairman confirmed that the Parish Council had agreed sponsorship of up to £2,000 in its budget for £2010/11.

(g) Biggin Hill Airport: Nothing to report.

(h) Vern d'Anjou Association: Nothing to report.

(j) Police: Nothing to report.

(k) East Surrey Parishes Liaison Group: Nothing to report.

(l) SCC Passenger Transport Assembly: Ian Mitchell confirmed that he had attended and that he had circulated a report. The message was that local services were under review and if they were not used sufficiently, they would be lost. Bob David undertook to obtain details of the uptake of the Southdown Voucher Scheme.

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#### 29. Parish Council Property and Land

(a) Westmore & Tatsfield Greens

(1) Westmore Green: The Chairman reported that an approach has been by an occupier of a property on the Green for some improvement to be made in the surface of the access track. A wide ranging discussion then ensued as to extent to which the Parish Council should be involved with (a) the maintenance of tracks across both Greens used by the community at large and (b) the prevention of encroachment on the edge of the Greens by the passage and parking of vehicles. It was agreed that Sue Smale and Eileen Pearce would look at these problems and would endeavour to identify the possible courses of action open to the Parish Council. The Chairman indicated that he would assist, if required. The Chairman also indicated that the question of

extending the path across Tatsfield Green had been rather left in abeyance and he would like to see this resolved one way or the other. It was agreed that he would submit a report to a future meeting setting out the various possibilities, including the financial implications.

(2) Tatsfield Green: It was agreed that a badly dilapidated sign on Tatsfield Green should be removed and the Chairman indicated that the TIB volunteers would consider what was involved.

(b) Pond; The Chairman indicated that he was still pursuing a number of matters and had circulated details of the correspondence to members. He had concerns that the Pond was not now as deep as it had been and also a certain amount of outstanding work. Although the work had not yet been invoiced, he considered that when it was invoiced, it might be necessary to make retention.

(c) Millennium Wood: Tandridge DC had now established that a survey of the trees in the Wood had been carried out and this had identified some trees should be removed. The said he understood that this was in hand.

(d) Parish Room/Surgery: It was agreed that the two firms of architects that had shown interest would be invited to attend on 7 January at 6.00 for an initial discussion.

(e) Village Hall: Nothing to report.

(f) Risk Assessments: The Chairman drew attention to the condition of the footpath leading from the northern end of Westmore Green to Crossways (part of FP564). This was in a bad state and needed urgent attention. After discussion, it was agreed that the Clerk was asked to contact Phillipa Gates (Surrey CC Rights of Way Group and suggest a meeting on site to agree what should be done.

#### 10. Meetings to Attend/Correspondence-

(a) Meetings: None

(b) Correspondence: None

#### 11. Any Other Business

(a) Village Hall New Year's Eve Party: Carol Jordan drew attention to this event and asked for members to support the event.

The Meeting closed at 10.21 p.m.

#### Subjects raised in Public Adjournments

1. Street Lighting

2, Highway drainage problems



MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 5<sup>th</sup> February 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 6.30 p.m.

**Present:** Mr Jon Allbutt (in the chair)  
Mr Giles Hawkes Mr Ian Mitchell  
Mrs Susan Smale

**In Attendance:** Mr John Sandiford (Clerk),

**Apologies:** None

### 1. Minutes

The minutes of the meeting held on the 23 November 2009 were approved as a correct record and signed by the Chairman.

2. Matters Arising None

### 3. Requests for Financial Assistance

**(a) Tatsfield Responders:** A request for financial assistance had been received from the Responders and copies of the request had been circulated. The request showed that the additional equipment required was as follows:-

3 HiViz Jackets	185,00
3 Pulse Oximeters	297.93
3 Thermometers and covers	138.69
Total Cost £601.62	

There was a unanimous view that this was a local organisation that was of great benefit to the community and gave important support to the Ambulance Service. It was therefore agreed that the Parish Council should be recommended to approve a grant of £500.

**(b) St Mary's Church Flower Festival:** The Chairman indicated that he had received a letter asking if the Parish Council wished to participate in the Festival either by making a donation towards a flower display or by providing its own display. After discussion, Sue Smale volunteered to make a floral display for the Parish Council and it was unanimously agreed that she be allocated a sum of up to £100 for this purpose.

### 4. Right of Access to Bassetts, Westmore Green:

The Chairman indicated that he had recently spoken to the owner of Bassetts and it appeared that his negotiations for the sale of the property to Asprey Homes had not been successful and he was considering entering into negotiations with another developer. The owner had therefore enquired about the question of the access across the strip of Westmore Green that went between his property and the highway.

The Clerk explained that Asprey Homes had agreed to be responsible for the costs of a comprehensive report by the Council's Surveyor as to the amount of the consideration to be paid for such a right of access. However, Asprey Homes had failed to settle the account amounting to £600 + VAT and, after discussion, it was agreed to recommend to the Council that the costs should be paid by the Parish Council and then the Parish Council would be able to use the report if negotiations were opened with the landowner. It was noted that it would be possible to make it a condition of the grant of the right of access that these costs and any legal costs were payable in addition to the agreed consideration.

## **5 Village Hall & Surgery/Parish Room**

Giles Hawkes reported that he had obtained a quotation from All Building Works Ltd in the total sum of £12,203 + VAT for the necessary work recommended by the Surveyor's Report recently obtained. He had found it very difficult to obtain more quotations. One firm, R Dawson & Sons, had previously indicated that it did not wish to quote but he had just heard that it was now willing to do so and he would try to expedite this further quotation. Another firm had not replied to his request for a quotation.

