

Committee and Planning meeting Minutes

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 24th May 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mr Ian Mitchell
Mrs Carol Jordan Mrs Eileen Pearce
Mr Giles Hawkes (Planning Officer Tatsfield Parish Council)

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

1. (a) Apologies: Mrs. Sandy Philibert,

(b) Declarations of Interest: Eileen Pearce declared a personal interest in TA/2010/499 owing to her living very close to the property and did not take part in the discussion relating to that item.

2. Planning Application TA/2010/499: The plans propose quite an extensive change in the property including conversion of the garages to habitable areas as well as extending above them to a first floor extension. Additionally the plans propose a new double garage to be built. The Parish Council planning officer reported that given the proposed location of the garage was more than 7 metres from the main dwelling, no comment could be made on that part of the planning application. It was reported that 2 neighbour objections had been made to this planning application.

A discussion took place and it was finally agreed the Parish Council planning officer should consult with the planning officer at Tandridge District Council (TDC) to ascertain the size of the original property in 1968 and whether (as was thought by general consensus) that the proposed extensions would be larger than 25% of this original property's size. A decision would be made in light of the discussion with the TDC planning officer.

3. Planning Application TA/2010/527: Certificate of Lawfulness for Existing Use or Development – single storey extension between house and outbuilding. Examination of the planning application appeared to show this to be a Certificate of Lawfulness for a proposal to create the single storey extension. The Parish Council agreed that a general letter be sent to the Tandridge District Council planning officer for this application indicating no comments were currently forthcoming but drawing attention to the fact that supporting evidence submitted with the application did not match the current dwelling and were very outdated.

4. Matters for Reporting or Inclusion in Future Agenda: Bromley Planning - Appeal 10/00080/S78 The Chairman drew the attention of the Parish Council to a communiqué regarding a proposed development in Biggin Hill that could influence parking and traffic in Ricketts Hill Road and Lusted Hall Lane. The parking survey results were discussed and it was proposed that a response relating to the unsuitability of the parking survey in relation to the conclusions drawn regarding Ricketts Hill Road and Lusted Hall Lane should be made on behalf of the Parish Council. It was understood by the Councillors present that this proposal should be agreed at the next Parish Council meeting in June but that due to the timing of the appeal it was agreed that the Clerk should respond to ensure the response was lodged before the Appeal's deadline.

The Meeting concluded at 8.10pm

Item & page (24 May)	Action	Who	Date by	Result
2, 1	Call Mr Bryant at Tandridge District Council and clarify queries re TA/2010/499	Giles Hawkes	26/5	
3, 1	Provide feedback from Parish Council re TA/2010/527 to Planning at TDC	Clerk	26/5	Complete
4, 1	Prepare comments on the planning application as detailed concentrating on Ricketts Hill Road and Lusted Hall Lane	Clerk	6/9	Complete

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 28th June 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair)
 Mrs Susan Smale Mr Ian Mitchell
 Mrs Carol Jordan Mrs Eileen Pearce
In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: Mrs. Sandy Philibert, Mr Giles Hawkes (Planning Member Tatsfield Parish Council)

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting: The minutes of the previous meeting were signed as an accurate record.

3. Planning Application TA/2010/538 – Aston Acres, Kemsley Road: Erection of single storey rear extension and first floor extension over garage, conversion of garage to habitable accommodation, insertion of roof-light within northwest roofslope and formation of balcony along southeast and southwest elevations. The notes made by the Tatsfield Parish Council Planning Member noted that he believed no comments were necessary. The Parish Council noted that from the statement attached to the Application, a previous extension had been granted and that this, together with the proposed changes in the new application, meant that the building would gain 50% of its original size. The Parish Council determined that a response to Tandridge District Council would be given mentioning the Greenbelt Planning Policy RE8 applying in this case with a possible ‘loss of small dwelling’ and a ‘disproportionate increase’ given that the proposals increased the overall size of the dwelling from 4 to 8 rooms.

4. Planning Application TA/2010/575: Erection of two-storey rear extension incorporating two dormer windows to north roof slope and roof lights to south roof slope. Erection of dormer window to front roof slope. The Parish Council Planning Member’s conclusions stated that in his opinion no comment should be made regarding this planning application. Following discussions on the fact that 2 planning applications relating to this property had already been made in the last 13 years, including a side extension, it was determined that a response should be given to Tandridge District Council highlighting the possible application of Greenbelt Planning Policy RE8, with both ‘loss of small dwelling’ and ‘disproportionate increase as relevant contraventions in this planning application, dependent on the actual size of the original dwelling, which was not clear in the plans or documents provided.

5. Planning Application TA/2010/594: Erection of detached car cover/store and workshop. The Parish Council Planning Member had noted that he was concerned with possible loss of light to Holt Cottage by the proposed construction, but no other concerns. The Parish Council determined that this should be classed as a new build in Greenbelt land, and that as it did not fulfil any of the exceptions in that Policy RE2, that a recommendation against its approval should be made. It was further noted that Greenbelt Planning Policy RE10 would come into effect on this item should TA/2010/538 be approved, as it was a proposed garage replacing a garage being converted into a habitable space.

6. Appeal TA/2010/397 – The Chalet, Ninehams Road: It was determined that no action by the Parish Council was required, given the terms set out by the appeal statement.

7. Future planning meetings: The Clerk reminded the Council that the six month trial period for monthly planning meetings had come to an end, and as detailed in the previous Parish Council meeting in June, it was necessary for a decision to be made on future meetings. It was agreed unanimously that the monthly planning meetings should continue in the same format and that should a meeting not be required then it would be notified as cancelled by the Clerk. The Clerk to communicate.

8. Matters for Reporting or Inclusion in Future Agenda: The Chairman requested that the Parish Council consider the inclusion of public participation at planning meetings. The Clerk informed the Parish Council that this would be covered under the relevant standing order item which would apply to all public meetings of the Parish Council and that it should be at the Chairman’s discretion. It was agreed that a proposal would be formalised at the next Parish Council meeting to provide opportunities before and brief statement after each planning application was discussed, by interested residents.

The Meeting concluded at 9.00pm

Item & page (24 May)	Action	Who	Date by	Result
2, 1	Call Mr Bryant at Tandridge District Council and clarify queries re TA/2010/499	Giles Hawkes	26/5	Complete
3, 1	Provide feedback from Parish Council re TA/2010/527 to Planning at TDC	Clerk	26/5	Complete
4, 1	Prepare comments on the planning application as detailed concentrating on Ricketts Hill Road and Lusted Hall Lane	Clerk	6/9	Complete

Item & page (28 June)	Action	Who	Date by	Result
3, 1	Provide feedback from Parish Council re TA/2010/538 to Planning at TDC	Clerk	29/6	
4, 1	Provide feedback from Parish Council re TA/2010/575 to Planning at TDC	Clerk	29/6	
5, 1	Provide feedback from Parish Council re TA/2010/594 to Planning at TDC	Clerk	29/6	
6, 1	Communicate future planning meeting schedule	Clerk	2/7	

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 12th April 2010 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
Mr Ian Mitchell Mrs Eileen Pearce
Mrs Sandy Philibert Mrs Susan Smale
In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 6 parishioners.

1 (a) Apologies:

None

(b) Declarations of Interest:

None

2. Minutes

The minutes of the meeting held on the 8th March 2010 and 22nd March 2010 were approved and signed by the Chairman as a correct record.

3. Action Points

All action points were covered under later agenda items.

4. Tatsfield School

(a) Progress report: The Chairman reported that the Parish Council had visited the new school building on 26th March and had been greatly impressed with the building and facilities provided.

The Chairman reported that the Parish Council needed to agree the wording for a temporary sign as access through the Village Hall car park would be unavailable from 14th April 2010. Details had already been circulated and comments made about possible wording and layout of the sign. Further discussion did not produce general agreement and it was determined to continue the debate outside of the current Parish Council meeting. It was reported that the keys to the collapsible bollards and lighting had been handed over to the Parish Council and copies were being made for those requiring access. The Chairman informed the Parish Council that a meeting with Jack Parnell had taken place regarding the time clock on the lighting bollards and the apparent lack of a 15 minute delay timer. Jack Parnell had committed to ensuring the electrician would resolve this before Mansells left the site. The Chairman informed the Parish Council that one of the lighting bollards that had originally been knocked over and left in place, had been additionally damaged.

(b) MUGA: The Chairman reported that a local company had been selected to install an access gate in the boundary fence. The Clerk informed the Parish Council that there was currently no definite installation date as the gate manufacturer had yet to deliver the gate but that every effort was being made by all parties to ensure it would be in place by 24th April. The Chairman informed the Parish Council that the final draft of the MUGA agreement had now been received and awaited signature. The Chairman also reported that the invoice for half of the MUGA fencing would be invoiced to the Clerk shortly. The costs came to £500 for which the Parish Council would be liable for £250. The Chairman informed the Parish Council that Steve Hyder of Tandridge District Council (TDC) had sent through proposed wording for a sign to be placed at the MUGA entrance. The District Council had agreed to supply the sign and was awaiting confirmation of wording from the Parish Council. The Clerk to distribute again for final decision. The Chairman informed the Parish Council that the official opening of the MUGA would take place on the 24th April and that this would be co-ordinated with all local groups and Tatsfield School. Agreement had also been obtained from the National Lottery. The Clerk reported that she was still awaiting clarification about ownership of any additional items not currently covered by the Parish Council's insurance. The Clerk to contact Steve Hyder regarding this outstanding item. The Chairman reported a successful meeting had taken place in March with local sporting clubs and organisations for MUGA use. Tennis, netball, football and archery were thus far the main contenders. The Chairman informed the Parish Council that the Clerk was investigating the possibility of implementing an online booking system for MUGA usage. The Clerk agreed that until the project had been concluded the main contact number for the Parish Council would be used on the sign. The Parish Council agreed that the MUGA should henceforth be known as Tatsfield Community Games Area (TCGA).

5. Planning

(a) Current Applications: The Planning Officer reported that the council had received the Planning Applications detailed in Appendix A. It was agreed that in the case of TA/2010/288 the Parish Council had no objections subject to confirmation from the Tandridge Planning Officer there were no issues over the green belt rules on distance of garage structures from dwellings. The Planning Officer to contact and confirm with Tandridge Planning Officer. It was agreed that no objection would be made with regard to TA/2010/355 at this stage. It was noted that the Parish Council should express a personal interest in possible future planning applications with regards to this property as it may have conflict with its own commercial interests in the Parish room and Surgery. The Parish Council agreed there would be no objection to TA/2010/375. The Planning Officer reported that TA/2010/397 had only been received that day and

would be addressed at the Planning meeting scheduled for later in the month if required. Planning officer to investigate TA/2010/397.

(b) Next Month's Planning Councillor: Jon Allbutt

6. Finance

(a) Schedule of Receipts and payments – Appendix B. The Clerk distributed the schedule for authorisation.

(b) Payments to be authorised: in accordance with Appendix B. The Clerk informed the Parish Council that no invoice had yet been received for the rustic bin liner although the item itself had been delivered. The Clerk reported that the business rates for 2010/11 for the Parish room would be £239.11 and would be paid by Direct Debit in monthly instalments subject to the Parish Council's approval. The Clerk additionally stated that the Surgery rates for 2010/11 were set at £5382 but that following a conversation with Tandridge District Council, these would be set at nil until tenants for the property had been found and installed. The Clerk had already sent a letter confirming this to the District Council. The Clerk to contact the alarm maintenance company to ascertain the date for the yearly service. The payments on Schedule B were authorised.

7. Highways & Rights of Way

Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting including a report on the potholes within the Parish.

(a) Village Centre: It was reported that despite communication with David Curl in Highways at Surrey County Council, the Clerk had received a notification that the bus shelter was scheduled for demolition by 19th April 2010. Sandy Philibert and the Clerk to contact David Curl and clarify the matter. Sandy Philibert reported that the posts installed by Surrey County Council in the Village Centre were too tall and not set straight and undertook to contact David Curl regarding this matter.

(b) Winter Maintenance: It was reported that communication had been sent to Roger Archer-Reeves regarding salt bin placements and a response was expected shortly. The Clerk reported that Roger Archer-Reeves and David Hodge had been contacted regarding the items agreed in previous meetings and feedback was awaited. The Clerk to follow up. Concern was expressed at the current condition of Paynesfield Road.

8. Notified Matters

(a) **Emergency Equipment:** It was agreed that costings for a brick plinth for the green hut storage would be investigated

and may be added onto the Parish room/surgery maintenance project tender.

(b) **Affordable Housing:** Nothing to report.

(c) **Annual Parish meeting:** The Clerk confirmed that matters were in hand and refreshments were being organised for the meeting on the 13th April 2010. The Clerk to confirm a running order and Agenda as well as arrange badges for the Parish Council.

(d) **Surrey Village of the Year Competition:** The Chairman reported that the application form had been received and circulated to the Chairman and District Councillor. Following a short discussion it was agreed that Carol Jordan and Eileen Pierce would contact local organisations informing them of the opportunity and requesting input and volunteers to co-ordinate the competition. A decision concerning entry into this competition would be made at the May meeting dependant on the degree of local interest.

9. Reports from Members and Outside Organisations

(a) **County Councillor:** David Hodge offered congratulations to Tatsfield for the high standards evident in the community and expressed his support for Tatsfield's entry into Surrey Village of the Year competition. The County Councillor reported the County was pleased with the new school and expressed good wishes to the community for its future use. He reported that funds for Highways repairs, especially potholes, were extremely low and this would have an impact on repairs. David Hodge informed the Parish Council that Surrey was the only Council in England that did not get government support on payment for interest on borrowing. Cost savings in the County included looking at ways of using parishes to provide local services, for instance road clearance. David Hodge also reported that the Highways contract was being re-issued and that co-operation with other councils such as Bromley and Kent was being addressed for matters such as snow road clearance.

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

1- 'Clear your own litter' initiative organised and supported by a local individual was to be highly commended

2- Tandridge District Council was currently experiencing a lack of funds in all services and this was likely to get worse in the year ahead

3- Old Lane dogs had been returned to their owner and had since been observed running loose once again. This had been reported to the Police and although no action was taken as no damage had occurred, it was being noted for use at the Court proceedings. The date for the court proceedings was yet to be set.

4- an opportunity for Tatsfield residents to meet all East Surrey political party candidates had been arranged at a Hustings on 19th April 2010 at the WI Hall and all were welcome to attend

(c) **Tatsfield Community Responders:** The Chairman reported that he was to attend Westerham Annual Parish meeting with Phil Clark of the Tatsfield Community Responders who had been invited to address the meeting.

(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. It was reported that the Hall Committee was awaiting a formal communication from the Parish Council regarding the status of the floor ownership before further action on floor maintenance could go ahead. The Clerk to contact R Taylor to request update on this matter. The Chairman reported that the location of the wheelie rubbish bins was currently being discussed with the Village Hall chairman as their current position outside the Village Hall on a Tuesday was no longer possible once the new school was in use next week.

(e) Tatsfield Youth Project: The Chairman reported no meeting had yet taken place on the possible uses of the TCGA. The Chairman to progress with the Youth Project committee.

(f) Tatsfield in Bloom: It was reported that arrangements for Britain in Bloom and Tatsfield in Bloom were progressing steadily with strong support from volunteers planting, spreading topsoil around the pond and other activities. There were 12-14 additionally volunteers including those from Duke of Edinburgh scheme. Bob David informed the Parish Council that costs for recycled water butts (250l) previously agreed for placement around the Parish room building, would come to £79.90 each. The Parish Council agreed to fund the purchase of 2 water butts.

(g) Biggin Hill Airport: nothing to report

(h) Vern d'Anjou Association: Following receipt of communication from Peter Fuller of the association, the Parish Council agreed to consider their involvement in this matter more deeply in future sessions.

(i) Police: It was reported that a burglary at Westmore Green had taken place. The police would be present to deliver a report at the meeting of the Parish Council in May.

(j) East Surrey Parishes Liaison Group: nothing to report.

(k) Speedwatch: It was reported that a volunteer for role of co-ordinator had been identified and they would be contacted later in the week. The next step would be to contact the Police for arrangement of training. A request was made for more volunteers especially from other areas of the village than Rickets Hill Road.

10. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that two quotations for planting in the car park had now been received. A third quote is still required before a choice can be made. The Chairman reported that on 22nd April members of the Parish Council would be meeting with Surrey County Council and the manufacturer of the lighting bollards. The Chairman reported paving had been completed. The Chairman circulated quotes for installing additional car park lighting for the Village Hall and Parish Room. Following a discussion it was agreed the Clerk should contact the contractor to determine further details of proposed lighting timers and the Village Hall chairman to determine possible timing requirements. Further to that provisional agreement was reached in proceeding with these quotations, subject to a meeting with the contractor. The Clerk to progress. The Parish Council agreed that it was preferable for no line to be painted at the front of the Village Hall. The Chairman to confirm with Mansells.

(b) Tatsfield Green: The Chairman reported that the ditch in Old Lane appears to be clear. The Clerk to arrange the annual cleanup as advised by the Chairman. The Clerk reported that the Deed of Easement for Robin Lodge, Old Lane had been signed and returned to Roger Taylor and that she was awaiting the sum of £750 as detailed in the Deed.

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

- The Parish Council approved the request by Tatsfield Horticultural Society for the use of the Green in front of the Bakery for their annual Plant sale. The Clerk is awaiting signed Conditions of Use.
- The Clerk reported that she was awaiting signed Conditions of Use and insurance details from Little Acorns for the approved fund-raising event on 22nd May by Little Acorns.

Following a request the Chairman agreed to contact the Lewisham Concert Band to arrange an event on Westmore Green in the summer. It is likely that the Tatsfield Singers may be interested in performing at this event. The Chairman reported that a meeting to discuss footpaths with Philippa Gates took place on March 15th and that he is awaiting feedback from her regarding path erosion. It was reported that research into costs for placing posts around the Green to discourage parking and minimise soil erosion was continuing.

(d) Pond: The Chairman reported that planting had been completed and that volunteers had put down two tonnes of soil plus a bag of grass seed on 10th April.