General discussion then took place. Whilst it had been hoped that at least some of the work would be carried out in the current financial year, it was felt that it was more important to ensure that the work was carried properly by a reliable contractor. It was agreed that: -

- (1) Standing orders required that three quotations were required, if possible.
- (2) The final cost of the work would exceed the quotation that had been obtained due to the fact that there would almost certainly be additional work necessary and it was essential that the work be properly supervised;
- (3) The Chairman would discuss matters with Tony Dawkins, the Council's Surveyor, as soon as possible and ask (a) if he could recommend any firms who would be prepared to quote and (b) for a quotation of the costs involved if he were employed to supervise the work;
- (4) All Building Works should be informed that their quotation would be considered in due course when further quotations had been received.

## **6. MUGA Development**

The Chairman indicated that it had become apparent that the planned fencing on the southern boundary of the MUGA site would be a security risk and this may well involve the Parish Council in additional expense.

**The Meeting closed at 7.25 p.m.**

# January to March 2010

## MINUTES of a Meeting of Tatsfield Parish Council held on the 11th January 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mr Ian Mitchell Mrs Eileen Pearce Mrs Sandy Philibert Mrs Susan Smale

In Attendance: Mr Bob David (Tandridge DC Councillor) And 8 parishioners.

1. (a) Apologies: Mr Giles Hawkes, Mr John Sandiford (Clerk), Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: None

### 2. Minutes

The minutes of the meeting held on the 14th December 2009 were approved and will be signed by the Chairman as a correct record when the top copy is available.

### 3. Tatsfield School

(a) The School: The Chairman indicated that, due to the very bad weather conditions, the site had been closed completely for a time but it had re-opened on 11 January. Tradesmen were at present working inside. The next consultative meeting would not take place until February. The issue of the suitability and location of the bollards in the carpark was ongoing and he hoped it would be resolved at the next meeting.

(b) MUGA: The Chairman reported that this was on target to start construction next month and for completion to be on time for 31 March. He reported that, in response to the article in the Parish Magazine, there were 12 people interested in starting a Tennis club. He explained that the MUGA would belong to the Parish Council in partnership with Tandridge DC and it had been designed to be very low-cost maintenance. Tennis nets would be most vulnerable to vandalism but the tennis club would no doubt have some responsibility.

### 4. Planning

(a) Current Applications: Eileen Pearce reported that there had been no applications since the last meeting.

(b) Planning Procedure: The Clerk confirmed that he had placed a notice on the public notice boards indicating the dates on which the additional meetings would be held, if so required.

(c) Botley Hill Farm: Ian Mitchell reported that, following the refusal of a change from temporary to permanent status, a planning application was in place to replace the temporary marquee with a permanent building. Previously the Parish Council had made no comment and left the response to Woldingham P C., it was agreed that we would not comment on this application.

(d) Replacement London Plan: Ian Mitchell explained that the Plan referred to the potential for development in

Biggin Hill and there was a possible impact on Tatsfield. He had prepared a response on behalf of the Parish

Council. In light of concerns regarding increased traffic the Chairman suggested that the next traffic survey be

brought forward to give 'pre new school' and 'post new school' survey results.

(e) Next Month's Planning Councillor: Ian Mitchell (Sue Smale to shadow).

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### 15. Finance

(a) Budget 2010/11: The Clerk reported that he had notified Tandridge DC that the precept required for 2010/11

(b) was £13,000.

(c) Christmas Carol Concert: The Chairman reported that the Concert had been a great success and he thanked

(d) David Bishop for his hard work in organising it on behalf of the Parish Council.

(c) Payments to be authorised: in accordance with Appendix B

## 6. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting. She also reported that she had reported a dead tree overhanging Lusted Hall Lane on 19 January 2009 and, as no action has been taken to date, she would make an official complaint on the 19 January 2010 if no action had been taken by then.

(b) Village Centre: Sandy Philibert reported that the question of how to deal with the Common Land issues was still holding matters up.

## 7. Notified Matters

(a) Appointment of Clerk: The Chairman reported that 4 candidates who had been short-listed would be interviewed on Friday 15th January. It was hoped that the outcome would be reported at the February Council meeting and in the February Parish Magazine.

(b) Emergency Equipment: The Chairman reported that, during the current spell of severe weather, he had obtained a supply of salt from a local supplier and Surrey CC had offered to deliver a load of sand/salt mixture to be used for local needs. He had arranged for this to be placed behind the Village Hall so that access to it could be controlled to some extent. The Chairman suggested that it should be used on paths and junctions not on the SCC salting routes.

(c) Affordable Housing: Nothing to report.

## 8. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge, there was no report.

(b) District Councillor: Bob David reported on the following matters: -

(1) 464 Bus Service: As he had previously stated during Public Questions, he indicated that the 464 service was not coming in to the village at moment because the buses were unable to turn round in village centre due to snow. He would speak to Surrey CC about this. The Chairman indicated that the Parish Council would be willing to convene a work party and use TPC sand/salt if Surrey CC was unable to act urgently. It was noted that the service would be running the following morning.

(2) Village Hall Carpark: He wondered whether Mansells would be prepared to clear the carpark. The Chairman doubted whether this would be possible as the current staff were mainly tradesmen working inside. The Parish Council had limited supplies of sand/salt and there would be no point in clearing the carpark unless it was then kept clear which would be Parish Council responsibility.

(3) Refuse and recycling: Collections were due to restart but this would depend on roads/ footways being safe for staff. It was suggested that the public could be asked to bring rubbish from inaccessible houses to more central collection points if conditions continue.

(4) Tandridge DC Finances: The District Council was 'cash strapped' and employees had agreed to forgo a 2010 pay rise. Current vacancies would not be filled and 2 senior staff members were to reduce their hours. He reported also that the debate on Councillors' allowances had been postponed. (He intended to vote against any increase).

1(c) Tatsfield Community Responders: Jon Allbutt referred to a report in Village Magazine and said that a Tandridge-wide scheme was planned.

(e) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee. It was hoped that Villagers would support any proposed fund raising plans.

(e) Tatsfield Youth Project: Jon Allbutt reported that 2010 initiatives would probably focus on the

(h) MUGA to be opened in April.

(f) Tatsfield in Bloom: Bob David reported that fundraising had been very successful and plans were

- (i) going ahead to focus displays on the new school.
- (h) Biggin Hill Airport: Ian Mitchell reported that the next consultative meeting would be next week.
  - (h) Vern d'Anjou Association: The Chairman reported that Tatsfield was due to go the Vern at Easter.
- (i) Carol
- (j) Jordan reported that the Association was hoping to hold an open evening for publicity.
  - (j) Police: Jon Allbutt reported that the Police had held an open meeting prior to the meeting and had
- (k) fielded many questions and concerns regarding loose and dangerous local dogs.
  - (k) East Surrey Parishes Liaison Group: Nothing to report.

## 19. Parish Council Property and Land

### (a) Westmore & Tatsfield Greens

(1) Westmore Green: The Clerk reported that the flooding in the area of FP618 & 564 had been reported to

(2) Surrey CC Rights of Way Group and a site meeting requested.

(2) Tatsfield Green: Susan Smale had circulated an initial report dealing with issues of wear and erosion

(3) of Westmore and Tatsfield Greens and maintenance of the tracks across the Greens. She and Eileen Pearce

(4) would be undertaking further work and would report back in due course.

(b) Pond; Jon Allbutt reported that the pond was maintaining a steady level just below the overflow and he would monitor this. He would be having a meeting at the end of Jan/early Feb to plan the next steps - planting etc.

(c) Millennium Wood Jon Allbutt reported that Tandridge DC and their tree consultant had met and surveyed the wood. Four dangerous trees had been identified and remedial work would take place in the near future at the expense of Tandridge DC.

(d) Parish Room/Surgery: The Chairman reported that a meeting was to take place soon with the doctors to discuss their liability under lease consequent upon the termination of their term of tenure on 31 March next

(e) Village Hall: The Chairman indicated that he had met with representatives of the Village Hall Management Committee to discuss the respective responsibilities of the Management Committee and the Parish Council under the lease. This was a successful meeting and subject to a few points of clarification both parties agreed on who would pay for the work in the Parish Council surveyor's report. Any formal sealed quotes would be considered by the Finance Committee in due course. The Chairman reported that we were still waiting for Cllr. Hawkes to present the details from the contractors who were bidding for the work. Carol Jordan agreed to progress the question of the access audit. It was agreed to initially work with the consultant Tony Dawkins as he was very familiar with the site.

(f) Old Lane: Considerable discussion took place and it was agreed there was no obligation to maintain the surface of Old Lane. In the course of the discussion the following points were highlighted:

- This part of Old Lane was not a Bridleway or Public footpath.
- The Parish Council would maintain the ditch, ensuring it was cleaned annually as a flood relief measure.
- The Parish Council would provide financial assistance to any organised 'road groups' with plans to improve the road surface.
- The Parish Council would enquire further into the status of Old Lane and any other local authorities in a similar position.

(g) Risk Assessments: The Chairman had nothing further to report.

## 10. Meetings to Attend/Correspondence-

(a) Meetings: None

(b) Correspondence: None

### 13. Any Other Business

(a) Speedwatch: It was agreed that Carol Jordan would invite Moira Cox to speak at 7.30 at the next Parish

(b) Council meeting as she was an accepted expert on this subject. Bob David agreed to make mention in

(c) the Parish Magazine to encourage villagers to attend this presentation.

The Meeting closed at 10.10 p.m.

Subjects raised in Public Adjournments

1. Snow clearance of roads and pavements.

2. Salt bins

3 464 Bus service

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 8th February 2010 in the Parish Hall, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mr Ian Mitchell Mrs Sandy Philibert Mrs

Susan Smale

In Attendance: Mr John Sandiford (Clerk)

Mrs Ana Hughes (Clerk)

Mr Bob David (Tandridge DC Councillor)

And 6 parishioners.

1. (a) Apologies: Mrs Eileen Pierce (ill health), Mr David Hodge (Surrey CC Councillor)

(b) Declarations of Interest: None

### 2. Minutes

The minutes of the meeting held on the 11th January 2010 were approved and signed by the Chairman as a correct record. The minutes of the meeting held on 14th December were also signed.

### 3. Action Points

There were no additional action points.

### 4. Tatsfield School

(a) The School: The Vice-Chairman indicated that the previous gain of a week ahead of schedule had been lost (b) due to the bad weather experienced in the last month. Any further delays were likely to impact the (c) agreed completion date of 20th March 2010, but that every effort was being made to ensure this date (d) was met, including work by the contractors on Saturdays. Tatsfield school parents had been notified (e) of the possible delay. The Chairman also reported that further modifications to bollard placing would (f) commence as soon as architect drawings had been completed and approved.

(b) MUGA: The Chairman reported that work had started and completion was estimated to take around (g) 3 weeks. It was noted that it is imperative that work is completed and the MUGA is in use by the end (h) of March for qualification for the Lottery grant to take place. A call for interested local sports and social (i) groups had gone out to residents and thus far responses included a tennis club. Opening for use at Easter (j) of the MUGA would be subject to further discussions with the school and potential users. The draft (k) Management Agreement allows for the school to have exclusive use in school hours and the Parish (l) council would manage the facility outside of school hours and in the evenings.