(e) 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.

(f) Kemsley Wood: The Chairman reported the paths had been completed and urged residents to visit the wood and enjoy the bluebells. The Chairman confirmed that Philippa Gates had agreed to supply and install a kissing gate at one end of the wood with the other one being supplied and paid for by the Parish Council. The Chairman informed the Parish Council that he had made contact with the owners of the land where the Parish Council was proposing to install posts and the gate and they had been supportive of the Parish Council's plans.

(g) Parish Room/Surgery: The Chairman reported that fee proposals from the architect for the proposed changes to the Surgery had been circulated and were being considered together with the proposals from parties interested in leasing the Parish Surgery currently under consideration. The Chairman indicated that an Open Day would be arranged for the Tatsfield community where all would be welcome to learn about the successful proposal. The Chairman reported that the tender document proposed for maintenance works to the Parish room/surgery and Village Hall had been discussed and the Clerk was requesting clarification from the surveyor. The Chairman proposed that the

Parish room / surgery rendering be painted in time for the opening of the new school and that an additional notice board be placed on the wall outside. This was agreed. The Clerk to request quotations from a local contractor and to investigate costs for an additional notice-board. The Parish Council agreed to progress an updated commercial survey from Ibbet & Moseley as discussed and circulated. The Clerk to progress.

(h) Village Hall: This item had been discussed under Agenda item 9d.

(i) Allotment Project: The Chairman proposed investigation into the feasibility of the allotment project now the site had been cleared. The Chairman to contact Steve Evans at Surrey County Council and propose purchase of the site for £1.

11. Meetings to Attend/Correspondence-

(a) Meetings:

(1) Surrey Hills Society – Chairman’s Day 28th April – Ian Mitchell to attend

(2) Emergency Management Seminar for Councillors - The Chairman reported he had attended this seminar and it had provided an interesting insight into Emergency Planning. He also reported that Tandridge District Council had now acquired some emergency supplies to be distributed should the need arise.

(3) SCAPTC General Meeting of the Association – 20th April. The Clerk reported she could not attend and requested a representative from the Parish Council due to the subject matter of the meeting. The Clerk to circulate details to members of the Parish Council.

(4) Annual Parish meeting Westerham Parish Council – The Chairman will be attending on 12th May 2010.

(5) CPRE AGM – 23rd April 2010 7.30pm. Eileen Pearce to attend subject to other commitments.

(6) SCAF meeting – 19th April 1.45pm. No attendees were available.

(b) Correspondence: Nothing to report.

12. Matters for Reporting or Inclusion of Future Agenda

Following a circulation by the Chairman to members of the Parish Council and a short discussion it was determined that the Parish Council does not believe it is necessary to purchase official stationary.

The Meeting closed at 10.50 p.m.

Subjects raised in Public Adjournments

1. New vicar for Tatsfield Louise Ellis arrives on 10th May and will be holding her first service at the church on 16th May. The Parish Council sent its best wishes and welcome to the Parish.
2. The Parish Council has been remiss in its lack of official involvement in matters involving our French Counterparts in Vern d’Anjou. This requires addressing.
3. Investigate the possibility of permissive right to a path across the land adjoining the golf course to the new school, as long as it did not actually stray onto the golf course.

ACTION LIST:

Item & page	Action	Who	Date by	Result
4b, 18	Distribute sign wording again for final decision.	Clerk	10 th May	
4b 18	Contact Steve Hyder regarding details of ownership of items in TCGA still requiring insurance	Clerk	24 th April	
4b 18	Investigate feasibility of installing and maintaining an online booking system for TCGA	Clerk	3 rd May	
5a 19	Contact and confirm with Tandridge Planning Officer Whether there are green belt issues re TA/2010/288	Susan Smale	13 th April	Completed
5a 19	Investigate Planning Application TA/2010/397	Susan Smale	26 th April	
6b 19	Contact the alarm maintenance company to ascertain the date for the yearly service	Clerk	10 th May	
7a 19	Contact David Curl re bus shelter demolition planned and determine reasoning.	Sandy Philibert Clerk	19 th April	
7a 19	Contact David Curl regarding inappropriate bollards in Village Centre	Sandy Philibert	10 th May	
7b 19	Follow up Winter Maintenance feedback from David Hodge and Roger Archer-Reeves	Clerk	10 th May	
8c 19	Confirm a running order and Agenda as well as arrange badges for the Parish Council.	Clerk	13 th April	Completed
8c 19	Contact Tatsfield clubs and organisations re Surrey Village of the Year and determine interest and support for entry	Carol Jordan Eileen Pearce	10 th May	
8d 19	Scan and circulate Surrey Village of the Year entry form	Clerk	24 th April	

Item & page	Action	Who	Date by	Result
9d 20	Contact Roger Taylor re Village Hall lease wording for floor ownership	Clerk	10 th May	
9e 20	Contact Tatsfield Youth Project for input into use of TCGA	Chairman	24 th April	
10a 20	Contact lighting contractor for clarification on timer and change to quotation for Village Hall / Parish Room	Clerk	30 th April	
10a 20	Confirm with Mansells that the Parish Council do not require a line painted at the front of the Village Hall entrance	Chairman	19 th April	
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	
10c 20	Contact the Lewisham Concert Band to arrange an event on Westmore Green in Summer	Chairman	10 th May	
10g 21	Clarification on matters raised by Parish Council re tender document submitted by T Dawkins	Clerk	10 th May	
10g 21	Contact local contractor to paint rendering on outside walls of Parish room/surgery	Clerk	13 th April	Completed
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	
10g 21	Request Ibbet & Moseley proceed with updated commercial survey of Parish Surgery	Clerk	14 th April	Completed
10i 21	Contact Steve Evans at Surrey County Council and propose purchase of the site for £1.	Chairman	10 th May	
11a (3) 21	Circulate details of SCAPTC meeting on 20 th April	Clerk	13 th April	Completed

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 10th May 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair)
Mr Ian Mitchell Mrs Carol Jordan
Mrs Sandy Philibert Mrs Susan Smale
In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 7 parishioners.

1 (a) Apologies: Mr Giles Hawkes Mrs Eileen Pearce

(b) Declarations of Interest: None

2. Election of Chairman and Vice-Chairman

(a) Election of Chairman: The Chairman asked for nominations. The only nomination forthcoming was for Jon Allbutt proposed by Ian Mitchell and seconded by Sandy Philibert. The Chairman then declared himself re-elected as Chairman. He then signed his Declaration of Office in the presence of the Clerk.

(b) Election of Vice Chairman: The Chairman asked for nominations. The only nomination was Susan Smale, who was proposed by Ian Mitchell and seconded by Carol Jordan. The Chairman duly declared Susan Smale elected as Vice-Chairman for the coming year. She then signed her Declaration of Office in the presence of the Clerk.

3. Minutes

The minutes of the meeting held on the 26th April 2010 were approved and signed by the Chairman as a correct record.

4. Action Points

The Chairman asked the Clerk for an update to the action list, which was duly given and results listed as per the Action List attached to these minutes. Some action list points were agreed to be covered under later Agenda items.

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

It was agreed that members would complete their copy indicating their preferences and return them to the Clerk as soon as possible. The Chairman was authorised to consider the preferences and prepare a list of appointments for approval at the next meeting.

6. Tatsfield School

(a) Progress report: The Chairman had circulated a report updating the Parish Council with details of a recent meeting with Kevin Bellinger to address various items including co-operation over TCGA. The Chairman reported that some expressions of concern had been voiced by the school as to the enthusiasm of younger users of the TCGA when awaiting its opening at 5pm. It was agreed that this would be monitored.

(b) TCGA: Agreement on the wording of the sign is still outstanding and needs collating for agreement. Clerk to progress.

The Chairman reported the TCGA was in constant use (between 12 – 24 users each evening) and Tennis and Netball groups had been organised and were likely to start booking regular weekly sessions. It was reported that a request to hold a barbeque had been made to the Parish Council by Northdown Symphonia on 27th June. Following a short discussion it was noted by the Clerk that the land had not yet been leased to the Parish Council and was therefore still belonging to Surrey County Council. David Hodge requested that the Clerk contact him formally with details of the requirement. Clerk to action

5. Planning

(a) Current Applications: TA/2010/499 and TA/2010/527 as per Appendix A had been received only recently by the Clerk and were passed on to the Planning Officer for the month. These would be addressed in the planning meeting on 24th May.

(b) Next Month's Planning Councillor: Giles Hawkes

6. Finance

(a) Payments to be authorised: The Clerk explained the item listed in Appendix B, highlighting the large expenditure this month on various professional bodies, namely surveys to the Village Hall and Parish room/surgery. The Clerk noted that payments for Tatsfield in Bloom items were managed by the Parish Council and were offset entirely by grants and donations, including the annual grant by the Parish Council. Following a request by the Clerk for Direct Debit mandates to be set up for payment of Electricity and Gas for the Parish rooms, this was agreed subject to the requirements in the Parish Council's Financial Regulations for bi-yearly reviews of Direct Debits. Payments listed on Appendix B were approved.

(b) The Clerk noted that the Finance Committee had issued a recommendation that the Annual Accounts for 2009-10 be circulated and reviewed for acceptance at the June Parish Council meeting. The Clerk would be meeting with the internal auditor on 1st June.

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 road scheme: It was reported that a number of items had been brought to the attention of Surrey Highways following completion of the Village Centre road scheme, including replacement of the bollards, cutting hedges back and double yellow lines to be painted from Approach Road into the Village Centre, and up near the Bakery. Sandy Philibert noted particularly that the review of the current layout and completed works done had been left until after the new school opening deliberately by Surrey Highways and not as a reaction to complaints from the Parish Council. It was noted that the parking survey had been performed and that it was now being considered by the relevant committee in Surrey County Council as required by due process.

8. Notified Matters

(a) Emergency Equipment: Nothing new to be noted.

(b) Affordable Housing: It was noted that a meeting with S.C.A and English Rural had been arranged. The Chairman indicated that there were matters of commercial sensitivity to be discussed 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.

(c) Surrey Village of the Year Competition: Results of the enquiries made by the Parish Council to the local community for expressions of interest had been circulated by Carol Jordan. Following a short discussion it was agreed to review the Application form for the completion outside of the meeting and continue to search for a local co-ordinator for the event.

(d) Broadband in Tatsfield: It was reported that there were no further details available from Virgin Media at this stage and that overall it was necessary to understand actual business impact to locals before approaches to other initiatives could take place. It was noted although the school had an additional broadband line installed, use was limited and it could not be extended to other organisations.

(e) Standing Orders: Following a report on progress by the Clerk, it was proposed by Ian Mitchell that the Parish Council adopt the NALC Statutory Standing Orders as issued and adjourn agreement on the discretionary items to the next meeting of the Parish Council in June. This was unanimously agreed.

(f) The Meadow: The Chairman reported that following a meeting with Steve Evans of Surrey County Council that there was in principal an agreement to purchase the strip of land adjacent to the school for the nominal amount of £1, subject to submission of a business and community proposal. The Clerk to progress. The Chairman noted that the intention of the Parish Council was that this land should be used for Community enjoyment as had always been agreed.

9. Reports from Members and Outside Organisations

(a) County Councillor: It was reported that a meeting with Steve O'Connell from Croydon would be taking place to discuss, amongst others, the possibility that London Borough of Bromley could take over some snow clearing and gritting responsibilities. David Hodge reported further that a visit of the Assistant Chief Executive of Surrey County Council, Suzie Kemp, would be taking place to Tatsfield on 30th July 2010 and requested the Parish Council's support. The Clerk to liaise.

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

- 1- Local elections produced no change in the Council with one third of the seats coming up for re-election and the majority being retained by the Conservative party. There was a turnout of 71% electorate in voting.
- 2- Planning officer in Tandridge District Council informed Mr David that further information from the owner of the Old Tatsfield School was in the process of being obtained in relation to TA/2010/355.
- 3- A training day at the Village Hall for the Speedwatch group had been organised with expectations that at least 6 volunteers and the co-ordinator would be present.
- 4- The 464 bus route was being reduced from 22nd May on Sundays weekday evenings, with hourly services after 8.10pm from Tatsfield (7.38pm from New Addington) and on Saturday evenings hourly from 7.10pm Tatsfield (6.38pm New Addington).

(c) Tatsfield Community Responders: a group of new Community Responders were in training.

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. It was noted that there was dissatisfaction with the layout of the car park from Village Hall users specifically with loading and unloading. The telescopic bollards are hard to lower and raise and are not draining water as originally thought. There is also grit accumulating. Parish Council to ascertain whether they are fit for purpose. A reminder was made regarding the Disabled Parking bays as these have been observed as being parked in when there are other car parking spaces available, care must be taken that they are not used as alternative car parking bays.

(d) Tatsfield Youth Project: The Chairman reported that there was` active involvement of the project in TCGA use and they were seeking to use project funds to purchase further equipment.

(e) Tatsfield in Bloom: It was reported that volunteers would now be in place from June and all was proceeding well.

(f) Biggin Hill Airport: nothing to report.

(g) Vern d'Anjou Association: nothing to report.

(j) Police: The Chairman wished to invite more members of the Community to attend the Police meetings held on alternate months as they provided valuable opportunities for residents to interact with Community Police officers.

(k) East Surrey Parishes Liaison Group: nothing to report

(l) Speedwatch: An update on this item was given in the District Councillors report.

10. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that further to the Parish Council meeting held on 26th April, it was generally agreed that planting of the back border behind the Parish Room/Surgery building should be left until the tenancy project was clearer. He further reported that a third quote for the planting of the remaining borders was underway. It was reported that Surrey County Council contact for outstanding disputed issues with bollards and lighting was currently away on holiday and Sandy Philibert would be following up these matters when he returned. The opinion of the Parish Council was sought in relation to the purchase and planting of a live Christmas tree. The Chairman reported this had been considered by previous Parish Councils and that issues relating to finding the required height tree for the Parish Council's needs as well as sight-line issues in the Village Centre had made this untenable. It was agreed in principle that the revised quote for lighting for the Village Hall and Parish room/surgery car park would be accepted subject to clarification on the proposed light bulbs in the quote and a request to change the timer on the Parish room to a 7 day timer. The recently received invoice from Mansells for their work with light switches on the bollards was queried with regards to the original specification and costs. Sandy Philibert to summarise and query.

(b) Tatsfield Green: The Chairman requested a reminder from the Clerk to ensure a report presenting the full options on the extension of the path on the Green.

(c) Westmore Green: The Chairman requested that for the following meeting a position on the section of track across Westmore Green (giving access to The End and Pond Cottage) and whether the Parish Council would be financing it's completion was required. The Clerk to progress. It was reported that research into costs for placing posts around the Green to discourage parking and minimise soil erosion was still progressing but that the edges were being badly eroded.

(d) Pond: It was reported that there was some concern regarding the grass growth due to the lack of rain, and evaporation of the water in the pond. The Chairman had circulated a report to the Parish Council concerning progress.

(e) Millennium Wood: The Chairman reported that there was evidence of dumping at the side of the wood from Ricketts Hill Road.

(f) Kemsley Wood: The Chairman reported that the kissing gates had not yet been delivered to the Parish Council and that a quote for the work required for their placement and other fencing had been requested from a local expert. This had been circulated to the Parish Council.

(g) Parish Room/Surgery: The Chairman mentioned that the Parish Council was considering a new strategy on the long term letting of the Parish Room/Surgery to include a wider potential tenancy base. Details of this would be available shortly.

Following a recommendation by the Finance Committee to the Parish Council regarding the appointment of Tony Dawkins as the Parish Council's surveyor and manager of the repairs and maintenance project, the Parish Council agreed to go ahead. The Clerk to contact Tony Dawkins. It was agreed a notice-board should be fixed to the Parish Room/Surgery once costs had been obtained. The Parish Council discussed the basis upon which a charge was made for the use of the Parish room on the first floor. A proposal was made that no charge would be made to local organisations for the use of the room for ad-hoc requirements such as Annual General Meetings. This was agreed. It was also agreed that use of the room by external and commercial organisations would incur a charge.

(h) Village Hall: Following a discussion regarding the position of the Parish Council in relation to responsibility and ownership of the floor in the Village Hall, it was agreed that the Clerk would write to the Village Hall Management Committee proposing that a Memorandum should be added to the existing Lease between the Village Hall Management Committee and the Parish Council stating clearly that ownership and responsibility of the floor would rest with the former.

(i) Allotment Project: The Chairman reported that inspection of 'The Meadow' site, the land next to the school which is currently being discussed with Surrey County Council, had made it clear allotments were not possible at that site. Further sites were now being examined.

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) Surrey Rural Conference – 12th May – no attendance possible

(2) TVSC Network lunch – moved to 20th May – no attendees forthcoming

(3) Woldingham APM – Vice-Chairman to attend subject to details provided by the Clerk - 13th May 2010 at 7pm

b) Correspondence: None noted.

13. Matters for Reporting or Inclusion in Future Agenda

None noted.

The Meeting closed at 10.30 p.m.

Subjects raised in Public Adjournments

1. Parish Room tenancy project considered badly organised and managed – reflects badly on the organisation and professionalism of the Parish Council
2. Rubbish bin for the new bus shelter
3. Mowing of rural verge near Village Centre has inhibited growth of wild flowers – should be done either earlier or after seeding and flowering has been completed
4. New speed restriction signs hidden or unstable. These should be repaired or fixed shortly as they have been brought to the attention of Surrey Highways.
5. Church Farm development fence has been erected without required planting of bushes.
6. Registration of Parish Council claimed land in village
7. Stage 3 audit of safety of Village Centre scheme.