### 5. Planning

(a) Current Applications: Ian Mitchell reported on the applications listed in Appendix A and the action (m) agreed was as listed in Appendix A.

(b) Tandridge District Council Settlement Sustainability: Ian Mitchell reported that he had received (n) results of the recent consultation, copies of which had been distributed.

(c) Next Month's Planning Councillor: Sandy Philibert

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### 26. Finance

(a) Village Hall & Parish Room: The Chairman reported that the Finance Committee had only received one (b) quotation for the proposed work and were awaiting quotations from two further parties as required in (c) Standing Orders. This being the case the likelihood was that the work would not take place in this (d) financial year and contact had been made with the Council's Surveyor Tony Dawkins to request (e) his possible assistance in management of the works.

(b) Requests for Financial Assistance:

(1) Tatsfield Responders: Further to the receipt of a request for financial assistance from the Tatsfield  
(2) responders, it was proposed that the Parish Council should provide a grant of £500 to this local  
(3) and worthwhile cause. This was agreed unanimously.

(2) St Mary's Church Flower Festival: the Finance committee had recommended that £100 should  
(4) be made available to Susan Smale who had volunteered to provide a flower arrangement on the  
(5) Parish Council's behalf for this event. This was agreed unanimously.

(d) Payments to be authorised: payments in accordance with Appendix B were authorised.

## 7. Highways & Rights of Way

(a) Speedwatch: The Chairman requested that the Council consider this matter in light of the presentation  
(e) made by Moira Cox from the Surrey Police. He recalled that a previous Council had voted not to s  
(f) upport the Speedwatch programme. Following a discussion it was proposed by Ian Mitchell that  
(g) the Council should now endorse the introduction of a local Speedwatch initiative and this was s  
(h) ubsequently passed by majority vote. It was proposed that the Parish Magazine should be used  
(i) where possible to promote the initiative and that existing local volunteers should initiate contact  
(j) with Moira Cox for setting up groups of interested parties.

(b) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt  
(k) with by her since the last meeting.

(c) Village Centre: The Chairman confirmed that the Parish Council, through its solicitors, had c  
(l) onfirmed to Surrey CC that it was in agreement with the proposed re-arrangement of the village centre  
(m) as shown by Drawings TA0134107-901 Rev. C and TA0134107-101 Rev. C. subject to certain minor  
(n) matters not shown on those drawings.

There was a general discussion about the potential dangers of parking and the need to protect Westmore  
(o) Green once the new school was open. It was proposed that Susan Smale would investigate the costs and  
(p) potential contractors for placing posts at requisite intervals to stop parking on the Green side of the road.

(d) Snow road clearance: The Chairman reported that a meeting with David Hodge had highlighted that  
(q) there was no legal obligation upon Surrey County Council to apply salt or grit to the roads in their area of  
responsibility. The Chairman reported that there had been agreement to add the Priority 2 roads

(r) (Westmore Road – Paynesfield Road) to the Priority 1 listing of roads and that David Hodge  
(s) would investigate the usefulness of the automatic weather station in alerting the County Council to  
(t)

(u) more extreme weather in Tatsfield.

The Chairman also reported that a David Hodge had agreed to investigate the possibility of the London  
(v) Borough of Bromley taking over the salting/gritting of the Rickets Hill Road bus route.

The Chairman requested that the Clerk investigate whether the Parish Council would be insured under  
(w) current provisions following David Hodge's proposal that the County Council would provide a single  
(x) shipment of salt to be stored and then used at the Parish Council's `discretion once the salt in the  
(y) existing salt bins had been used up. This was to apply to the future and something the Parish Council  
(z) would need to discuss and agree.

## 8. Notified Matters

(a) Appointment of Clerk:

The Chairman reported that a fair and transparent selection process had been carried out by the Chairman, Vice  
Chairman, Carol Jordan and Sue Smale as a result of which it was recommended that the appointment of Mrs.

Ana C B Hughes of 102a Sunningvale Road, Biggin Hill, Kent TN16 3TT as the new Clerk to the Council with

effect from 1st February 2010 on the terms and conditions detailed in the contract of employment should be

approved. This recommendation was approved unanimously.

Further to the proposal for the appointment of the new Clerk, it was agreed:

“1. That HSBC Bank plc be authorised to deal with the Clerk to the Parish Council in relation to any queries

and/or correspondence in relation to Account Nos.\*\*\*\*\* and \*\*\*\*\* and any other accounts or business matters that the Parish Council may for the time being hold with HSBC Bank plc.”

2. That, the Clerk to the Parish Council is Mrs Ana C B Hughes whose address is 102a Sunningvale Road, Biggin Hill, Kent TN16 3TT and whose specimen signature appears below.

3. That Mrs Hughes be and is hereby authorised to make inter-account transfers.

This was approved and signed.

The Chairman also reported that the present Clerk had agreed to remain in post in an advisory capacity until 31st March or such later date as was necessary.

(b) Emergency Equipment:

The Chairman reported that he was awaiting feedback from Giles Hawkes regarding the dismantling and rebuilding of the hut previously purchased to store the emergency equipment.

(c) Affordable Housing:

Carol Jordan had nothing to report.

(d) Annual Parish Meeting

It was agreed that the Annual Parish Meeting would be held on Tuesday 13th April 2010 commencing at 7.30 p.m. in the Village Hall. Thanks were given to the Badminton Club for kindly agreeing to allow the Parish Council use of their time in the hall on that day. It was agreed to provide wine and soft drinks and Carol Jordan and Sandy Philibert agreed to arrange these.

## 9. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge there was nothing to report.

(b) District Councillor: Bob David reported on the following matters: -

(1) Council Tax: The increase to the Tandridge District Council tax was proposed at between 2.5% and 2.9 % with the council leaning towards the higher amount.

(2) Recycling: Bob David was considering organising a meeting with the Recycling representative for Tandridge District Council with a focus on plastics and garden waste recycling for the benefit of Tatsfield residents. It was proposed that this could be tied in with the Annual Parish meeting on the 13th April. Bob David would contact and make the required arrangements.

(3) Dog Fouling: Reports had been received from a number of residents concerned with the high incidence of dog fouling in the village centre, especially in Paynesfield Road. The Chairman indicated the Parish Council shared concern for this matter and requested that Bob David enquire about possible informative material that the District Council may have at their disposal that could be used in the Village.

1(c) Tatsfield Community Responders: Jon Allbutt reported that he had received a verbal report that 4 new recruits had joined the scheme.

(d) Village Hall: Sandy Philibert had circulated a report dealing with the routine matters discussed at the latest meeting of the Hall Committee. It was agreed that the Parish Council would wait until the Surveyor had reported back on the wording of the Lease that had been referred to him for an opinion. It was noted that the Lease wording may have to be reviewed.

(e) Tatsfield Youth Project: Jon Allbutt reported that the Project was due to meet shortly and that he was hoping to spearhead further initiatives regarding the use of the MUGA.

(f) Tatsfield in Bloom: Sandy Philibert reported that the approaches made to the school regarding the organisation's plan had been well received initially. Further plans were being taken forward by the committee and that a quote for the proposed carpet bed was in progress. Initial payment for the Willow figure had been made by the Council and a leaflet requesting further assistance from the village would be placed in the March issue of the Parish magazine.

(f) Biggin Hill Airport: Ian Mitchell reported that despite the weather and financial conditions, Biggin Hill

(g) airport had remained open throughout the winter. Funding for the hotel had been agreed and the plan

(h) was to have it completed in time for the Olympics in 2012. Additionally it was noted that the airport

(i) byelaws had been changed to be in line with other airports such as Luton.

(h) Vern d'Anjou Association: Carol Jordan reported that an informal meeting had been set up for

(j) 26th February where all were welcome to attend and find out more about the association. A 100 club

(k) had been set up and information would be circulated by herself and through the Parish Magazine.

(i) Police: Ian Mitchell had circulated an update report on this matter. The Chairman indicated that

(l) the Parish Council would be supportive of any expression of a need for a more permanent location

(m) by the police as detailed in Ian Mitchell's report.



211. Parish Council Property and Land

(a) Westmore & Tatsfield Greens

(1) Westmore Green: The Chairman indicated that he had not as yet had a site meeting with Surrey CC

(2) Rights of Way Group regard to the flooding in the area of FP618 & 564.

(2) Tatsfield Green: .The Chairman reported that he needed to finalise the discussions with Steve

(3) Hyder regarding the new grass cutting regime to encourage the development of a wild flower meadow.

(b) Pond; The Chairman reported that he had had a site meeting with Surrey Downlands Project on 5 February to discuss outstanding matters and that Parish Council concerns had been noted. It had been agreed that the Parish Council would do the required patching and planting work once the soil and plants had been provided by the Surrey Downlands Project, through the use of volunteers.

(c) Kemsley Wood

It was unanimously agreed that the quotation of James Longley in the sum of £825 be accepted for the creation of two footpaths through the wood and agreed that this should proceed as soon as possible.

(d) Parish Room/Surgery: The Chairman reported that he had met the 2 proposed architects and was awaiting their proposals which were due this week. Further to selection of an architect the work would then proceed. It was noted that Little Acorns had expressed a formal interest in the future of the Parish room/Surgery and a second site visit would take place on the 9th February 2010.

(e) Village Hall: The Parish Council approved the surveyor proposal of £700+VAT for an access audit and noted this would be useful for upcoming maintenance work. The Clerk was instructed to contact Tony Dawkins and provide Carol Jordan as a contact for moving forward.

(f) Risk Assessments: None reported

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) Limpsfield Parish Council APM: Wed 17 March 2010 at 8.15 p.m. Invitation to Chairman and Clerk –

(b) the Chairman and Ana Hughes (Clerk) would be attending.

13. Any Other Business

(a) Trees: The Chairman reported that the Tandridge District Council contractor was preparing

(c) detailed quotes for addressing the problems of the trees to right and left of bus stop as well as in

(d) Rickets Hill Road.

(b) CAB: Carol Jordan raised the concern about the lack of a lift at the new CAB offices as per her report.

The Meeting closed at 10.18 p.m.

Subjects raised in Public Adjournments

1. Clearing of the ditch in Old Lane

2. Salt bins

3. MUGA use

4. Parking in the village centre

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 8th March 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Jon Allbutt (Chairman) (in the chair) Mrs Carol Jordan Mr Giles Hawkes Mr Ian Mitchell Mrs Eileen Pearce Mrs Sandy Philibert Mrs Susan Smale

In Attendance: Mr John Sandiford (Clerk), Mrs Ana Hughes (Clerk) Mr Bob David (Tandridge DC Councillor) And 6 parishioners.

1. (a) The Chairman wished, on behalf of the Parish Council and the residents of Tatsfield, to thank the retiring Clerk Mr J Sandiford for his long and tireless dedication during his many years of service as Clerk to the Parish. These sentiments were echoed by those present at the meeting.