Item & page (12 April)	Action	Who	Date by	Result
4b 18	Contact Steve Hyder regarding details of ownership of items in TCGA still requiring insurance	Clerk	24 th April	In progress
4b 18	Investigate feasibility of installing and maintaining an online booking system for TCGA	Clerk	3 rd May	In progress
7b 19	Follow up Winter Maintenance feedback from David Hodge and Roger Archer-Reeves	Clerk	10 th May	In progress
8c 19	Contact Tatsfield clubs and organisations re Surrey Village of the Year and determine interest and support for entry	Carol Jordan Eileen Pearce	10 th May	Complete
9d 20	Contact Roger Taylor re Village Hall lease wording for floor ownership	Clerk	10 th May	Complete
9e 20	Contact Tatsfield Youth Project for input into use of TCGA	Chairman	24 th April	Complete
10a 20	Contact lighting contractor for clarification on timer and change to quotation for Village Hall / Parish Room	Clerk	30 th April	Completed
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10c 20	Contact the Lewisham Concert Band to arrange an event on Westmore Green in Summer	Chairman	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress
Item & page 26th April	Action	Who	Date by	Result
3, 25	Respond to Planning Officer in TDC re TA/2010/355	Clerk	27 th April	Completed
3 25	Re-clarify the role of the Parish Council in Planning with Tandridge District Council	Clerk	10 th May	In progress
6 25	Identify all hard to use bollards in the VH car park	Carol Jordan	10 th May	Completed
6 25	Contact Mike Lambert to request check of locks in bollards and flaps	Clerk	4 th May	Completed
6 25	Contact Mike Lambert to request a litter check in TCGA on a regular basis	Clerk	10 th May	Completed
9 26	Order a new Rustic litter bin	Clerk	29 th April	Completed
10 26	Circulate the new standing orders for approval at the next Parish Council meeting	Clerk	4 th May	Completed
Item & page 10th May	Action	Who	Date by	Result
5 28	Collate members preferences on Committees, representatives and delegation of responsibilities to submit to Chairman for final list of appointments	Clerk	1 st June	
6b 28	collate agreement on Sign wording for TCGA ready to submit to Steve Hyder	Clerk	24 th May	
6b 28	Provide details of request for use of land near TCGA for BBQ by Northdown Symphonia to D Hodge	Clerk	24 th May	

Item & page 10th May	Action	Who	Date by	Result
8c 29	Review and complete application form for SVOY competition	Chairman, Vice Chair, Clerk	24 th May	
8c 29	Continue to search for Village co-ordinator for SVOY event	Carol Jordan	24 th May	
8f 29	Contact Steve Evans to obtain pro-forma of Business case for The Meadow	Clerk	24 th May	
9a 29	Liaise with David Hodge re Chief Executive to SCC visit to Tatsfield in July	Clerk	24 th May	
10a 30	Obtain third quote for border planting to car park	Jon Allbutt	24 th May	
10a 30	Query invoice and costs with Mansells re light switching work on bollards in car park	Sandy Philibert	14 th June	
10b 30	Remind Chairman for report on options for path extension on Tatsfield Green	Clerk	1 st June	
10c 30	Remind Council re position on Westmore green path	Clerk	1 st June	
10g 30	Clerk to contact Tony Dawkins and give permission to proceed with the tender for Maintenance and repair work	Clerk	24 th May	
10h 30	Write to VHMC re adding a memorandum to the Lease to ensure clarity on floor ownership resting with the VHMC was made.	Clerk	1 st June	

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 14th June 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mrs Susan Smale (Vice-Chairman) (in the Chair until 8.50pm)
Mr Jon Allbutt (Chairman) (in the Chair from 8.50pm)
Mr Ian Mitchell Mrs Carol Jordan
Mrs Sandy Philibert Mrs Eileen Pearce

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 5 parishioners.

1 (a) Apologies: Giles Hawkes, Mr Jon Allbutt (until 8.50pm)

(b) Declarations of Interest: None

2. Minutes

The minutes of the meeting held on the 10th May 2010 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Action List was updated with some points being updated under later Agenda items.

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

As the Chairman was not present at this time to present the listing, it was agreed this item would be revisited at the next Parish Council meeting in July. The Clerk to progress.

5. TCGA

The Chairman reminded the Parish Council that the Management Agreement with the school required signature. The Clerk reported that the school had confirmed their signature of the document and its return to their legal counsel in Surrey County Council. Some points of divergence between the Management Agreement and the Maintenance agreement recently circulated were discussed, namely the difference in Public Liability Insurance in the two documents and no mention of insurance in the Management agreement. It was agreed that before signature took place that the Clerk would clarify the differences and report back to the Council. The Agreement circulated by the Clerk originating from Tandridge District Council (No 300/17) was discussed briefly. The Clerk reported that comments should be reported back to her and these would then be used to discuss and hopefully agree any changes required to the latter Agreement 300/17, with Kevin Bellinger at Tatsfield School. The Clerk to progress. The Chairman requested agreement on the wording of the sign to be placed at the front of the TCGA so that this could be passed to Tandridge District Council to order and install. Following a short discussion it was determined that the Clerk should request clarification on the ease of changing the main sign details once it was in place. If this should prove costly and complicated it was agreed in principle that the sign wording would be used as circulated and that an additional sign with opening times and booking details would be produced. The Clerk reported that Tandridge District Council had proposed a quote of £1,350 for annual maintenance and inspections for the TCGA. It was agreed that before this was agreed clarification would be requested regarding whether grass cutting was included in this price.

6. Planning

(a) Update on TA/2010/499 – Roland House: The Chairman requested an update from the Clerk given the Parish Council's monthly planning officer's (Giles Hawkes) absence. The Clerk reported that a verbal update had been obtained from the Parish Council's planning officer regarding queries from the Parish Council's planning meeting on 24th May 2010. Tandridge District Council's planning officer had stated that the double garage on this property was considered to have formed part of the original building and therefore the overall proposed changes were not apparently over the 25% mark. It was then pointed out that under Greenbelt planning law (RE10) it was not acceptable to propose the building of a double garage if the existing double garage was under planning proposals to be converted to habitable dwellings. This was confirmed as still being a rule in force. The Clerk was tasked with issuing a comment to Tandridge District Council making a point of this fact.

(b) Current Applications: as per schedule A. Following a further enquiry by the Chairman, the Clerk informed the Parish Council that despite having been assured that the planning application papers would be made available by the absent Parish Council planning officer, this was not the case. No papers were available for the Parish Council to examine in relation to any of the planning applications listed in Appendix A. It was therefore determined that the Clerk should contact the Tandridge District Council planning officers for each planning application and request an extension. It was further discussed that a planning meeting was likely to be required to address these outstanding matters, given it had not been possible to do so at this meeting.

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

7. Finance

(a) Payments to be authorised: in accordance with Appendix B. The Clerk updated the Parish Council as to the nature of the payments listed in Appendix B and these were agreed.

(b) Annual accounts: the Clerk reported that these had been circulated for the Parish Council's perusal and that the accounts required signature. The accounts were agreed and signed by the Chairman and Clerk as Responsible Financial Officer. The relevant sections in the Annual Return were also signed and agreed. The Clerk also noted that the Internal Auditor's report had been received and circulated. The Clerk was asked to remind Ian Mitchell to update

the Parish Council details on the Data Protection database as per one of the points made by the Internal Auditor on his report.

(c) **Grant Request from East Surrey Museum:** The Clerk informed the Parish Council that a request for a Grant had been received from East Surrey Museum. It was reported that this museum was involved in displaying items of interest from the area and that contact was in place with certain councillors. It was proposed that an ex-gratia amount of £250 be granted. This was agreed unanimously. The Clerk to progress.

8. 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. It was noted that the junction at Approach Road and Clarks Lane had been completely replaced with new tarmac and the results were deemed very satisfactory. It was reported that the 'Welcome to Tatsfield' sign at the juncture of Ricketts Hill Road and Lusted Hall Lane is missing. The Highways Officer (Sandy Philibert) would investigate.

(b) **Village Centre road scheme:** It was reported to the Parish Council that enquiries would be made of Surrey Highways to see whether the existing yellow lines painted in the Village Centre could be changed to "primrose colour yellow lines" as these are less wide and have less impact in sensitive area. It was further reported that 4 leftover posts from the Village Centre scheme had been offered by Surrey Highways to the Parish Council. Following a discussion it was agreed that Surrey highways should be thanked sincerely for their offer and that a request for their placement on the bend opposite Lusted Hall Lane on the edge of the Green should be made.

(c) **Bridleway / RoW** – The Chairman requested comments regarding a request from Sue Rumfitt circulated to the Parish Council, to propose an Order under Wildlife and Countryside Act 1981 / Highways Act 1980 to claim a Bridleway over the route of FP279 and on connecting routes of Clarence Road, The Avenue, Avenue Road. It was regarded that no comment or objection could be made under the circumstances presented in the letter circulated. The Clerk to respond. It was reported that FP635 was reported as overgrown and this had been passed onto Philippa Gates. It was additionally reported that there had been an offer from two residents to review and update the Tatsfield Walk booklets. This was supported strongly by the Parish Council and the residents were thanked for their offer. Parish Council responsible officers to progress.

9. Notified Matters

(a) **Emergency Equipment:** The Chairman reported that the reconstruction of the hut had not yet taken place and therefore nothing new was available to report.

(b) **Affordable Housing:** It was reported that following meetings with Surrey Community Action and English Rural Housing, a site amongst 8 previously identified had now been selected. This was in Lusted Hall Lane. A leaflet detailing progress and listing the Public Information meeting proposed for 6th July, would be going out in the next Tatsfield Parish Magazine. The meeting on the 6th July would take place in the Village Hall from 4pm – 8pm and would be attended by Surrey Community Action, English Rural Housing and the Tandridge District Council Housing Department to provide detailed information of the proposed development and offer a chance for people to register their expression of interest. It was reported that this proposed development would be governed by Section 106 and would only consider Tatsfield residents or those with a 'strong connection' to Tatsfield. Residents were invited to attend the Public Information evening and provide their details should they wish to be placed on the District Council Housing List. It was further reported that people already on the register were being contacted by Surrey Community Action. A rota of Parish Councillors to attend the meeting was proposed, the Clerk to arrange.

(c) **Surrey Village of the Year Competition:** It was reported to the Parish Council that in the absence of a Co-ordinator, 3 Councillors had taken it upon themselves to share responsibilities and organise the event. The application form had been sent and a date of 17th July between 12-2pm had been allocated to Tatsfield. The Village Hall had been booked and there was a large support base and a number of organisation and community groups had committed to attending and representing the Village. A request for payment of expenses up to the value of £300 in connection with this event was proposed and agreed.

(d) **Standing Orders:** The Clerk reported that as agreed in May, the version with the optional clauses would be sent out for comments and hoped this would be agreed at the July meeting.

(e) **Request from D Bishop:** D Bishop has made a request to the Parish Council as required in the new standing orders, to use a recording device at Parish Council meetings. The Chairman proposed that this request be granted for the term of a year. This was agreed unanimously.

10. Reports from Members and Outside Organisations

(a) **County Councillor:** There was no report as the David Hodge was absent.

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

1. That the missing sign reported under 8a had been purchased by the Parish Council and was therefore their property.
2. The trained Speedwatch volunteers had been active in Ricketts Hill Road and had found 2 people exceeding the speed limit during their monitoring period. It was suggested that the Police be asked to include a report on Speedwatch in their bi-monthly meeting. The Clerk to progress.

3. Tandridge District Council had voted to adopt the previous years' Reasonable Housing figures of 125 given that the Target Reasonable Housing figures for the South East had been abolished by the new Government and currently nothing was in their place.
4. Tandridge District Council head of Planning had clarified the recent 'garden grabbing' rules as not constituting an embargo as such, more a move towards a less tolerant approach towards that type of development.
5. There were reports that the maximum parking provisions were to be loosened.
6. The Government had abolished rules regarding minimum housing densities and there was currently no replacement proposed.

(c) **Tatsfield Community Responders:** Nothing to report.

(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. The Village Hall Management Committee expressed their appreciation of the support provided by the Parish Council and hoped a Quiz team would be sent to the event on 10th July. The Chairman requested that people interested in attending should contact him.

(e) **Tatsfield Youth Project:** The Chairman reported that the second phase of the project agreed with the Tatsfield Youth Project, relating to the Drop-In building, could now be initiated. This was likely to be a slow project.

(f) **Tatsfield in Bloom:** The Parish Council was informed that judging for South and South-East in Bloom would take place on 12th July between 10am and 12pm. Britain in Bloom judging would be on 5th August for 2 hours at a time to be determined. It was reported that a vast amount of physical effort had been put in by several volunteers for these projects and that the major show-pieces on the Bakery Green and the Tatol bed were going to be spectacular. Additionally there had been 48 hanging baskets, 23 wall mangers and 15 other containers placed around the village and in the school which were expected to provide a corridor of colour. Many thanks to those who had offered assistance were expressed.

(g) **Biggin Hill Airport:** it was reported that the airport had experienced a drop in traffic in the recent months with less than 10,000 take-offs and landings as compared to 13,000 at the same time in 2009. There was a new fire station to be opening on the airport shortly and a possibility of apprenticeships to be made available at the airport as well as increases in employment opportunities hoped for. It was reported that they hoped to start work on the Hotel soon as bookings for 2012 Olympics had already been received.

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

(j) Police: nothing to report.

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

(l) Speedwatch: this had already been covered under 10b above.

11. Parish Council Property and Land

(a) **Car Park and retained facilities:** The Clerk reported that requests for quotes to plant shrubs had been sent out to 2 parties and responses were hoped for this week. It was noted that if planting was to be completed by 12th July for the In Bloom judging that it was likely one party would not be able to quote. Further to having received communication from Surrey County Council on the matter of the Village Hall car park lighting bollards, the matter was discussed in some detail and some discrepancies regarding their allegations were pointed out, especially in relation to the kerbing. It was noted that the suggestion to protect the lighting bollards through kerbing was made by the manufacturer. The Parish Council expressed concerns regarding the safety of the lighting bollards as they are currently installed and the ongoing costs of repairing them in the future if they remain as they are. It was agreed that a meeting with Roger Taylor would be arranged and that a response to Surrey County Council regarding this matter would then be agreed. The Parish Council agreed to the request from Roger Sawyer on behalf of the Ramblers to use the car park on Sunday 25th July from 10am – 2pm to park in for a walk. It was noted that all residents and users should be aware of the car park being used by the school and village hall / parish rooms as a shared facility but that informing the school should take place as a matter of courtesy. The query over the request for payment by Mansells concerning the additional work on the lighting bollard switches was discussed and it was agreed that the Clerk should contact Mansells to express concern at the amounts on the invoice and request clarification as these were not agreed in any meeting – the meetings all detailed a more extensive facility with light switching in the Parish Room building.

(b) **Tatsfield Green:** The Chairman reported receiving an apology from Steve Hyder re premature cutting of grass on Tatsfield Green, contrary to what had been agreed the previous year.

(c) **Westmore Green:** The Chairman reported that the grass on the shady area of Westmore green has germinated and is growing well. The Chairman reported that communication from a prospective purchaser of The End property on Westmore Green and subsequent requests as to rights of access and easements relating to that property had taken place. It was reported additionally that there was an understanding that the Titsey Estate had granted access by private vehicle to the property in question, but no commercial rights of access. Details of these would be circulated for agreement. It was proposed by the Chairman that plans for improvements to the path on the Green should wait until further knowledge of plans for The End were made available.

(d) **Pond:** The Chairman reported that damage from children riding bicycles had been noticed. It was also clear that some plants would need to be replaced and that the foreign plants found in pond would be removed.

(e) **Millennium Wood:** The Chairman noted that the Council would need to agree on next steps at the next meeting.

(f) **Kemsley Wood:** The Clerk reported that she was awaiting contact from Kevin Agate regarding installation of the kissing gates.

(g) **Parish Room/Surgery:** The Vice-Chairman reported that the tenancy project was in progress. Adverts had been placed in local publications and some interest had been received resulting in the Clerk sending the Briefing Packs to those having expressed an interest. The timetable for the process was currently underway with pro-formas expected back by 25th June and an initial decision for short-listing candidates to take place by 2nd July. The Clerk reported that Tony Dawkins had issued tender documents to 3 builders and that there had already been visits to the Village Hall and Parish rooms in relation to this. Tender documents were due back on 2nd July. The Clerk also reported that the asbestos survey was proposed for week commencing 22nd June and confirmation was expected shortly. . The Chairman then indicated that there were matters of commercial sensitivity to be discussed 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.

(h) **Village Hall:** The Clerk reported that she was awaiting agreement of a date to meet with the Village Hall Management Committee to discuss the lease amendment proposed in respect of the main floor. It was agreed in light of the recent requirements for access to the Village Hall to show prospective parties tendering for repairs, that a spare key would be left in the key cupboard.

(i) **Allotment Project:** The Clerk reported that a document with allotment terms and conditions had been received from S Hyder (Tandridge District Council) and circulated. The Chairman reported that a possible site for allotments had been identified and preliminary negotiations were in progress.

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) **8 June 2010** – S Smale had attended the Training held at Tandridge district Council on Ethics and Code of Conduct

(2) **Visit to Tatsfield on 30th July** – David Hodge and Suzie Kemp. The Clerk is currently arranging details of this and is in contact with D Hodge. Councillor availability has been confirmed.

(3) **Draft Replacement Plan – 21 June** - Susan Smale to attend in London.

(4) **CAB AGM** – it was reported that an invitation to attend this AGM on 5th July should have been received. This will be followed up.

(b) **Correspondence:** The Clerk reported that a letter from PDT Solicitors relating to an agreement made with the owner of Bassetts regarding access across Parish Council land had been handed on to Hedley's. The Clerk reported that a letter of thanks to the Parish Council had been received from the Stragglers Running Club. The Vice-Chairman reported that a letter of thanks from St Marys Church for the Parish Council's presence had been received.

13. Matters for Reporting or Inclusion of Future Agenda

It was reported that a request from a company for access to a picturesque village and church for a wedding scene in a film had been received and passed on to the Church for action. The Clerk noted that a vote would be needed at the next meeting of the Council, regarding the continuation of the monthly planning meetings that had been trialled over 6 months from December 2009. The Chairman requested that Councillors' submit their holiday dates for compilation to the Clerk for presentation at the meeting in July.

The Meeting closed at 10.25 p.