(b) Apologies: Mr David Hodge (Surrey CC Councillor)

(c) Declarations of Interest: None

### **2. Minutes**

The minutes of the meeting held on the 8th February 2010 were approved and signed by the Chairman as a correct record subject to the amendment of the surname "Cox" to "Cocks" in Paragraph 1, Page 6.

### **3. Action Points**

A resident enquired about the completion of the current Village Centre road works and particularly the confusion that Bus services were experiencing. The Vice-Chairman reported that there were maps and details regarding changes to the existing bus routes which would come into force on 9th March and remain until the remaining road changes necessary for the new school were completed. It was stated that Village Centre road works were due to be completed 3 weeks from their starting date on 1st March. The Chairman advised that patience was required until all the scheduled road changes were completed.

### **4. Tatsfield School**

(a) The School: The Vice-Chairman indicated that following the recent School Liaison Committee meeting,

(b) Mansells had indicated that all work was back on schedule. The staff would occupy on 20th March and the new school term would commence on 21st April. The Chairman reported that the dispute with Surrey Council Council regarding suitability of bollards and other concerns surrounding the retained parking area were still ongoing. A statement of the Council's position had been sent to the Parish Council solicitors for approval and for onward transmission to Surrey CC. As yet, it was not clear whether the statement had been forwarded to Surrey CC.

The Chairman reported that the meeting arranged by Jack Parnell for the Parish Council to visit the new school, had been cancelled by Surrey County Council following a complaint received from the Headmaster of the School. Disappointment was expressed at this occurrence and the Parish Council was awaiting further developments. The Chairman expressed satisfaction with the high level of assistance and service provided by Mansells during the School building project, and particularly by Jack Parnell.

There was general agreement that the community had been well served by the way the project had been managed and implemented by the contractors. The Chairman indicated that the Parish Council was not currently aware of when Tatsfield residents would be able to visit the new school.

(b) MUGA: The Chairman reported that the agreement for the management of the MUGA was awaiting final signature between the school and the Parish Council. The agreement provided for control and management of the MUGA during term time and school hours to be with the school, with the Parish Council managing the MUGA at other times. A meeting has been organised to take place on 23rd March 2010 in the W.I. Hall in Tatsfield for further discussion of use of the MUGA by interested parties. The Council was reminded that the Lottery required evidence of the project being used effectively for the benefit of the community. The Chairman reported that for security reasons it was necessary to close the open access to the rear goalmouth at the likely additional cost to the Parish Council of approximately £500. The Chairman also reported that further quotes for the installation of a lockable gate behind the open ended goalmouth of the MUGA were being investigated as existing quotes of £850 and £950 were deemed expensive. The Chairman reported it was reported that Steve Hyder of TDC had provided useful assistance to the Council through experience of previous similar projects in other areas of the District. Although the aim was to provide a recreation area with as much accessibility as possible, it was thought that Rules of Use should be displayed and that these were awaited from Tandridge DC. It was reported that the marking of the courts in the MUGA was due to be completed by the end of March.

### **5. Planning**

(a) Current Applications: It was reported that the council had received Planning Application 10/0096 as per Appendix A. It was determined that the Council would not offer comment of objection on this planning application.

It was further reported that the Parish Council had been successful in its Planning Application for the Parish Council building (Surgery and Room) to change to General Use (D1 – B1)

(b) Next Month's Planning Councillor: Susan Smale

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## 16. Finance

(a) Payments to be authorised: in accordance with Appendix B.

(c) Notice board on Westmore Green: The Clerk reported that the notice board on Westmore Green had been

(d) damaged and that a local contractor had been requested to repair the board. This would take place from

(e) 8th March at a cost of £20 and this was authorised for payment.

(c) Mandate for Clerk: It was agreed that following a meeting by the new Clerk with HSBC bank a new mandate providing for her to effect inter-account transfers would be filled out and signed as required to enable the Clerk to perform duties as Chief Financial Officer for the Parish Council.

(e) School: It was noted that the Parish Council was due to receive £30,000 from SCC following the completion

(f) of the School and car park projects to be used for future maintenance and repairs of road and car parks

(g) surrounding the Village Hall and Parish buildings. This would not be forthcoming until current disputes

(h) have been resolved.

## 7. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her

(b) since the last meeting. It was reported that recent contact had been made by 3 residents who had

(c) sustained damage to their vehicles following encounters with potholes within the Village.

(b) Village Centre: The Chairman reported that tree works had been completed within the Village Centre as stated previously. . The Village Centre road works had commenced on 1st March and were due to be completed within 3 weeks. After discussion, it was agreed unanimously not to relocate the old bus shelter.

Following a further lengthy discussion it was proposed and seconded that the Parish Council would request Surrey Highways to retain the old bus shelter and existing paving. This proposal was carried after the Chairman used his casting vote in favour of the proposition. It was agreed that the Clerk should investigate whether this resolution could produce a conflict with the existing Surrey CC approved scheme and public consultation that provided for the demolition and removal of the bus shelter.

(d) Winter Maintenance: It was reported that the Parish Council are still awaiting a formal response from

(e) Surrey

(f) County Council regarding the formal request for salt bins. This request would be repeated as the person

(g) responsible for this area has recently changed. The Chairman suggested that the Parish Council should

(h) await a formal response to see whether the additional salt bins would be supplied by Surrey County

(i) Council or whether these would need to be financed by the Parish Council. The Clerk reported on

(j) findings surrounding the matter of insurance of salt, its location and the possible contracting of an

(k) individual or organisation to implement

(l) t filling of salt bins. After discussion, it was proposed and seconded that, in principle, the Parish Council

(m) was willing to consider taking on the additional responsibility of filling the salt bins subject to satisfactory arrangements being made, as proposed by David Hodge of Surrey County Council as minuted in the last

(n) meeting (8th February 2010). The motion was carried by a majority vote. The Clerk was requested to

(o) seek further clarification from Surrey County Council regarding the ownership of the salt and whether

(p) this would be in addition to the single annual fill of salt bins by Surrey County Council.