Subjects raised in Public Adjournments :

1- Residents of The Orchards expressed strong dissatisfaction with the use of their driveway and the field behind them by Tatsfield residents, dog walkers and young people using the TCGA. Action to lock the gate was requested and that action to close access through the driveway and notify people that the field behind the TCGA was private property would be taken by the landowner.

2- Request for information about the proposed new houses to be built.

3- The lighting in the Parish Room was considered low

4- Thanks was offered for the Westmore Road resurfacing which was

Item & page (12 April)	Action	Who	Date by	Result
4b 18	Contact Steve Hyder regarding details of ownership of items in TCGA still requiring insurance	Clerk	24 th April	Complete
4b 18	Investigate feasibility of installing and maintaining an online booking system for TCGA	Clerk	3 rd May	In progress
7b 19	Follow up Winter Maintenance feedback from David Hodge and Roger Archer-Reeves	Clerk	10 th May	In progress
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress

Item & page (12 April)	Action	Who	Date by	Result
10c 20	Contact the Lewisham Concert Band to arrange an event on Westmore Green in Summer	Chairman	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In

Item & page 26th April	Action	Who	Date by	Result
3 25	Re-clarify the role of the Parish Council in Planning with Tandrige District Council	Clerk	10 th May	In progress

Item & page 10th May	Action	Who	Date by	Result
5 28	Collate members preferences on Committees, representatives and delegation of responsibilities to submit to Chairman for final list of appointments	Clerk	1 st June	Complete
6b 28	collate agreement on Sign wording for TCGA ready to submit to Steve Hyder	Clerk	24 th May	Complete
6b 28	Provide details of request for use of land near TCGA for BBQ by Northdown Symphonia to D Hodge	Clerk	24 th May	Complete
8c 29	Review and complete application form for SVOY competition	Chairman, Vice Chair, Clerk	24 th May	Complete
8c 29	Continue to search for Village co-ordinator for SVOY event	Carol Jordan	24 th May	Complete
8f 29	Contact Steve Evans to obtain pro-forma of Business case for The Meadow	Clerk	24 th May	Complete
9a 29	Liaise with David Hodge re Chief Executive to SCC visit to Tatsfield in July	Clerk	24 th May	In progress
10a 30	Obtain third quote for border planting to car park	Jon Allbutt	24 th May	Not proceeding
10a 30	Query invoice and costs with Mansells re light switching work on bollards in car park	Sandy Philibert	14 th June	In progress
10b 30	Remind Chairman for report on options for path extension on Tatsfield Green	Clerk	1 st June	In progress
10c 30	Remind Council re position on Westmore green path	Clerk	1 st June	Complete
10g 30	Clerk to contact Tony Dawkins and give permission to proceed with the tender for Maintenance and repair work	Clerk	24 th May	Complete
10h 30	Write to VHMC re adding a memorandum to the Lease to ensure clarity on floor ownership resting with the VHMC was made.	Clerk	1 st June	Complete

Item & page (24 May)	Action	Who	Date by	Result
2, 1	Call Mr Bryant at Tandrige District Council and clarify queries re TA/2010/499	Giles Hawkes	26/5	Complete
3, 1	Provide feedback from Parish Council re TA/2010/527 to Planning at TDC	Clerk	26/5	Complete
4, 1	Prepare comments on the planning application as detailed concentrating on Ricketts Hill Road and Lusted Hall Lane	Clerk	6/9	Complete

Item & page (14 June)	Action	Who	Date by	Result
3, 36	Remind Chairman about completed Roles and Responsibilities list for July meeting	Clerk	1/7	

Item & page (14 June)	Action	Who	Date by	Result
5, 36	Clarify queries regarding differences between the TCGA Management Agreement and the newly circulated agreement from TDC with Hedley's	Clerk	30/6	
5, 36	Co-ordinate comments on Agreement 300/17 re TDC, Tatsfield school and Parish Council and arrange a meeting with K Bellinger to discuss	Clerk / Chairman	12/7	
5, 36	Request clarification on changing TCGA sign wording once it is in place. (S Hyder)	Clerk	21/6	
5, 36	Produce wording for additional sign for installation alongside the main TCGA sign	Clerk	21/6	
5,36	Clarify whether grass cutting around TCGA is included in TDC proposed quote for maintenance of TCGA.	Clerk	21/6	
6a, 36	Provide comments regarding TA/2010/499 (Roland House) to TDC as detailed in the minutes	Clerk	16/6	
7b, 37	Remind Ian Mitchell to update the Data Protection details of the Parish Council.	Clerk	17/6	
7c, 37	Contact East Surrey Museum to advise them of the proposed grant of £250 by the Parish Council	Clerk	28/6	
8a, 37	Investigate disappearance of Tatsfield sign at Ricketts Hill Road / Lusted Hall Lane junction	Sandy P	1/7	
8b, 37	Enquire as to whether 'primrose yellow lines' could be used in Tatsfield Village Centre.	Sandy P	1/7	
8b, 37	Request installation of 4 offered posts by Surrey Highways in the bend of the Green opposite Lusted Hall lane	Sandy P	1/7	
8c, 37	Respond to Sue Rumfitt re proposed bridleway.	Clerk	27/6	
8c, 37	Tatsfield Walks review and update offer to be followed up and assistance offered.	Eileen P and Sue S	12/7	
9b 37	Arrange a rota of Parish Councillors to attend the Public Information meeting on 6 th July	Clerk	28/6	
10b, 38	Request a Speedwatch update at the bi-monthly Police meeting	Clerk	1/7	
11a, 38	Arrange a meeting with R Taylor to discuss car park bollards and response to Surrey County Council	Clerk	21/6	
11a 38	Contact Mansells expressing concern and requesting an explanation of the amount which was never formally agreed.	Clerk	18/6	
12a, 39	Find out where the invitation for CAB AGM has been sent to	Clerk / Carol J	21/6	

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 28th June 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: Mrs. Sandy Philibert, Mr Giles Hawkes (Planning Member Tatsfield Parish Council)

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting: The minutes of the previous meeting were signed as an accurate record.

3. Planning Application TA/2010/538 – Aston Acres, Kemsley Road: Erection of single storey rear extension and first floor extension over garage, conversion of garage to habitable accommodation, insertion of roof-light within northwest roofslope and formation of balcony along southeast and southwest elevations. The notes made by the Tatsfield Parish Council Planning Member noted that he believed no comments were necessary. The Parish Council noted that from the statement attached to the Application, a previous extension had been granted and that this, together with the proposed changes in the new application, meant that the building would gain 50% of its original size. The Parish Council determined that a response to Tandridge District Council would be given mentioning the Greenbelt Planning Policy RE8 applying in this case with a possible ‘loss of small dwelling’ and a ‘disproportionate increase’ given that the proposals increased the overall size of the dwelling from 4 to 8 rooms

4. Planning Application TA/2010/575: Erection of two-storey rear extension incorporating two dormer windows to north roof slope and roof lights to south roof slope. Erection of dormer window to front roof slope. The Parish Council Planning Member’s conclusions stated that in his opinion no comment should be made regarding this planning application. Following discussions on the fact that 2 planning applications relating to this property had already been made in the last 13 years, including a side extension, it was determined that a response should be given to Tandridge District Council highlighting the possible application of Greenbelt Planning Policy RE8, with both ‘loss of small swelling’ and ‘disproportionate increase as relevant contraventions in this planning application, dependent on the actual size of the original dwelling, which was not clear in the plans or documents provided

5. Planning Application TA/2010/594: Erection of detached car cover/store and workshop. The Parish Council Planning Member had noted that he was concerned with possible loss of light to Holt Cottage by the proposed construction, but no other concerns. The Parish Council determined that this should be classed as a new build in Greenbelt land, and that as it did not fulfil any of the exceptions in that Policy RE2, that a recommendation against its approval should be made. It was further noted that Greenbelt Planning Policy RE10 would come into effect on this item should TA/2010/538 be approved, as it was a proposed garage replacing a garage being converted into a habitable space

6. Appeal TA/2010/308 – The Chalet, Ninehams Road: It was determined that no action by the Parish Council was required, given the terms set out by the appeal statement.

7. Future planning meetings: The Clerk reminded the Council that the six month trial period for monthly planning meetings had come to an end, and as detailed in the previous Parish Council meeting in June, it was necessary for a decision to be made on future meetings. It was agreed unanimously that the monthly planning meetings should continue in the same format and that should a meeting not be required then it would be notified as cancelled by the Clerk. The Clerk to communicate.

8. Matters for Reporting or Inclusion in Future Agenda: The Chairman requested that the Parish Council consider the inclusion of public participation at planning meetings. The Clerk informed the Parish Council that this would be covered under the relevant standing order item which would apply to all public meetings of the Parish Council and that it should be at the Chairman’s discretion. It was agreed that a proposal would be formalised at the next Parish Council meeting to provide opportunities before and brief statement after each planning application was discussed, by interested residents

The Meeting concluded at 9.00pm

Item & page (24 May)	Action	Who	Date by	Result
2, 1	Call Mr Bryant at Tandridge District Council and clarify queries re TA/2010/499	Giles Hawkes	26/5	Complete
3, 1	Provide feedback from Parish Council re TA/2010/527 to Planning at TDC	Clerk	26/5	Complete
4, 1	Prepare comments on the planning application as detailed concentrating on Ricketts Hill Road and Lusted Hall Lane	Clerk	6/9	Complete

Item & page (28 June)	Action	Who	Date by	Result
3, 1	Provide feedback from Parish Council re TA/2010/538 to Planning at TDC	Clerk	29/6	
4, 1	Provide feedback from Parish Council re TA/2010/575 to Planning at TDC	Clerk	29/6	
5, 1	Provide feedback from Parish Council re TA/2010/594 to Planning at TDC	Clerk	29/6	
6, 1	Communicate future planning meeting schedule	Clerk	2/7	

Committee and Planning meeting Minutes

Notes/Minutes of Tatsfield Parish Council Meeting Held on: 26th July 2010

Meeting started at 19.30 and ended at 21.30

Councillors Present: Carol Jordan
Eileen Pearce
Sandy Philibert
Sue Smale

Apologies Received: Jon Allbutt
Ian Mitchell

Planning:

Sandy Philibert declared an interest in two applications 10/00719 and 10/00853 by virtue of living close to the proposed developments.

Ref No.	Property & Description Of Application	Dates for Response Decisions Reached
10/00817	Roland House, Borough Road, Convert the existing garages to habitable accommodation, erection of first floor side extension and single storey side extension to south-west elevation, single storey rear extension and new chimney to north-east elevation. Formation of new roof incorporating two dormer windows to each of the front and rear roof slopes.	27/07/10 Objection: That the cumulative effect of such proposals would be detrimental to the character of the Metropolitan Green Belt and rural areas and result in the unacceptable increase in building mass and that the modern house, currently on the site, was built as a replacement larger dwelling following permission granted in 1987 (87/1173). The further enlargement of the dwelling would be contrary to the policies RE8 & RE9 of the TDC Local Plan. Our calculations indicate the extensions proposed under planning ref: 10/00817 would be an increase in excess of 50% to the current building and when the previous increase in size, from planning permission 87/1173), is taken into account represents a disproportionate increase in size in the Green Belt.
10/00865	Roland House, Borough Road Erection of detached double garage	06/08/10 Objection: Building of a new garage would be contrary to Planning Policy RE10, if this application were considered with application 10/00817, which has not been determined.
10/00719	Land Adj 39a Paynesfield Rd Erection of 2 x 2bed dwellings attached to 39a Paynesfield Road.	02/08/10 Objection: The proposal is for a larger footprint than that previously approved, bringing the new building closer to the bungalow at 2 Crossways. It is considered that the new development would be un-neighbourly to 2 Crossways due to overshadowing and to 39a Paynesfield Road due to shading. Insufficient parking. Closeness to the junction with Crossways.
10/00853	Little Chase, 40 Paynesfield Rd Demolition of existing bungalow and erection of chalet style dwelling.	04/08/10 No comment.

Tenders for Works to Village Hall and Parish Room/Surgery building were discussed.

It was agreed that the Parish Council should consider the cost implications of these proposals alongside any cost implications raised by proposed use by others of the Surgery, given the resources available for funding of either.

Members present discounted the most expensive quotation on account of the two lower bidders having produced similar overall costing.

Discussion took place as to phasing of the work and it was decided that the Parish Council should ask Tony Dawkins to contact both **All Building Works** and **Ling Builders** to find out for us what, if any, cost implications there might be for phasing in of the required work over possibly 2/3 years for the following:-

- a) Dealing with Priority 1 items only for the Village Hall
- b) Dealing with Priority 1 items only for the Parish Room/Surgery
- c) Dealing with all Priority 2 and 3 items for both the Village Hall and Parish Room/Surgery

It was felt that with this information to hand and hopefully with figures relating to Surgery use that members would be better placed to consider/discuss and vote on proposed expenditure against current Parish funds and whether there might need to raise money to funds some or all of the work.

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 27th September 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mr Ian Mitchell
Mrs Carol Jordan
In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: Mrs. Sandy Philibert (Planning Member Tatsfield Parish Council), Mrs Eileen Pearce

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting: The minutes of the previous meeting (July) were signed as an accurate record.

3. Planning Application TA/2010/1086 – The End, Westmore Green: Demolition of dwelling. Erection of 2-storey semi-detached dwellings, with accommodation in roof. The Clerk informed the Parish Council that no paperwork had been received from Tandridge Planning for this item. It was agreed to use plans and paperwork obtained from the website. Following a short discussion and after the Clerk had notified the Parish Council of points made by an absent councillor, it was agreed that the Parish Council would formulate a response to this Planning application based on the unsuitability of the proposed dwellings to the surrounding buildings ; the bulk of the plans put forward ; the strong possibility that the back of the dwellings would prove un-neighbourly to Wedgewoods due to the number and height of the windows and over development of the site, going from a current 2 bedroom bungalow to 2 4 bedroom semi-detached houses. Concerns were also expressed regarding the proposed parking. The Clerk to respond. It was also agreed that a note should be made on the response regarding the overall principle of the planning application in replacing the current dwelling (The End), noting that the overall finish proposed was not out of keeping with the surroundings.

It was agreed that the matter of access over Westmore Green being sought by the current owner of The End would be considered as a separate issue.

It was also agreed that the Parish Council should ensure that should planning be granted to build these or subsequent dwellings on the site of The End, that assurances must be obtained regarding the reinstatement of the access path and surroundings to the Parish Council's specification.

4. Next Steps for Tenancy of Ground Floor Aileen McHugo Building: Following a short discussion it was agreed that it was necessary for the Parish Council to apply for change of use of the First Floor to B1/D1 as soon as possible. The Clerk to initiate and support from other Parish Councillors to be provided as required. Agreement to contact external commercial lettings agents for opinions on rental price and feasibility of potential tenants was obtained. The Clerk to address. The updated version of the pro-forma / expression of interest was examined and it was agreed the changes would be implemented and the new document would be circulated to all current interested parties as soon as possible. The Clerk and S Smale to progress. The Chairman reminded the Parish Council that the retained architect had not been contacted recently. It was agreed that the Clerk should write and inform the architect of the current situation with the Aileen McHugo Building and request standby until contacted for future work. The Chairman urged the Parish Council to ensure action on finding new tenants as this was now becoming critical, especially given the possible change of rules on rates on empty business buildings.

5. Matters for Reporting or Inclusion in Future Agenda:

(a) TA/2010/1042 – Manor Croft, Cudham Road: Erection of 2-storey rear extension incorporating habitable roof space & rear dormer window (CLPD). The Chairman reminded the Parish Council that comments were not generally requested for Certificates of Lawfulness unless specific items could be discovered relating to the request. It was noted that previous planning applications in 2007 had been rejected and that at first glance the plans appeared to be almost identical. It was agreed that final decision would be made at the October meeting and more information regarding this application should be sought from Tandridge Planning.

(b) Emergency Plan: it was noted that at the following Parish Council meeting a decision should be made on having a training session on the content of the plan and the communication devices detailed in the plan with the possible advent of severe weather arriving in the next few months.

(c) Allotments : The Chairman informed the Parish Council that this project was now moving along, a site plan had been presented to the landowner and Heads of Terms had been requested from Hedley's. The Planning office in Tandridge had agreed to discuss the site plan with Surrey Highways. The Chairman noted that it was necessary for the parish Council to make a formal decision at the upcoming meeting in October regarding the support of the Allotments project and also to consider the relationship between the Parish Council and the Horticultural Society or similar set up to manage the allotments on a daily basis. It was confirmed that the likelihood was that the landowner would charge the Parish Council and then recoup the rental from the management group, who was likely to have a charitable status. Further research on grants and the relationship was required before October. It was suggested that 2 parish Councillors should sit on whatever committee would be managing the allotments, and added into the Roles and Responsibilities formally as per the Village Hall Management committee.

The Meeting concluded at 9.25pm

Item & page (28 June)	Action	Who	Date by	Result
3, 3	Provide feedback from Parish Council re TA/2010/538 to Planning at TDC	Clerk	29/6	COMPLETE
4, 3	Provide feedback from Parish Council re TA/2010/575 to Planning at TDC	Clerk	29/6	COMPLETE
5, 3	Provide feedback from Parish Council re TA/2010/594 to Planning at TDC	Clerk	29/6	COMPLETE
6, 3	Communicate future planning meeting schedule	Clerk	2/7	COMPLETE

Item & page (27 Sept)	Action	Who	Date by	Result
3, 5	Provide a response from the Parish Council re TA/2010/1086 to Planning at TDC	Clerk	4/10	COMPLETE
4, 5	Initiate planning application with TDC for B1/D1 for First floor of Aileen McHugo Building	Clerk / IM	6/10	In progress
4,5	Contact 3 letting agents to get rental estimates and tenant feasibility	Clerk	29/9	COMPLETE
4,5	Complete changes on Expression of Interest document	S Smale	4/10	In Progress
4,5	Circulate list of potential tenants and obtain updates, then circulate new expression of interest	Clerk	4/10	In progress
4,5	Contact architect and update on current situation with Aileen McHugo building	Clerk	4/10	In progress

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 12th July 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

Mrs Sandy Philibert Mrs Susan Smale
Mrs Eileen Pearce Mr Giles Hawkes

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 6 parishioners.