A resident had reported a dangerous patch of black ice in Lusted Hall Lane and requested assistance

(q) from the Parish Council. It was agreed that there could be no action taken by the Parish Council as this

(r) part of the road was the responsibility of London Borough of Bromley. The Clerk was asked to respond

(s) to the resident as directed.

## 8. Notified Matters

(a) Emergency Equipment: Nothing to report.

(b) Broadband: The Parish Council had been informed by a resident of issues arising with the speed and reliability of the broadband service provided to Tatsfield by British Telecom (BT). It was agreed that at this

stage the Parish Council would await any other complaints from residents and feedback from the complainant regarding her decision to contact Virgin Media regarding their possible provision of services to Tatsfield.

(c) Clerk Training: The Parish Council was informed that the Clerk had attended the SALC-run training course for new clerks and that it had been a very useful and informative exercise.

(d) Affordable Housing: A meeting has been arranged for April 15th with Surrey County Action and English Rural to discuss current developments.

(e) Annual Parish meeting: The Clerk reported that invitations had been sent out and that the speaker would be Rob Luck of Tandridge DC who would talk about Waste Disposal and Recycling in Tandridge.

## 9. Reports from Members and Outside Organisations

(a) County Councillor: In the absence of David Hodge there was nothing to report.

(b) District Councillor: Bob David reported on the following matters: -

1. A £5000 budget had been agreed at the last District Council meeting that the Parish Council could apply for, to assist with financing salt bins should this be required. The budget was to be targeted at assisting Parish Council in 'exceptional circumstances'.

2. Tandridge DC had recently circulated a Parking Review to the Parish Council a response should be made to the District Council if it was felt that roads within Tatsfield required yellow lines.

(c) Tatsfield Community Responders: The Clerk was asked to contact P Clark to request a formal notification to the Council of the items that the Responders wished to purchase under the previously sanctioned grant.

(d) Village Hall: A report dealing with the routine matters discussed at the latest meeting of the Hall Committee had been circulated to the Parish Council. A request was made through Sandy Philibert for loan of the Parish Council's 5 small tables for a fund-raising event. This was agreed by the Council. It was further suggested that a team for this fund-raising event would be welcomed by the Village Hall Committee.

(e) Tatsfield Youth Project: The Chairman reported that a meeting would be forthcoming shortly regarding involvement in the MUGA.

(f) Tatsfield in Bloom: The Committee wished to install water-butts around the Parish Room. This request was agreed. Financial assistance in purchasing the water butts would await provision of costings from the Tatsfield in Bloom committee. A request for clarification on ownership of the benches around the pond on Westmore Green was made as they are beginning to show signs of deterioration and require replacing. The Clerk was asked to check with the District Council. It was reported that the Committee had received financial donations totalling £1800 for their Britain in Bloom project from local residents and 12 volunteers to assist,

The Parish Council were asked whether there would be interest in applying for Best Village 2010. The Parish Council agreed that a decision could only be made once the invitation to apply was received.

(g) Biggin Hill Airport: There was nothing to report.

(h) Vern d'Anjou Association: It was noted that final numbers for the trip to Vern in April were still being finalised. The recent evening organised by the Association had not been well supported and this was disappointing to the Association.

(j) Police: Nothing to report.

(k) East Surrey Parishes Liaison Group: Nothing to report.

(l) Speedwatch: It was reported that, following the recent Tatsfield Parish Magazine article, there had been 11 volunteers forthcoming but none had agreed to take on the Coordinator role. It was felt that training should be delayed until a Coordinator could be found.

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## 111. Parish Council Property and Land

### (a) Westmore & Tatsfield Greens

(1) Westmore Green: Various requests for permission to use the green had been received by the Clerk:

· 27th March 2010: the Village Club requested permission to use part of the Green outside their Club around the pond up to the bus stop. This would be for a fundraising event on behalf of 'Help for Hero's', from 9am to approximately 23.00. The Chairman reported that the Club had committed not to spill out onto the Pond area and to maintain control over the proceedings. The Parish Council agreed to this request and the Clerk was requested to write providing Conditions of use.

· 13th March 2010: Teresa Macdonald requested a stall to promote a new local flower arrangement and displays business. The Parish Council agreed to this request as long as she complied with the Conditions of Use

· Saturday in May (date to be confirmed): A request from Little Acorns to have access to Westmore Green in May for a fund raising event on behalf of Harris Hospice was received. The event would involve a Sponsored child's toddle event with various stalls. This request was agreed subject to the Conditions of Use being met and confirmation of the date required.

· The Chairman reported that contact with the District Council regarding flooding of the footpath across the Green by The End and at the entrance near Lusted Hall Lane had been made and that agreement to send a representative from the District Council to examine the flooding had been reached.

· The Chairman reported that a meeting to discuss footpaths with Philippa Gates was due to take place on 15th March 2010.

· It was reported that the research into costs for placing posts around the Green to discourage parking and minimise soil erosion were ongoing and that a formal presentation of costs would be made at a forthcoming meeting.

(2) Tatsfield Green: The Chairman reported that resident complaints had been resolved by the District Council tree experts.