1 (a) Apologies: None

(b) Declarations of Interest: Eileen Pearce declared a personal interest in Planning Application TA/2010/499 as a near neighbour.

2. Minutes

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

3. Action Points (may be covered under later Agenda items)

The Action list was addressed and updated, with some action points being left until later Agenda items.

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

The Chairman reported that he felt the current response by Councillors was not yet complete and that further input was required. He requested that the final list of appointments should be left to be approved for the Parish Council meeting in September. This was agreed.

5. TCGA

The Chairman informed the Parish Council that the TCGA continued to be used regularly by local children as well as informally by established Tennis, netball and football groups. Moves towards more formal bookings would be made shortly.

The Chairman reported that following the complaint by a local resident of abusive behaviour and trespass on the field adjoining the TCGA and the resident's property by local youths and others, many accessing the TCGA, that the gate installed by the Parish Council to provide access to the field for users who had lost balls over the fence, was now locked and would remain so until further consultation was made with parties involved. The Chairman expressed regret at this turn of events.

The Chairman reported that a successful meeting had been held between Tatsfield School, Hedley's and the Parish Council, to discuss the differences highlighted by the previous Parish Council meeting in June in the Management Agreement for the TCGA between Tatsfield School and the Parish Council, and the new Lottery / TDC agreement to which the Parish Council was also a party. Next steps would be taken by all parties to ensure the agreements were aligned and move towards a point where signature could take place. The Chairman noted that although the Management Agreement had not officially been signed, it was working on a day to day basis with the school unlocking the TCGA gate at 5pm as agreed, and the Parish Council performing a daily check and lock up in the mornings.

Maintenance quotes from Tandridge District Council (TDC) had been circulated to the Parish Council and were discussed and noted but general agreement was that until the Parish Council officially took responsibility as the Delivery organisation for the TCGA, these would not require approval.

6. Planning

(a) Current Applications: TA/2010/817 – Roland House. Details of current appeals and planning applications were detailed in Appendix A. It was noted that TA/2010/499 had been withdrawn by the applicant and a new planning application for Roland House had been submitted. This had only recently been received by the Parish Council's planning member who had managed to speak to the Planning Officer at TDC. He had made it clear that he was not concerned with the bulk increase in the property as it had not been increased since its first build. The Parish Council expressed concerns over the proposed height increase and the strong objections from neighbours. It was agreed that further investigation into the proposed height increase would be made as well as the likelihood of the dormer windows overlooking neighbours. Conclusions to be communicated to the Clerk who would then formulate a response dependent on the results.

(b) Next Month's Planning Councillor: Ian Mitchell – it was agreed that the Parish Council would provide support in case of holiday absences.

7. Finance

(a) Payments to be authorised: in accordance with Appendix B. Payments were reported and approved. The Clerk highlighted the item for Redhills which was based on their quotation for the Asbestos Survey as the Clerk had not yet received an invoice. The Clerk reported that owing to low funds in the main account that she was proposing to transfer monies from the deposit account. This was agreed.

(b) Annual accounts and internal auditor's report – actions. The Clerk asked whether there were any queries or actions the Parish Council wished to highlight as a result of the Internal Auditors report, presented in June. None were

forthcoming. The Clerk reported that the Annual Return and accounts documents had been sent well before the deadline provided by the external auditor.

8. 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. An update regarding the report submitted to Surrey County Council in February was requested from the County Councillor. He reported that a report with 29 recommendations was being submitted for discussion that day and that results should be available later on that week and would be made available to the Parish Council. He also noted that it was more likely that additional salt bins would be supplied if the Parish Council offered to purchase some at their own cost with the County Council supplying others. It was also reported that Surrey County Council was still awaiting a response from London Borough of Bromley to the request by Croydon for salting and snow clearance around Tatsfield to be performed in the next winter. The Chairman expressed frustration at the apparent length of time taken given the fact that our survey of salt bin needs had been submitted in February. An update regarding the matter of the provision of salt and the arrangements for the coming winter was also requested. This would be forthcoming in the future. It was also noted that farmers interested in supplying snow clearance services to the Community should contact Surrey County Council directly for rates of pay.

(b) Village Centre road scheme: It was reported that the new bus stop pole had now been installed. The old one was still in place and this sometimes caused confusion. It was also reported that exchanges with Surrey Highways regarding the yellow lines the Parish Council had understood would be placed to complete the Village Centre Road scheme, were currently being extended. The County Councillor proposed a meeting to take place with Highways as the Parish Council had strong concerns from residents as to the safety and efficacy of the scheme as it was at this time and believes the additional yellow lines to be paramount in ensuring the new traffic scheme would function as originally designed.

9. Notified Matters

(a) Emergency Equipment: The Chairman thanked all Councillors who had provided the Clerk with their movements over the summer and informed the Parish Council that a rota of support in case of an emergency in the village was now in place.

(b) Affordable Housing: It was reported that a very successful public information evening for the proposed Affordable Housing project had taken place on 6th July with over 65 forms handed out to interested applicants and encouragement to join the register being made clear. It was obvious to those involved that there was a definite need for housing and a majority of comments made about the scheme and proposals were extremely positive. English Rural Housing Association, Surrey Community Action and Tandridge Housing group had been very impressed with the level of support and response within Tatsfield. Additional requests were being received by telephone and some interested parties had been visiting the Parish Rooms earlier that afternoon where the information and plans had been made available. It was reported that over the next weeks the forms submitted and received would be analysed and assessed and these would then be translated into the final plans to be submitted. The Chairman requested that an update of the process and timescale be available for the September meeting and thanked all involved for their time and commitment to the project.

(c) Surrey Village of the Year Competition: It was reported that progress was continuously being made for the judging event taking place on 17th July between 12 and 2pm. Local groups and residents were being very supportive, information panels had been prepared, posters had been placed around the village and all councillors who were able to were encouraged to attend. The aim was not just to provide information to the judges, but also to the general community who would be encouraged to see all that Tatsfield can offer. Invitations were extended to the County Councillor to attend and thanks to the Chairman who would provide some opening words. Refreshments will be offered until consumed.

(d) Standing Orders: The Standing Orders circulated by the Clerk last week, incorporating Councillors changes surrounding the optional clauses, were adopted unanimously.

(e) Broadband: It was reported that a scheme to provide local high quality broadband could be made available to local residents, initially supported by the Parish Council. The Parish Council agreed to support the start of this scheme, involving an information page in the Parish Magazine. This would detail that expressions of interest registration of expressions of interest from local residents should be accompanied by a £30 non-refundable deposit. The Parish Council would then facilitate the setting up of a company that could negotiate with British Telecom for local provision of Broadband services. It was foreseen that these could then be provided following a one off payment of £100-£200 per household, for a monthly amount similar to that currently being paid to normal providers. It was also reported that announcements from the Government may make this unnecessary. The County Councillor proposed writing to the County Council to see if provision could be made from there.

(f) Bus shelter: Following discussions it was agreed that the Parish Council would not take action at this stage and would await further developments regarding the panels on the side of the shelter.

10. Reports from Members and Outside Organisations

(a) County Councillor: The County Councillor reported arrangements for the visit by the Assistant Chief Executive to Surrey County Council (SCC) Suzie Kemp were in preparation. It was agreed that her visit would commence at

10am, with refreshments provided by the Parish Council and visits around the Village to areas of interest, including Tatsfield in Bloom, the compost heap, local groups involved in the village. The County Councillor proposed a short presentation of no more than 10 minutes detailing activities and local organisations. It was also suggested that a proposal that Tatsfield be included in a pilot scheme for Localism

1. **District Councillor:** Bob David reported on the following matters:

A meeting has been organised for Limehouse Bottom residents and all have been invited, on Wednesday 14th July at 8pm at WI Hall to determine the extent of concern about vandalism in the woods and surrounding areas.

2. It appears that the Planning Application for B1 on the old School site will be approved subject to final determination. TDC indicated that conditions would be placed on any permission granted.
3. The Parish Council was encouraged to read the Tandridge magazine, which provides a high quantity of information about what is happening in Tandridge and is delivered to all households. It was determined that several councillors had yet to receive their copy that month.
4. No action has yet been taken regarding the Church Farm fencing. The Parish Council was encouraged to write to TDC to express frustration at the lack of action in this matter.

(b) **Tatsfield Community Responders:** The Chairman reported that it appeared quiet on the responder front, which could be interpreted as a good sign.

(c) **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. Three items were highlighted for Parish Council consideration.

1- Permission was requested to place a board at the front, attached to the wall, to advertise Village Hall fundraising functions. The Parish Council asked for clarification regarding exact location and size proposed and if lighting would be needed.

2- Dates for a meeting to discuss the amendment proposed by the Parish Council to the lease regarding the ownership of the floor in the hall were requested. The Chairman to provide dates.

3- The Village Hall management committee (VHMC) is very concerned about the exposed wiring on the bollard in the car park. It was determined that a letter would be written to Surrey County Council expressing concern and mentioning the VHMC.

(d) **Tatsfield Youth Project:** The Chairman reported that a meeting would be set up in August or September to discuss the next steps to applying for a lottery grant for a drop-in building near the TCGA.

(e) **Tatsfield in Bloom:** It was reported that the tour by the judges earlier that day had proceeded successfully despite initial bad weather. Volunteers over the preceding weekends and in the morning had been outstanding, with over 25 people assisting to ensure Tatsfield looked its best. Thanks were expressed to Tatsfield School, Mansells and others who had provided financial support. The Chairman reported that he felt the judges had been impressed overall, especially with the compost heap, the school and the displays. Congratulations to all were expressed with the results of the judging to be discovered in September. Judging for Britain in Bloom was due to take place on 5 August. It was also reported that the local Tatsfield in Bloom competition would take place the following week, with around 80-90 gardens entered in the village.

(f) **Biggin Hill Airport:** It was reported that a local resident had tracked plane flight paths and submitted the information to the Airport committee, demonstrating a large number of pilots cutting corners to increase their flying hours. This would be addressed at the next meeting.

(g) **Vern d'Anjou Association:** nothing to report.

(j) **Police:** The Chairman expressed his frustration at the lack of information forthcoming regarding the matter of dangerous dogs, which had apparently already gone to Court and no information had been fed back to the Parish Council.

(k) **East Surrey Parishes Liaison Group:** It was reported that a SCAPTC meeting was coming up shortly and would be attended by Parish Council members.

(l) **Speedwatch:** The Speedwatch team had managed to spend 9-10 hours of time in various locations around Tatsfield with the speed cameras and a number of letters would be sent out to those who had been found to be speeding.

11. Parish Council Property and Land

(a) **Land to rear of Bassetts:** The Parish Council discussed possible action to be taken given that ownership of this strip of land was not clear. The Parish Council needed to secure its known boundaries as it was believed that Parish Council land was being used to access Bassetts by youths engaging in possible illegal activities. It was agreed that the Clerk would contact Steve Hyder and request that one of the left over fencing panels that he had agreed to keep for the Parish Council following the TCGA construction, should be used to fence off the relevant section of land.

(b) **Car Park and retained facilities:** The Chairman reported that a meeting had taken place with Roger Taylor from Hedley's during which the bollards and apparent impasse with Surrey County Council had been discussed. It was proposed to the Parish Council that a letter should be drafted by the Clerk to Roger Taylor, who would then send it on to Surrey County Council to attempt to move this deadlock forward. The letter would suggest that the bollards currently broken would be replaced by Surrey County Council and that adequate protective measures should be put in

place for the remaining bollards accessible to vehicles, to ensure that further damages did not occur. This was agreed. The Clerk reported that contact had been made with Mansells and that a letter detailing the Parish Council's concerns over the invoice sent re work done on light switching in the car park had been sent to the relevant contact in Mansells.

(b) Tatsfield Green: It was discussed and agreed that rough estimates for the extension of the path in Tatsfield green would be obtained, i.e. whether the path should proceed over the driveways or should cross the road and proceed through Millennium Wood. The intention of the Parish Council would be to hold a public information evening in the WI hall in mid-October requesting input on the preferred option. The Clerk to progress. It was also noted that possible planning permission would need to be obtained for this endeavour. It was reported that the event that had requested parking permission on the eastern edge of the Green had proceeded well and that parking had been controlled so that no use of the Green had been required.

(c) Westmore Green: It was reported that the posts to be placed on Westmore Green by Surrey Highways would be installed in August. The Chairman requested that the Clerk research the possibility of creating laminated cards to place on the windscreens of cars parked on Westmore Green warning of the illegality of their actions. The Clerk to progress. The Clerk reported that a possible insurance claim would be forthcoming following a visitor to Tatsfield having sat on a bench that had still got wet paint between the slats. The Clerk was awaiting details of the claim.

(d) Pond: The Chairman reported that water levels continued to be maintained, the pond life was thriving and although some repair to damaged plants around the perimeter would be required overall the effect was pleasing.

(e) Millennium Wood: The Chairman reported that a possible grant source for development of the pathways had been found by the Clerk. Details to be circulated.

(f) Kemsley Wood: The Chairman reported that the new gate and kissing gates had now been installed and that the next stage in developing the loop path would take place in the autumn.

(g) Parish Room/Surgery: It was suggested that a flyer be placed in the Parish Magazine in September asking for opinions about the naming of the Parish Rooms to the McHugo building, and explaining the choice of name. This was agreed.

Following prompting, Giles Hawkes declared a personal interest in the Parish Room / Surgery item.

The Chairman provided an update on the process followed by the Parish Council in searching for a long term tenant of the Parish Rooms, including the commissioning of a full professional survey of both the Parish Rooms and the Village hall in order to identify any structural problems before we let the Old Surgery and to implement an ongoing maintenance programme to keep both premises in good order. Tenders for this work had been received and the Parish Council anticipates much of the urgent work will be completed during the school holidays. Concurrently discussions were held by the Parish Council about the future use of the surgery and a strategy was developed to advertise the long-term lease of the ground floor to as wide a target audience as possible bearing in mind that the Parish Council were determined to consider not just the potential rental income and its impact on Tatsfield's Council Tax but also the potential for supporting local business and encouraging community benefit in some way. In the interim and to produce a little rental income, a short-term licence to a local business to use part of the premises was agreed. The local media advertising process to invite expressions of interest had a closing date of 25th June. At the Parish Council meeting on 28th June the outcome of this stage was reported and an agreement to meet on 30th June to discuss the three responses was made. At this meeting, each response was considered against agreed criteria and the Parish Clerk was asked to contact each of the three regarding a few points of clarification. The Clerk had received one organisation's response by e-mail, another had a short meeting with Parish Councillors on 10th July and the third had yet to respond. The Chairman confirmed that as soon as all responses were received, the Parish Council would meet again and make a decision. It was emphasised that in agreeing a five year lease of as custodians of a community asset the Parish Council feels obligated to make the best decision they can in the public interest and need to be as objective as possible.

(h) Village Hall: The Chairman requested feedback regarding the outcome and recommendation from the Parish Council's retained professional expert in the Village Hall / Parish Rooms tender for maintenance work. Only two responses had been forthcoming and there was a large (nearly £20,000) difference between the 2 respondents. There was reticence from 2 Parish Councillors regarding the recommendation. A proposal was made that the Parish Council vote on accepting the recommended respondent. The outcome was not clear as one Councillor did not make their wishes clear. Following discussions a second proposal was made to request an additional quote to provide a clearer point of reference for the Parish Council in this large expenditure. This was carried by 3 votes to 2 with 2 abstentions. The Parish Council was reminded by the Chairman that this would be likely to mean that the proposed work would not be completed within the School summer holidays.

(i) Allotment Project: The Chairman reported that he had made contact with the Whelan Farm Manager Robert Kilbey regarding the above possibility of leasing/renting land for Allotments. Details would need to be agreed and it is likely that planning permission would be required. The Chairman reported that the Horticultural Society and Parish Council need to discuss if both parties are still happy to form a joint management team to run this. Overall a positive and forward-looking discussion.

12. Meetings to Attend/Correspondence-

(a) Meetings:

- (1) TVSC Network Lunch – 15th July –no attendants
(2) Waste management stakeholder workshop 21st July – no attendants
(3) SCAPTC General Meeting 24th July – Sue Smale and Eileen Pearce to attend
(4) Visit to Tatsfield on 30th July – Suzie Kemp – Assistant CE to SCC – all available councillors to attend.
(b) Correspondence: none

13. Matters for Reporting or Inclusion of Future Agenda

None raised.

The Meeting closed at 11.40 p.m.

Subjects raised in Public Adjournments:

- 1- Is there certainty that the houses in the Affordable Housing project will be allocated to Tatsfield residents?
2- Is there merit in asking the Tatsfield Community their opinion in determining the future use of the Parish Rooms?