(b) Pond: The Chairman reported that re-colonisation of the pond by frogs had already taken place. Further planting and seeding would take place once the weather conditions improved.

(c) Millennium Wood: The Chairman indicated that reports on the extent of the work required to trees in the wood had been overstated and that further information would be forthcoming shortly.

(d) Parish Room/Surgery: The Chairman reported that interested applicants had been invited to present their proposals for the future use of the Parish Room/Surgery. A questionnaire for canvassing of further applicants would be made over the coming month. The Parish Council were informed that out of the 2 architects contacted, one had been particularly inventive and provided some useful proposals and the Chairman proposed the architect should be informed of the Council's interest. The Clerk was asked to write the Architect concerned and ask him to submit his fee proposals.

(e) Village Hall: Following a short discussion the Chairman proposed that the Parish Council acknowledge that the floor in the Main Hall area of the Village Hall was part of the structure. The Clerk was asked to instruct the Parish Council's solicitor to review the Lease and decide whether any action should be taken to clarify the position. This was agreed. It was further proposed that expert advice on the management of the floor surface should be requested so that costs could be more easily managed by the Village Hall in the future. Final costings for repairs to the floor would be still forthcoming.

(f) Risk Assessments: The Chairman reported that a review of the Risk Assessments was required shortly and requested initiation of the process from the Clerk.

## 12. Meetings to Attend/Correspondence-

### (a) Meetings:

(1) Limpsfield Parish Council APM: Wed 17 March 2010 at 8.15 p.m – Chairman and Clerk to attend

(2) SCA Rural Housing Seminar 24.3.10 – Carol Jordan Eileen Pearce to attend

(3) SCAPTC Meeting 24 April – no attendance was possible.

### (b) Correspondence:

· Response to request from Shere Parish Council – the Clerk was requested to respond explaining Tatsfield's particular circumstances and therefore that the Parish was unlikely to be a good contributor to the survey.

· Invitation to the Chairman from Chelsham and Farley to their Annual Parish Assembly. The Clerk reported that this was taking place on the same day as the Tatsfield Parish Council's APM. The Chairman requested that the Clerk send his apologies.

## 13. Any Other Business

None

The Meeting closed at 11.10 p.m.

Subjects raised in Public Adjournments

1. Village Centre conditions and bus diversions

2. Visit to new school by local residents

## APPENDIX A - PLANNING

### CURRENT APPLICATIONS:-

App. No.

10/0096 Liscombe, Ricketts Hill Road - Erection of a single storey double garage

## **DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 22nd March 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Jon Allbutt (in the chair) Mrs Carol Jordan Mrs Susan Smale Mrs Eileen Pearce Mrs Sandy Philibert

In Attendance: Mrs Ana Hughes (Clerk)

Mr Bob David (Tandridge DC Councillor)

And 1 parishioner.

1. (a) Apologies: Mr David Hodge (Surrey CC Councillor), Ian Mitchell

(b) Declarations of Interest: None

2. Planning Application TA/2010/219 (48 Paynesfield Road)

The Planning Officer for the Parish Council reported that this planning application involved the erection of a single storey side extension to provide a double garage, and the conversion of a store room to provide a habitable room, with insertion of a window and some roof alterations. It was further reported that investigations into other properties revealed similar extensions and that this planning application would be in keeping with the surrounding habitations. It was recommended that there should be no objection to this application. This recommendation was adopted by the Parish Council.

3. Planning Application TA/2010/177 (Mayfield – Ricketts Hill Road)

The Planning Officer reported that this was a Certificate of Lawfulness for an existing use and development on the erection of a single storey dwelling. Research into this property revealed a number of previous planning applications since 1986, including three consecutive Certificate of Lawfulness applications for various buildings on the same site.

It was recommended that a strongly worded letter of discontent with the number of these Certificate of Lawfulness for existing use and development applications for this property should be drafted and sent to the District Council. This was agreed and the Clerk to draft a suitable response in conjunction with the Planning Officer.

14. Risk Assessment and Internal Audit Process 2009-2010

The Clerk reported that the Parish Council had not agreed the current year Risk Assessment or Internal Audit processes as required by legislation. Details of the Risk Assessment and Internal Audit processes had been circulated to the Parish Council and following a short discussion it was agreed that these were considered acceptable for the requirements of the current year. The Chairman reminded the Parish Council that Risk assessments relating to the Parish Room and Car Park were unable to be completed this year due to the constant changes brought about by the new school building. The Clerk was tasked with instigating a review of the Risk Assessments process to be held in September 2010.

A discussion about the possible changes to Tatsfield Green ensued with the Council agreeing a public meeting to discuss the various options should be instigated later in the year.

5. Parish Council Retained Land – report on meeting with Surrey County Council

The Chairman reported that a meeting had taken place between some members of the Parish Council and representatives from Surrey County Council regarding the Parish Council's position statement circa the retained land and car park.

Notes of the meeting were in the process of being created and circulated to the Parish Council and those present from Surrey County Council and to which concurrence would be sought from the latter. Agreements had been reached regarding joint monitoring of traffic management for the car park entrance with Surrey County Council agreeing to retain a monitoring interest even after a final handover had been agreed. It was agreed that Surrey County Council would request a report on fitness for purpose from the manufacturer of the lighting bollards. A proposal for the Parish Council to request an independent assessment of the bollards was assigned to S Philibert. Surrey County Council also agreed to ensure non lighting bollards had reflective material placed upon them.

The Chairman requested that consideration be given to the placement of a sign showing parking for Parish Council property and the MUGA given the current access would shortly be closed. A decision would be required by the next Parish Council meeting.

The Meeting closed at 9.25 p.m.