Item & page (12 April)	Action	Who	Date by	Result
4b 18	Contact Steve Hyder regarding details of ownership of items in TCGA still requiring insurance	Clerk	24 th April	Complete
4b 18	Investigate feasibility of installing and maintaining an online booking system for TCGA	Clerk	3 rd May	In progress
7b 19	Follow up Winter Maintenance feedback from David Hodge and Roger Archer-Reeves	Clerk	10 th May	In progress
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10c 20	Contact the Lewisham Concert Band to arrange an event on Westmore Green in Summer	Chairman	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress
Item & page 26 th April	Action	Who	Date by	Result
3 25	Re-clarify the role of the Parish Council in Planning with Tandridge District Council	Clerk	10 th May	In progress
Item & page 10 th May	Action	Who	Date by	Result
9a 29	Liase with David Hodge re Chief Executive to SCC visit to Tatsfield in July	Clerk	24 th May	Complete
10a 30	Query invoice and costs with Mansells re light switching work on bollards in car park	Sandy Philibert	14 th June	Complete
10b 30	Remind Chairman for report on options for path extension on Tatsfield Green	Clerk	1 st June	Complete
Item & page (14 June)	Action	Who	Date by	Result
3, 36	Remind Chairman about completed Roles and Responsibilities list for July meeting	Clerk	1/7	Complete
5, 36	Clarify queries regarding differences between the TCGA Management Agreement and the newly circulated agreement from TDC with Hedley's	Clerk	30/6	Complete
5, 36	Co-ordinate comments on Agreement 300/17 re TDC, Tatsfield school and Parish Council and arrange a meeting with K Bellinger to discuss	Clerk / Chairman	12/7	Complete
5, 36	Request clarification on changing TCGA sign wording once it is in place. (S Hyder)	Clerk	21/6	Complete
5, 36	Produce wording for additional sign for installation alongside the main TCGA sign	Clerk	21/6	In Progress
5,36	Clarify whether grass cutting around TCGA is included in TDC proposed quote for maintenance of TCGA.	Clerk	21/6	Complete
6a, 36	Provide comments regarding TA/2010/499 (Roland House) to TDC as detailed in the minutes	Clerk	16/6	Complete
7b, 37	Remind Ian Mitchell to update the Data Protection details of the Parish Council.	Clerk	17/6	Complete

Item & page 10th May	Action	Who	Date by	Result
7c, 37	Contact East Surrey Museum to advise them of the proposed grant of £250 by the Parish Council	Clerk	28/6	Complete
8a, 37	Investigate disappearance of Tatsfield sign at Ricketts Hill Road / Lusted Hall Lane junction	Sandy P	1/7	In progress
8b, 37	Enquire as to whether 'primrose yellow lines' could be used in Tatsfield Village Centre.	Sandy P	1/7	Complete
8b, 37	Request installation of 4 offered posts by Surrey Highways in the bend of the Green opposite Lusted Hall lane	Sandy P	1/7	Complete
8c, 37	Respond to Sue Rumfitt re proposed bridleway.	Clerk	27/6	Complete
8c, 37	Tatsfield Walks review and update offer to be followed up and assistance offered.	Eileen P and Sue S	12/7	Complete
9b 37	Arrange a rota of Parish Councillors to attend the Public Information meeting on 6th July	Carol Jordan	28/6	Complete
10b, 38	Request a Speedwatch update at the bi-monthly Police meeting	Clerk	1/7	Complete
11a, 38	Arrange a meeting with R Taylor to discuss car park bollards and response to Surrey County Council	Clerk	21/6	In progress
11a 38	Contact Mansells expressing concern and requesting an explanation of the amount which was never formally agreed.	Clerk	18/6	In progress
12a, 39	Find out where the invitation for CAB AGM has been sent to	Clerk / Carol J	21/6	Complete
Item & page (12 July)	Action	Who	Date by	Result
4, 1	Feedback further to Chairman to prepare final roles and responsibilities	Parish Council	01/09	
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	
6a, 45	Provide update to Clerk for Parish Council response to TA/2010/817 (Roland House)	Sandy Philibert, Carol Jordan	15/7	
8a, 46	Provide report on discussion of 29 recommendations re salt bins requested by Tatsfield Parish Council	David Hodge	23/7	
9e, 46	Prepare page for inclusion in September issue of Parish Magazine detailing broadband initiative.	Ian Mitchell / Clerk	28/8	
10d3, 47	Provide dates for a meeting with Village Hall Management committee representatives re the lease for floor	Jon Allbutt	31/7	Done
10d4, 47	Write letter to SCC re exposed wires in car park from bollard	Clerk	12/8	
11a, 47	Contact Steve Hyder to request delivery of fencing panel	Clerk	12/8	
11b, 47	Letter to Surrey County Council to be sent by Roger Taylor re bollards	Clerk	12/8	
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	
11d, 48	Circulate details of possible grants for Millennium Wood path extensions	Clerk	12/8	

Minutes of Tatsfield Parish Council Meeting Held on: 26th July 2010 in the Parish Room, Westmore Green, Tatsfield

Meeting started at 19.30 and ended at 21.30

Councillors Present: Carol Jordan Eileen Pearce Sandy Philibert Sue Smale

Apologies Received: Jon Allbutt Ian Mitchell

Planning:

Sandy Philibert declared an interest in two applications 10/00719 and 10/00853 by virtue of living close to the proposed developments.

Ref No.	Property & Description Of Application	Dates for Response Decisions Reached
10/00817	Roland House, Borough Road, Convert the existing garages to habitable accommodation, erection of first floor side extension and single storey side extension to south-west elevation, single storey rear extension and new chimney to north-east elevation. Formation of new roof incorporating two dormer windows to each of the front and rear roof slopes.	27/07/10 Objection: That the cumulative effect of such proposals would be detrimental to the character of the Metropolitan Green Belt and rural areas and result in the unacceptable increase in building mass and that the modern house, currently on the site, was built as a replacement larger dwelling following permission granted in 1987 (87/1173). The further enlargement of the dwelling would be contrary to the policies RE8 & RE9 of the TDC Local Plan. Our calculations indicate the extensions proposed under planning ref: 10/00817 would be an increase in excess of 50% to the current building and when the previous increase in size, from planning permission 87/1173), is taken into account represents a disproportionate increase in size in the Green Belt.
10/00865	Roland House, Borough Road Erection of detached double garage	06/08/10 Objection: Building of a new garage would be contrary to Planning Policy RE10, if this application were considered with application 10/00817, which has not been determined.
10/00719	Land Adj 39a Paynesfield Rd Erection of 2 x 2bed dwellings attached to 39a Paynesfield Road.	02/08/10 Objection: The proposal is for a larger footprint than that previously approved, bringing the new building closer to the bungalow at 2 Crossways. It is considered that the new development would be un-neighbourly to 2 Crossways due to overshadowing and to 39a Paynesfield Road due to shading. Insufficient parking. Closeness to the junction with Crossways.
10/00853	Little Chase, 40 Paynesfield Rd Demolition of existing bungalow and erection of chalet style dwelling.	04/08/10 No comment.

Tenders for Works to Village Hall and Parish Room/Surgery building were discussed.

It was agreed that the Parish Council should consider the cost implications of these proposals alongside any cost implications raised by proposed use by others of the Surgery, given the resources available for funding of either. Members present discounted the most expensive quotation on account of the two lower bidders having produced similar overall costing.

Discussion took place as to phasing of the work and it was decided that the Parish Council should ask Tony Dawkins to find out for us what, if any, cost implications there might be for phasing in of the required work over possibly 2/3 years for the following:-

- a) Dealing with Priority 1 items only for the Village Hall
- b) Dealing with Priority 1 items only for the Parish Room/Surgery
- c) Dealing with all Priority 2 and 3 items for both the Village Hall and Parish Room/Surgery

It was felt that with this information to hand and hopefully with figures relating to Surgery use that members would be better placed to consider/discuss and vote on proposed expenditure against current Parish funds and whether there might need to raise money to funds some or all of the work.

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 13th September 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor) Mr David Hodge (Surrey County Councillor)
And 16 parishioners.

1 (a) Apologies: Mr Giles Hawkes

(b) Declarations of Interest: None

2. Minutes

The minutes of the meeting held on the 12th July 2010 were approved and signed by the Chairman as a correct record. It was determined that the minutes of the Planning Meeting held on 26th July would be considered and signed at the Planning meeting to be held on 27th September 2010.

3. Action Points (may be covered under later Agenda items)

The attention of the Parish Council was brought to the action list and it was agreed that outstanding items would be covered under existing Agenda items.

4. Parish Room Tenancy

The Chairman drew the attention of the Parish Council to the contents of his report on the history and process followed by the Parish Council in its search for a long term tenant over the last 6 months. This has been appended to these minutes as Appendix C. Additionally the Chairman referred to the fact that the Parish Council was not at liberty at this stage to disclose financial details of any of the interested parties, due to commercial sensitivity.

The Chairman then invited comments from the Public. A request was made and granted by the Parish Council for the Chairman of Little Acorns, who was currently in hospital, to be able to listen to the discussion through contact on a mobile phone.

Following Public representation, the Chairman invited the Parish Council to consider the 3 proposals to be voted upon:

- 1- That the Council awards a 5 year tenancy of the Parish Rooms to Little Acorns
- 2- That the Council awards a 5 year tenancy of the Parish Rooms to Specology
- 3- That the Council does not award a long term tenancy to either of the current interested parties at this time, pursues other possible options including other interested parties looking for short term interests and continues to look for a longer term tenant once the market improves.

The result of the vote as follows: Proposal 1 – no votes. Proposal 2 – 1 vote. Proposal 3 – 5 votes. Proposal 3 was carried. The Clerk to inform interested parties.

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

The Chairman had circulated a list of new Roles and Responsibilities and this was ratified subject to a single alteration, which was to add Eileen Pearce as Council Representative with SCAPTC / ESPLG. The Clerk to alter and circulate the final document.

6. TCGA

(a) Agreements: The Clerk informed the Parish Council that the updated Management Agreement document incorporating the required changes following the meeting between the Parish Council, Tatsfield Primary School and Hedley's, had been received and was ready for signature. Following a request for clarification, the Clerk confirmed that it was her understanding that the Lease between Surrey County Council and the Parish Council for the land upon which the TCGA was built and surrounding it, would not be agreed until all works had been completed to all parties' satisfaction. This included the current outstanding matters regarding the lighting bollards in the car park. It was generally agreed that it was not in the Parish Council's interest to sign agreements requiring acceptance of legal responsibilities for land which did not belong to the Parish Council. It was noted that there may be a conflict with the Lottery conditions. The Clerk to investigate.

(b) Maintenance and Update: The Chairman reported that the TCGA continues to be used regularly with some new enquiries from those who wish to play tennis. The TDC sign is in position. A netball post has suffered slight damage. One lock on the box is faulty and TDC have given a contact for it to be repaired. Although there is currently informal use a meeting will be called to discuss whether parties are interested in a more formal booking system.

7. Planning

(a) Current Applications: TA/2010/949 – Grove Villas and TA/2010/1021 – Oakland, Ricketts Hill Rd. These and other items are listed and discussed in Appendix A.

It was reported that an additional application for Certificate of Proposed Lawfulness – TA/2010/956 had been discovered through the Tandridge Online system but no details had been received by the Clerk. There was no action to take on this as it was again not an application the Parish Council could comment on apart from a challenge on a matter of law, which was not presumed in this application.

The Clerk reported that contact had been made as requested for clarification of the Parish Council's role in the Planning process. Piers Mason - Assistant director of Planning - from Tandridge District Council had offered to provide a talk and discussion on this matter. A date of 11th November was agreed. The Clerk to arrange.

It was reported that there was a Consultative document due to be released towards the end of 2010, proposing to review the current settlement areas and their boundaries and locations, as well as to determine what conditions should apply to the settlement areas. It was suggested that the Parish Council should be involved.

(b) Next Month's Planning Councillor: Sandy Philibert, who warned that she would be away for the proposed planning meeting in September. This was noted.

8. Finance

(a) Payments to be authorised: These were duly explained and agreed, in accordance with Appendix B.

(b) Mansells Invoice: The Clerk summarised the current position with regards to Invoice AS026787. Mansells sent the Parish Council an invoice earlier on May this year for £1,935.30 for external light switching and amending the bollard layout. Following a query at the May Parish Council meeting the Clerk contacted Mansells in writing and informed them of the Parish Council's concerns. A reply was received from Mansells in July and was circulated to Councillors in August for comment. The Parish Council was invited to provide an alternative figure to that quoted. The Parish Council proposed a figure of £1,000. Much of the work charged to the Parish Council was instigated by Surrey County Council without consultation with the Parish Council, hence the reduced offer. It was noted with regret that a previously good relationship with Mansells was now marred by these discussions owing to matters that had been effectively instigated by Surrey County Council. The Clerk to respond to Mansells.

9. 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. It was reported progress was being made regarding the replacement of the missing Tatsfield sign art the bottom of Ricketts Hill Road. It was expected that a statement on the salt bins matter would be sent in September 2010. It was reported that it was hoped that the dangerous pot-hole in Approach Road would be repaired in the next few days.

(b) **Village Centre road scheme:** outstanding items were covered in the report issued by Sandy Philibert. It was noted that concern continued regarding the visibility when vehicles were parked on the corner of Westmore Road near the Bakery.

(c) **Rights of way:** It was reported that D Wood had agreed to assist with the update of the footpath walks guide and that it was foreseen that a loan of £300 may be requested from the Parish Council to cover printing costs for laminated cards, which was expected to be recovered from sales. This was agreed in principle. It was expected that this project should be completed by the spring.

10. Notified Items

(a) **Emergency Equipment:** No further news at present.

(b) **Affordable Housing:** a report was circulated by C Jordan.

(c) **Broadband:** It was reported that every household had received a hard copy of the broadband survey with the last parish magazine, which contained several references to the fact that the survey was distributed with the magazine and that the survey could be completed online. A total of 16 replies had thus far been received with ten respondents having no doubts about taking part in the scheme. This fell far short of the minimum interest required to proceed. It was agreed that the website would be continued until the October meeting and then reviewed.

(d) **Parish Room re-naming:** The Parish Council proposed to rename the Surgery / Parish Rooms to honour the memory of the councillor who had been instrumental in ensuring it was erected – Aileen McHugo. It was acknowledged that G South and R Payne had also been essential in this project but that the driving force had been Aileen McHugo. Two proposals were put forward: 1- to rename the building to 'McHugo Building'; 2- to rename the building to 'Aileen McHugo Building'. Proposal 2 was carried by 3 votes to 2 with 1 abstention. The Clerk was requested to determine costs of a plaque.

(e) **Tree planting proposal:** The Chairman reminded the Parish Council that a proposal for tree-planting along Approach Road had been circulated with the original proposal by N Shaw having already been altered due to public opinion. A discussion was held at the end of which it was agreed by a majority that the Parish Council did not wish to become involved with this particular initiative. However, there was strong support for the general premise of tree-planting and the Parish Council welcomed alternative schemes, with a possible focus on the woods in Tatsfield. The Clerk to contact N Shaw.

11. Reports from Members and Outside Organisations

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

1- The landscaping of the school beds facing Vern Place is to take place 25 – 29th October. Local residents are to be contacted.

2- The report on Winter Maintenance discussed at the Parish Council in July 2010, was provided to the Parish Council with a further report to become available on 26th October.

3- No response has yet been received from London Borough of Bromley to the proposal by Surrey County Council for the former to perform snow clearing in adjoining roads in Tatsfield. D Hodge to progress

4- The Boundary Commission is proposing to perform a review of boundaries in Surrey. D Hodge is opposed to this idea and believes it is a waste of public funds

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

1- It is foreseen that the imminent expected cuts in Committee budgets for the coming year will have an impact on the amount and number of awarded grants, with consequences for Tatsfield organisations benefitting from them.

2- Apart from the consultation document due out regarding settlements, in December, there are 2 further documents imminent relating to the creation of formal Planning Policy documents, which would be useful for Tatsfield. A further planning document includes policy matters not fully absorbed in the Core Strategy, which could lead to long term new planning policies.

(c) Tatsfield Community Responders: It was reported in P Clark's absence that although there had been issues with the equipment that the responders had been using, these were hopefully resolved and it was expected that a more detailed report would be issued in October.

(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.

(e) Tatsfield Youth Project: applications for funding for basketball and cricket coaches are being considered. A meeting is being organised further initiatives.

(f) Tatsfield in Bloom: The Chairman reported with pleasure that Tatsfield had won South and South East (Large Village Category) in Bloom with a Gold Medal and had additionally received a special award for having gained the most marks in any category in Surrey. Congratulations to all those involved were offered by the Parish Council, as well as thanks to the many volunteers.

(g) Biggin Hill Airport: It was reported that flying continued to reduce in this quarter when compared to the same time in 2009. The Biggin Hill Air Show had been successful but its organisation would henceforth be undertaken by the Airport, as opposed to Air Displays international. There was a delay in the building of the hotel. Tatsfield residents were still providing details to the airport of pilots who continuously flew over the village and successfully making themselves heard.

(h) Vern d'Anjou Association: a report had been circulated to the Parish Council by Carol Jordan..

(i) Police: It was remarked that there continued to be a lack of information regarding the matter of the dangerous dogs in Old Lane but that there was general relief that these were currently not in the possession of their owner.

(j) East Surrey Parishes Liaison Group: It was reported that a meeting was to be held on 27th October and the Assistant Planning director was due to be present.

(k) Speedwatch: it was reported that current documented figures of 8 hours spent performing Speedwatch duties had produced a total of 20 letters and no repeat offenders. It was also noted that Moira Cox from the Speedwatch group had been extremely supportive to the Tatsfield group.

12. Parish Council Property and Land

(a) Car Park and retained facilities

The Clerk had circulated an update on the current dispute with Surrey County Council. This had been escalated to the County Councillor who reported that a meeting had been held with the relevant departments and that a solution had been proposed. The Parish Council was invited to arrange a meeting with Paul Meredith as soon as possible to discuss the possibility of placing small metal loops in front of the bollards to offer protection from impact. The Clerk to progress.

It was further noted that this matter should be also be referred to Roger Taylor with a suggestion that he communicate with the Surrey County Council legal department regarding these matters and the possible liability of SCC should there be an incident on TCGA land.

(b) Tatsfield Green: The Chairman reported that the person who sponsored the construction of the upgraded footpath was prepared to continue this arrangement provided the path is constructed along the same (East) side of the Green. The new path has worn well but has some weeds that need spraying. Floodwaters continue to come across the path from Rag Hill Road – the channels cut into the edge of the Green above this point need re-opening to divert floodwaters off the road and disperse them across the Green. The Parish Council aims to organise a public meeting to discuss the two options for the next phase of the path. Before this an indication of cost and an idea of the problems likely to be associated with both options, is required. The Chairman proposed a small working group to discuss these matters and S Smale and E Pearce agreed to join.

(c) Westmore Green: The Chairman reported that the Parish Council will be pursuing the matter of the erection of the posts around the bend by Lusted Hall Lane. A lorry has damaged the Tatol Bed. The Parish Council is investigating reports of a motorist who has been parking on the Green and whose dog has been seen fouling the Green. TDC continue to inspect the playground, they have topped up the bark mulch but it needs raking to fill in the wear beneath the swings. The Parish Council needs to seek assurance from Steve Hyder that the proposed date of 2012 for replacing the worn playground equipment and to install a rubber surface is still on track. The Clerk to progress. The Chairman reported that enquiries about the worn channel in the footpath at the North end of the Green indicated that no one is willing to contribute to the cost of repair; Philippa Gates suggested a joint approach. The Parish Council will be

pursuing this further as it remains a hazard, especially as winter draws near. The Clerk reported that 2 requests had been received :

- 1- Request for Fairtrade tea and coffee stall to be placed on Green on 18th Sept by Jennie South
- 2- Request for banner outside near trough on 23rd Sept to advertise Macmillan Coffee Morning on 24th by Anne Chapman.

Both requests were agreed.

(d) Pond: The Chairman reported that the plants had grown very well and that water levels held up during the dry weather. Unfortunately a few patches of *Crassula helmsii* have been discovered and these had been treated by spot spraying with a bioactive formulation of glyphosate (only one of two active ingredients approved for use in or near water).

(e) Millennium Wood: The Parish Council is aiming to call a meeting of local residents willing to volunteer and work with the Downlands Project to carry out work in accordance with their proposals for woodland management. The Parish Council also needs to agree the route for a new pedestrian only path along the contour lines through the wood with some seating and some interpretation boards.

(f) Kemsley Wood: The Chairman reported that the wood is being well used including the new path. The Parish Council will be looking to obtain a quotation from the contractor to carry out the final phase of the work to complete the new path around the upper area to join with the public footpath and new lower path to create a circular walk. A padlock for the main access gate in Kemsley Road requires purchase. The Clerk to progress.

(g) Parish Room/Surgery: It was agreed that there were matters of commercial sensitivity to be discussed and the Clerk 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.

(h) Village Hall: It was reported that approval for the Village Hall Management Committee to fix hooks for temporary board advertising of fundraising events was requested. Further to requests for clarification from the Parish Council, the VHMC reported that the board would be approximately A1 size and the hooks would be fixed on the front wall to the right of the porch above the hanging baskets. No lighting was required. Approval was agreed providing the board was used for a maximum of 21 days prior to the events and exclusively for Village Hall Fundraising events. The Chairman reported that a meeting to discuss the floor is to place on 21st September.

(i) Allotment Project: The Chairman reported that Alan Armitage had provided the Parish Council with valuable assistance and a draft plan has now been produced. This will be taken onsite with the Farm Manager for discussion. The Farm manager will then give the draft plan to Mr. Whelan (Peter Green) who has kindly offered to make a scale drawing for use in our further discussions on a lease. A copy of this drawing is also needed for our discussions with SCC regarding an access gate off Approach Road.

13. Meetings to Attend/Correspondence-

(a) Meetings:

- (1) SCAPTC General Meeting – 16th September** – Clerk and Eileen Pearce to attend
- (2) SCAPTC AGM – 5th October** – no attendees
- (3) Surrey Hills Society AGM 16th October** – Gatton Park. Ian Mitchell to attend,

(b) Correspondence: no correspondence had been received additional to that already discussed.

14. Matters for Reporting or Inclusion of Future Agenda

It was suggested that the Parish Council discuss the possible planting of trees to stop parking on Westmore Green

The Meeting closed at 10.26 p.m.

Subjects raised in Public Adjournments:

Item 4 – Parish Room Tenancy

1- Paul Barlow, Assistant to Little Acorns Pre-School bid

Little Acorns had demonstrated an interest in the Parish Rooms since January / February. The tenancy would enable additional services to be provided to the community. Little Acorns was a sound business having been running since the 1960s and the Parish Rooms would enable a better environment for the staff and children.

2- Gerald South – Grandfather to a child attending Little Acorns Pre-School

The Pre-school provides an invaluable service to the Tatsfield Community and the Parish Rooms would be a great improvement for the children and staff as well as provide the opportunity to extend the hours and provision of services.

3- Ana Rose – Fundraiser for Little Acorns and mother

The children would be more secure in a self contained environment in the Parish Rooms and there would be less danger from outside visitors to other possible tenants of the Parish Rooms.

4- Jackie Apps – Supervisor of Little Acorns

The Parish Rooms would enable the staff to spend more time with the children and not have to clear away all the equipment after every session as they currently have to do in the Village Hall. This would be more beneficial to all parties.

5- Helen Hartley – Vice Chairman to Little Acorns Pre-School

The Parish Rooms tenancy would enable a large extension of the services currently provided and assist local working parents.

6- Jennifer Evans – Tatsfield Resident and previous Little Acorns client

The Parish Rooms tenancy by Little Acorns pre-school would enable cohesion of the wrap-around services provided by Tatsfield Primary School. Enormous community benefit is foreseen through the services proposed as well as providing a point of contact for new arrivals in Tatsfield.

7- Phil Clark – Tatsfield Community Responders / interested party

Using the Parish rooms would enable a move back to Tatsfield Village as well as opportunity for local employment and a secure base for the Tatsfield Community Responders

Other Items:

1- The Parish Council needs to take action to stop parking on Westmore Green, especially in Lusted Hall Lane

2- What public benefit is there to the Parish Council not awarding the 5 year tenancy to either interested party

3- more dog waste bins are required especially in road heading away from the village centre.

Item & page (12 April)	Action	Who	Date by	Result
4b 18	Investigate feasibility of installing and maintaining an online booking system for TCGA	Clerk	3 rd May	Complete
7b 19	Follow up Winter Maintenance feedback from David Hodge and Roger Archer-Reeves	Clerk	10 th May	In progress
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress
Item & page 26th April	Action	Who	Date by	Result
3 25	Re-clarify the role of the Parish Council in Planning with Tandridge District Council	Clerk	10 th May	Complete
Item & page (14 June)	Action	Who	Date by	Result
5, 36	Produce wording for additional sign for installation alongside the main TCGA sign	Clerk	21/6	In Progress
8a, 37	Investigate disappearance of Tatsfield sign at Ricketts Hill Road / Lusted Hall Lane junction	Sandy P	1/7	In progress
11a, 38	Arrange a meeting with R Taylor to discuss car park bollards and response to Surrey County Council	Clerk	21/6	Complete
11a 38	Contact Mansells expressing concern and requesting an explanation of the amount which was never formally agreed.	Clerk	18/6	Complete
Item & page (12 July)	Action	Who	Date by	Result
4, 1	Feedback further to Chairman to prepare final roles and responsibilities	Parish Council	01/09	Complete
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	In progress
6a, 45	Provide update to Clerk for Parish Council response to TA/2010/817 (Roland House)	Sandy Philibert, Carol Jordan	15/7	Complete
8a, 46	Provide report on discussion of 29 recommendations re salt bins requested by Tatsfield Parish Council	David Hodge	23/7	Complete
9e, 46	Prepare page for inclusion in September issue of Parish Magazine detailing broadband initiative.	Ian Mitchell / Clerk	28/8	Complete

Item & page (12 July)	Action	Who	Date by	Result
10d3, 47	Provide dates for a meeting with Village Hall Management committee representatives re the lease for floor	Jon Allbutt	31/7	Complete
10d4, 47	Write letter to SCC re exposed wires in car park from bollard	Clerk	12/8	Complete
11a, 47	Contact Steve Hyder to request delivery of fencing panel	Clerk	12/8	Complete
11b, 47	Letter to Surrey County Council to be sent by Roger Taylor re bollards	Clerk	12/8	Complete
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	In progress
11d, 48	Circulate details of possible grants for Millennium Wood path extensions	Clerk	12/8	In progress
Item & page (13 Sept)	Action	Who	Date by	Result
4, 54	Write to interested parties and inform them of the decision not to proceed with their interest in the 5 year tenancy	Clerk	15/9	
6, 54	Investigate impact of decision not to sign TCGA agreements with Lottery conditions	Clerk	17/9	
7a, 55	Arrange meeting with Piers Mason TDC	Clerk	17/9	
8b, 55	Contact Mansells regarding the Parish Councils offer for Invoice AS026787	Clerk	17/9	
10d, 55	Costs for plaque for Aileen McHugo building	Clerk	30/9	
10e, 55	Write to N Shaw with Parish Councils decision	Clerk	15/9	
12a, 56	Agree meeting with P Meredith	Clerk	14/9	
12a, 56	Instruct R Taylor to discuss lease with Surrey Legal	Clerk	17/9	
12b, 56	Book WI hall for Public consultation re Tatsfield Green path extension	Clerk	20/9	
12f, 57	Purchase a lock for the main access gate in Kemsley Road	Clerk	24/9	

DRAFT MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 27th September 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

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

Mrs Carol Jordan

In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: Mrs. Sandy Philibert (Planning Member Tatsfield Parish Council), Mrs Eileen Pearce

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting: The minutes of the previous meeting (July) were signed as an accurate record.

3. Planning Application TA/2010/1086 – The End, Westmore Green: Demolition of dwelling. Erection of 2-storey semi-detached dwellings, with accommodation in roof. The Clerk informed the Parish Council that no paperwork had been received from Tandridge Planning for this item. It was agreed to use plans and paperwork obtained from the website. Following a short discussion and after the Clerk had notified the Parish Council of points made by an absent councillor, it was agreed that the Parish Council would formulate a response to this Planning application based on the unsuitability of the proposed dwellings to the surrounding buildings ; the bulk of the plans put forward ; the strong possibility that the back of the dwellings would prove un-neighbourly to Wedgewoods due to the number and height of the windows and over development of the site, going from a current 2 bedroom bungalow to 2 4 bedroom semi-detached houses. Concerns were also expressed regarding the proposed parking. The Clerk to respond. It was also agreed that a note should be made on the response regarding the overall principle of the planning application in replacing the current dwelling (The End), noting that the overall finish proposed was not out of keeping with the surroundings. It was agreed that the matter of access over Westmore Green being sought by the current owner of The End would be considered as a separate issue. It was also agreed that the Parish Council should ensure that should planning be granted to build these or subsequent dwellings on the site of The End, that assurances must be obtained regarding the reinstatement of the access path and surroundings to the Parish Council's specification.

4. Next Steps for Tenancy of Ground Floor Aileen McHugo Building: Following a short discussion it was agreed that it was necessary for the Parish Council to apply for change of use of the First Floor to B1/D1 as soon as possible. The Clerk to initiate and support from other Parish Councillors to be provided as required. Agreement to contact external commercial lettings agents for opinions on rental price and feasibility of potential tenants was obtained. The Clerk to address. The updated version of the pro-forma / expression of interest was examined and it was agreed the changes would be implemented and the new document would be circulated to all current interested parties as soon as possible. The Clerk and S Smale to progress. The Chairman reminded the Parish Council that the retained architect had not been contacted recently. It was agreed that the Clerk should write and inform the architect of the current situation with the Aileen McHugo Building and request standby until contacted for future work. The Chairman urged the Parish Council to ensure action on finding new tenants as this was now becoming critical, especially given the possible change of rules on rates on empty business buildings.

5. Matters for Reporting or Inclusion in Future Agenda:

(a) TA/2010/1042 – Manor Croft, Cudham Road: Erection of 2-storey rear extension incorporating habitable roof space & rear dormer window (CLPD). The Chairman reminded the Parish Council that comments were not generally requested for Certificates of Lawfulness unless specific items could be discovered relating to the request. It was noted that previous planning applications in 2007 had been rejected and that at first glance the plans appeared to be almost identical. It was agreed that final decision would be made at the October meeting and more information regarding this application should be sought from Tandridge Planning.

(b) Emergency Plan: it was noted that at the following Parish Council meeting a decision should be made on having a training session on the content of the plan and the communication devices detailed in the plan with the possible advent of severe weather arriving in the next few months.

(c) Allotments : The Chairman informed the Parish Council that this project was now moving along, a site plan had been presented to the landowner and Heads of Terms had been requested from Hedley's. The Planning office in Tandridge had agreed to discuss the site plan with Surrey Highways. The Chairman noted that it was necessary for the parish Council to make a formal decision at the upcoming meeting in October regarding the support of the Allotments project and also to consider the relationship between the Parish Council and the Horticultural Society or similar set up to manage the allotments on a daily basis. It was confirmed that the likelihood was that the landowner would charge the Parish Council and then recoup the rental from the management group, who was likely to have a charitable status. Further research on grants and the relationship was required before October. It was suggested that 2 parish Councillors should sit on whatever committee would be managing the allotments, and added into the Roles and Responsibilities formally as per the Village Hall Management committee.

The Meeting concluded at 9.25pm

Item & page (28 June)	Action	Who	Date by	Result
3, 3	Provide feedback from Parish Council re TA/2010/538 to Planning at TDC	Clerk	29/6	COMPLETE
4, 3	Provide feedback from Parish Council re TA/2010/575 to Planning at TDC	Clerk	29/6	COMPLETE
5, 3	Provide feedback from Parish Council re TA/2010/594 to Planning at TDC	Clerk	29/6	COMPLETE
6, 3	Communicate future planning meeting schedule	Clerk	2/7	COMPLETE

Item & page (27 Sept)	Action	Who	Date by	Result
3, 5	Provide a response from the Parish Council re TA/2010/1086 to Planning at TDC	Clerk	4/10	
4, 5	Initiate planning application with TDC for B1/D1 for First floor of Aileen McHugo Building	Clerk / IM	6/10	
4,5	Contact 3 letting agents to get rental estimates and tenant feasibility	Clerk	29/9	
4,5	Complete changes on Expression of Interest document	S Smale	4/10	
4,5	Circulate list of potential tenants and obtain updates, then circulate new expression of interest	Clerk	4/10	
4,5	Contact architect and update on current situation with Aileen McHugo building	Clerk	4/10	

Finance and Planning meeting Minutes

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 7th October 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 pm

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

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: None

2. Minutes

The minutes of the meeting held on the 7th May 2010 were approved as a correct record and signed by the Chairman.

3. Grants – applications received

The Clerk informed the meeting that a request had been received for the current financial year 2010/11 from CAB and the Vern d 'Anjou organisation. An amount equal to last year's grant (£180) was approved for payment this month for CAB and £500 was proposed and agreed for Vern to assist with projected costs for the visit to Tatsfield the coming year from Verne. Requests had also been received from CAB and Crimestoppers for the coming financial year. It was agreed that the Parish Council would recommend amounts of £180 and £50 respectively to these organisations. The Clerk noted that although an amount of £500 had been approved to be paid to the Tatsfield Responders in the previous year, no detailed request had been received from Phil Clark, despite requests from the Clerk. The Chairman informed the committee that the Responders were currently unsure of their future as the South East Central Ambulance Service (SECAS) support was in some disarray. It was agreed that the Clerk would contact Phil Clark to inform him that the amount granted would not be held past December 2010 should a claim not be forthcoming up to that date, and that if further amounts were required, a new request would need to be made. The Christmas Carol concert was discussed and it was noted that total expenses were likely to be similar to the previous year (£250), although the Clerk suggested allowing £300 at least based on estimates that D Bishop had given regarding expected expenses. This was agreed unanimously.

The Chairman informed the Committee that an item for proposal to the Parish Council would be made for the creation of a Boule pitch to coincide with the Verne visit the following year. This had been discussed with a local builder B Ling and he had agreed to provisionally sponsor at least the materials for the building of the pitch. It was agreed this would be supported by the committee at the Parish Council meeting. The Chairman noted that it was intended the actual labour be performed with local volunteers.

4. 4. Budget 2011/12 – draft and discussion

The Finance Committee considered the draft Budget proposed by the Clerk. There were discussions on the income amount to be placed for rental on the Ground Floor Aileen McHugo building. It was proposed and agreed with some reservations, that an amount of £6,000 would initially be forecast. It was also noted that there may be an income of £7,000 from wayleaves but as this was not confirmed it should not be included.

The amounts for administration were agreed unanimously, including the proposal for addition of the TCGA items to be placed on the Parish Council's insurance. It was also agreed that a figure of £500 for training to include the Clerk's initial projected costs for CiLCA training as well as possible allowances for new Councillors in May 2011 requiring training.

A discussion was held regarding the amounts proposed for expenditure on property, with an agreement that overall given the expenditure in the current financial year, maintenance costs should be lowered to £5,000, with no allowance for professional fees. It was noted, however, that as there was as yet no confirmed figure for the Village Hall floor, that the amount proposed should be included until such time as agreement with the Village Hall Management committee had been reached. The Clerk also noted that the full current estimate for rates should be included, as no firm decision on partitioning for the Ground Floor of Aileen McHugo building had yet been reached. It was also agreed to include the maintenance costs for the TCGA in the budget, as per figures given by Tandridge District Council and obtained estimates from the Clerk for grass cutting

There was some discussion regarding the proposed amount in the current financial year for the TIB grant, the Clerk to investigate the actual amount agreed in 2009. It was agreed that this would be substantially reduced with total grants for the year being lowered to £2,500 and an allowance of £500 for TIB.

Overall there was a general consensus that the coming financial year was going to require severe expenditure cuts and extra effort in obtaining some rental income for the Aileen McHugo building. It was proposed and agreed that a statement accompanying the draft budget would be issued, together with a proposal for quarterly reviews of the budget against actual expenditure at upcoming Parish Council meetings.

4. Items for Discussion or Referral to Future Agendas

None.

The Meeting closed at 9.30 p.m.

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 25th October 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: It was noted that Mr Giles Hawkes had provided a general apology for the foreseeable future for meetings held on Monday evenings.

(b) Declarations of Interest: Mr Ian Mitchell declared a personal interest in Item 3 – TA/2010/1151 – Hawthorns, Greenway

2. Minutes of the Previous Meeting: The minutes of the previous meeting (September) were signed as an accurate record.

3. Planning Application TA/2010/1151 – Hawthorns, Greenway. The Clerk reported that a delay had occurred in sending out the planning application documentation by Tandridge District Council, resulting in said documents only being received by the Clerk upon her return from holiday on 24th October. The documents were handed over to the Planning member Susan Smale and it was agreed that as an additional 21 days had been awarded to respond that this item would be addressed at the November meeting of the Parish Council.

4. Planning Application TA/2010/1101 - Land between Pine Lodge & St. Elmo, Maesmaur Road, Tatsfield: The planning member reported this was a simple outline planning permission requested for a single storey bungalow in land that had never previously been built on. The proposal was for a similar sized dwelling to St Elmo, placed in the middle of this plot and did not overlook Woodview. The proposed dwelling would be outside the settlement area and therefore in greenbelt land. Following a short discussion it was agreed that an objection under RE2 would be raised, based on the presumption against new development in the greenbelt, which this clearly was. The Clerk to progress.

5. Planning Application TA/2010/1187 – 3 Grove Villas, Grove Road: The planning member noted that this was a follow up to a Certificate of Lawfulness for Proposed Development that had resulted in a split decision by Tandridge planning. This item covered the proposed single storey extension to the side and rear. The proposed extension appeared modest and provided some needed space in the plans. It was in keeping with other extensions in the terrace and being in the settlement area, the Parish Council agreed that no comment on this item would be made.

6. Matters for Reporting or Inclusion in Future Agenda:

(a) Surrey Village of the Year: general congratulations to the organisers and participants in the STOVY competition which had resulted in a win overall for Tatsfield and an additional award for sustainability. This would be covered in greater detail in the November Parish Council meeting.

(b) Planning training night (12th November) – it was agreed that a list of items that the Parish Council would like addressed at this session would be provided. These included:

- · clarification on the time frame for issuing of the template for use by Parish Councils in producing character assessments
- · the possibility of raising the status of the recent letter to Bob Evans and the issue of how to protect Tatsfield's unique planning character and style
- · the development area and sustainability review
- · where can the comments made by Tatsfield Parish Council be the most use to Tandridge planning
- · how can the website be best used with regards to downloading plans / working out cubic meterage ?

(c) School Fireworks: there was a general agreement on the placing of signs on the Green to advertise this event as well as allowing the use of the Parish Council cones. A request would be made to the school for a nominated individual to be responsible for the cones. It was noted this would be a real test for the parking and traffic system around the Village Hall as there was also an event happening in the latter that night.

(d) Car Park and bollards: The Chairman reported that he was awaiting final confirmation from the contractors to Surrey County Council (Kier) regarding the installation of the damaged lighting bollards. This was expected to take place sometime during the coming week and would involve closing down the car park. The proposed hoops and response to be sent to Paul Meredith regarding the latter was discussed. It was agreed that the Parish Council would agree in principle to what was proposed but that a request would be made to increase the height of the hoops to the maximum available from the manufacturer. It was also agreed to request them to be issued in white-based luminescent paint but if this was not available then black would suffice and the Parish Council would cover them in luminescent tape. It was reported that the problems with the telescopic bollards should be addressed under warranty and these should be progressed by Surrey County Council who was the client.

(e) All Building works: it was agreed that the Clerk should request a meeting through Tony Dawkins following the receipt of positive references for All Building Works.

(f) Aileen McHugo tenancy: the final format of the document would be sent out to all and a request would be made to Karrisons for their fees and terms and conditions for an agent. Additionally it was noted that the recent planning application for the first floor of the Aileen McHugo building had found that A2 was also required and that this was likely to need to extend to the ground floor. The Clerk to progress. It was also generally agreed that quotes for partitioning the Ground Floor would be obtained.

(g) Affordable Housing: following a recent notification from English Rural, it was agreed that the Clerk would formulate a request for clarification regarding the issues highlighted in the English Rural report regarding the amenity area proposed by the Parish Council. It was agreed that Parish Council would not accept management or lease of the land as proposed by English Rural. It was also agreed that a note clarifying the amenity area's general purpose and the fact that the Parish Council believed it to be essential in creating and maintaining a sense of identity and pride in a community would be made, drawing on lessons learnt from The Copse. The Clerk to progress.

(h) Shaw Road Triangle: a proposal was made regarding claiming this land as it had already been enclosed. This would be researched and reported in the upcoming meeting.

The Meeting concluded at 9.25pm

Item & page (27 Sept)	Action	Who	Date by	Result
3, 5	Provide a response from the Parish Council re TA/2010/1086 to Planning at TDC	Clerk	4/10	COMPLETE
4, 5	Initiate planning application with TDC for B1/D1 for First floor of Aileen McHugo Building	Clerk / IM	6/10	COMPLETE
4,5	Contact 3 letting agents to get rental estimates and tenant feasibility	Clerk	29/9	COMPLETE
4,5	Complete changes on Expression of Interest document	S Smale	4/10	COMPLETE
4,5	Circulate list of potential tenants and obtain updates, then circulate new expression of interest	Clerk	4/10	In progress
4,5	Contact architect and update on current situation with Aileen McHugo building	Clerk	4/10	COMPLETE

Item & page (25 Oct)	Action	Who	Date by	Result
4, 7	Provide a response from the Parish Council re TA/2010/1101 to Planning at TDC	Clerk	27/10	COMPLETE
6d, 8	Response to be sent to SCC re bollard hoops	Sandy P	27/10	COMPLETE
6e, 8	Request a meeting with T Dawkins	Clerk	26/10	COMPLETE
6f, 8	Enquire about the addition of A2 to the Planning Application for Ground Floor AM	Clerk	29/10	
6g, 8	Respond to English Rural's report regarding the Affordable Housing project.	Clerk	29/10	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 15th November 2010 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 pm

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

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: None

2. Minutes

The minutes of the meeting held on the 7th October 2010 were approved as a correct record and signed by the Chairman.

3. Grants – applications received

The Clerk informed the Parish Council that she had received documentation together with a letter from St Mary's Church, relating to a grant allocation made in September 2008. This related to a request (dated August 2008) agreed by the Parish Council on that date, stating that £750 would be allocated in the 2008 /9 and 2009/10 budgets for surveys and work required to prepare donated land for additional burials. The planning application had been paid for by the Parish Council but since that first request in 2008 no further information or updates had been received to the Clerk's knowledge. A discussion ensued and it was agreed that the Clerk should write back to St Mary's PCC requesting additional information regarding the proposed expenditure as well as what work had already been completed and expected timescales on that remaining. The Clerk was also instructed to clarify the Parish Council's position of only allocating monies for grants during the financial year they related to. Monies were not carried over and kept for subsequent years unless the Parish Council agreed this under exceptional circumstances. The Finance Committee was reminded that the coming year was going to be tight on budgets, including grants. The Clerk to write to St Mary's Church PCC.

It was noted that the Surrey Archaeological Society may be interested in getting involved in this project and may be able to assist and significantly reduce the proposed costs. Ian Mitchell to clarify.

The Clerk informed that Committee that a request for a grant had been received from the Tatsfield Parish Magazine. It was agreed that an amount of £50 would be granted.

The Clerk requested a breakdown of the items comprising the grant to D Bishop who was organising the Christmas Carol Singing on 17th December.

The Clerk also noted that these 2 items would then complete the final allocating of the Grant budget for 2009/10.

It was confirmed by the Finance Committee that the amount granted last meeting to TIB would remain at £500.

4. Budget 2011/12 – draft and discussion

The Clerk had circulated an updated version of the Budget for 2011/12. It was agreed to increase the total budget for grants to £3,000 to accommodate the additional request from St Mary's PCC.

The Clerk voiced her reticence at including an amount in Aileen McHugo rental of £6,000 given that no current tenants had yet been awarded a lease. The Finance Committee felt that the amount was to be considered as a target to work towards and the Clerk's point was noted but not acted upon.

Under PC Property, the Clerk noted that the amount referring to rates was likely to go down if a tenancy was awarded as the tenant would then pay the rates directly, but it was decided in the interests of prudent accounting that the budgeted amount would remain at this stage.

A discussion took place regarding the Village Hall floor as this had recently been agreed with the Village Hall Management Committee as being the responsibility of the Parish Council as the landlord. The Clerk informed the meeting that quotes in 2009 had not been obtained to a specification and ranged in value from £2,900 - £8,000. Alternative sources of funding had been pinpointed, through SCA, but these needed further investigation. It was agreed that the Clerk should write to the VHMC and inform them that the Parish Council required a specification to be submitted to at least 3 suppliers and that a programme of annual maintenance should also be included within the specification as it had only been 6 years since the last time the floor had been sanded and resealed. Additionally investigations into alternative fund sources should be made. It was decided that no increase to the original amount of £3,000 would be forthcoming at this point, given financial considerations.

The Clerk informed the committee that a query from the Parish Council regarding the absence of an amount in the budget for professional fees had been received. It was determined that it was unlikely that additional professional fees would be required for the forthcoming financial year and that legal requirements were likely to be included within the SCAPTC annual subscription.

It was determined that no further changes would be made to the proposed budget, which is enclosed with these minutes and that this would be presented for final approval at the December meeting of the Parish Council.

It was determined that the School would be approached to request assistance and contribution with the maintenance costs for the TCGA as they did make a substantial use of the facility. J Allbutt to progress.

5. Items for Discussion or Referral to Future Agendas

The Clerk informed the Parish Council that a request for a loan to purchase a dishwasher for the Village Hall had been received from a Village Hall Management Committee representative. Enquiries had been made as to the validity of this and had been confirmed under Section 137. A letter would be sent to the VHMC requesting a formal acceptance

of their intention to repay the loan within a specified time scale and further information would be made available at the Parish Council meeting in December, including quotes and the invoice from the supplier of the dishwasher.

Item & page (22 Nov)	Action	Who	Date by	Result
3,9	Respond to TA/2010/1318	Clerk	23/11	COMPLETE
4,9	Respond to TA/2010/1323	Clerk	25/11	COMPLETE
5,9	Figures for ground floor rental	Clerk	30/11	Complete

Item & page	Action	Who	Date by	Result
3, 6	Write to St Mary's PCC re letter received November 2010	Clerk	19/11	Complete
3, 6	Investigate possible assistance by Surrey Archaeological Society	I Mitchell	30/11	Complete
4, 6	Write to VHMC clarifying position on floor, requesting specification and 3 quotes as well as funding options	Clerk	23/11	Complete

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

Present: Mr Jon Allbutt (in the chair)
 Mrs Susan Smale Mr Ian Mitchell Mrs Carol Jordan
 Mrs Sandy Philibert Mrs Eileen Pearce (planning member)
In Attendance: Mrs Ana Hughes (Clerk)

1. (a) Apologies: None

(b) Declarations of Interest: Mrs Sandy Philibert expressed a personal interest in item 3 – TA/2010/1318, 39a Paynesfield Road due to proximity to dwelling.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (October) were signed as an accurate record.

3. Planning Application TA/2010/1318 – Land adjacent 39a Paynesfield Road, Tatsfield. Erection of 1 x 4-bed dwelling attached to 39A Paynesfield Road

The meeting was reminded that there already existed planning permission for a 3 bed dwelling on this property, granted in 2008 and that the current application showed the intention of the applicant to commence building before the previous permission lapsed, however the current application was for 4 bedrooms on the first floor, as opposed to the 3 already granted. Parking for 2 vehicles was proposed. Following a discussion it was determined that the Parish Council’s objection to previous applications for this land, including the one actually granted in 2008 and subsequent applications in June, still stood and should be further reinforced. The Clerk was instructed to note the previous objections on grounds of the proposed property being un-neighbourly, and exacerbating the existing tight parking conditions along the road, as well as possible danger to parking near the junction with Crossway and Johns Road as detailed in the Parish Council’s response in July.

4. Planning Application TA/2010/1323 - 1 Paynesfield Road, Tatsfield, TN16 2AT - Demolition of existing lean-to store and erection of extension to existing garage and enclosure of existing porch.

The planning member informed the meeting that the application appeared to indicate a desire to tidy up the current derelict buildings and extend the existing garage to provide more room for additional vehicles. The Parish Council welcomed the move proposed in the Planning application that appeared to both offer additional parking and was within the settlement area. The Clerk was instructed to inform Tandridge Planning that there was no objection to this proposal.

5. Aileen McHugo Building

The Clerk reported that matters were in hand to obtain quotes for electrical modifications proposed by possible tenants for the first floor, and that further quotes for soundproofing were also being obtained. It was agreed that the Clerk should present possible room rental amounts based on projected rates, heating and lighting figures so that interested parties in the treatment rooms could be given an idea on the Parish Council’s expectations for charging, should planning consent be obtained for the first floor.

6. Matters for Reporting or Inclusion in Future Agenda:

(a) TA/2010/1405 – Toronto House, Paynesfield Road.

Demolition of existing garage, shed and brick outbuilding. Alterations and conversion of existing pool house to form a 1 x bed residential annexe as ancillary living accommodation to Toronto House. Alterations to window and door positions at Toronto House and erection of timber fence and gates to front boundary.

The planning member had only received the documentation for this item 2 days previously and had not managed to discuss it with the planning officer in Tandridge. A discussion took place a propos the application, focusing on the voluntary Section 106 statement the applicants had proposed regarding the pool house alterations took place. The meeting also talked about the possibility of proposing a planning condition to ensure the demolitions listed in the application took place. It was agreed that the Parish Council would make a decision following the planning member’s conversation with the Tandridge planning officer and a report to the Parish Council meeting in December.

The Meeting concluded at 9.00pm

Item & page (27 Sept)	Action	Who	Date by	Result
4,5	Circulate list of potential tenants and obtain updates, then circulate new expression of interest	Clerk	4/10	Complete

Item & page (22 Nov)	Action	Who	Date by	Result
3,9	Respond to TA/2010/1318	Clerk	23/11	COMPLETE
4,9	Respond to TA/2010/1323	Clerk	25/11	COMPLETE

Item & page (22 Nov)	Action	Who	Date by	Result
5,9	Figures for ground floor rental	Clerk	30/11	Complete

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11th October 2010 in the Parish Room,
Westmore Green, Tatsfield commencing at 7.30 p.m.**

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 5 parishioners.

1 (a) Apologies: Mr Giles Hawkes

(b) Declarations of Interest: Ian Mitchell declared a personal interest in Planning TA/2010/1151 (Hawthorns) due to proximity to the property.

2. Minutes

The minutes of the meeting held on the 13th September 2010 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. TCGA

The Clerk informed the Parish Council that Tandridge Legal had declared they did not foresee that the requirements under the Agreement with the Lottery would be placed in jeopardy through the delay in signature of the Management agreement and agreement 300/17. Sue Hadida from Tandridge Legal had confirmed that the following Lottery inspection would take place in March 2011 and that this afforded some leeway in resolving the matter of the Lease. The Clerk also informed the Parish Council that pressure was being placed on Surrey County Council from various departments, as well as through David Hodge, to resolve the outstanding issue with the car park and thereby conclude the Deed of Completion thus transferring the Lease of the land around the TCGA to the Parish Council. This would then enable signature of the various agreements.

The Chairman reported the TCGA continued to be used by tennis, netball and other informal groups as well as by the School during their hours of business and other local residents.

5. Planning

(a) Current Applications: Current Planning applications were discussed as per Schedule A.

TA/2010/1042 - Manor Croft, Cudham Road: following the Planning Meeting held on 27th September, Tandridge Planning confirmed that as the applicant was requesting guidance from them regarding the current policies surrounding a previously refused application they were thinking of resubmitting, there was no input possible from the Parish Council at this stage.

TA/2010/1209 – 2 Pond Cottages, Westmore Green: The planning member informed the Parish Council that her research led to conclusion that the proposed extension was within acceptable boundaries and would not adversely overlook neighbours. It was noted that #1 Pond Cottages had extended to the side and rear. As the proposed extension was a modest one within the settlement area, a recommendation was made for no comment on this application by the Parish Council. This was agreed and the Clerk to report to Tandridge planning

TA/2010/1211 - Grey Gables, Ricketts Hill Road: The planning member informed the Parish Council that her research led her to believe the extension being requested in this planning application was of the same dimension as that approved in a 2009 planning application that was not acted upon, except that it was for 2 stories. Recommendation was made for no comment as this was not above roof level and was within acceptable boundaries. This was agreed and the Clerk to progress.

TA/2010/1151 – Hawthorns, Greenway: The Clerk noted that no plans had yet been received and it was agreed to delay discussion on this item until the planning meeting later in the month.

(b) Next Month's Planning Councillor: Sue Smale, as Eileen Pearce will be absent for some time in the coming weeks and will not be available at the following meetings. As the planning officer next in line, Eileen Pearce requested comments and agreement on the letter to be sent to Bob Evans in Tandridge District Council to request assistance for Tatsfield Parish Council with formulation of their Parish Plan. It was agreed that in principle the text proposed was acceptable, and that following further comments the Chairman would send it off as soon as possible to ensure Tatsfield's 'stake' for assistance in this matter was made early on.

(c) Proposal to enable participation of public in planning meetings: this item will be covered in a later meeting.

6. Finance

(a) Payments to be authorised: The Clerk informed the Parish Council that Mansell had accepted the amount of £1,000 proposed in September and had issued a credit note for the previous invoice. The Clerk pointed out the higher items of expenditure to be paid this month, including TIB invoices. It was noted that the boiler had been serviced and radiators checked and flushed. This was expected to reduce electricity usage over the winter months. Grant amounts

for Oxted Cab, Tatsfield Composting Scheme, Crimestoppers had been discussed by the Finance Committee and a recommendation for approval suggested to the Parish Council. These were agreed for 2010/11. The items on Schedule B were agreed.

(b) **Budget 2011/12** : The Chairman brought to the attention of the Parish Council the draft budget that had been reviewed and agreed as circulated by the Finance Committee the previous week. No comments were forthcoming at this stage. The Clerk reminded the Parish Council that ratification and agreement of the budget would be required by the December meeting. A request was made to determine the recommended reserves amount, the Clerk would investigate and report back. A concern was raised regarding the proposed capping of precepts by the Government. The Clerk informed the meeting that the view and recommendation of NALC to the government following the consultation on this matter was that it should only apply to large Town and Parish Councils, with potential revenue in excess of £1m as detailed in the recent SCAPTC meeting on 16th September, which the Clerk had attended. The Parish Council were reminded that the draft budget pre-supposed the need to raise the precept substantially for the coming year and that a more frugal approach to spending and committing resources would be required.

7. Highways & Rights of Way

(a) **Highways**: A detailed report that covered routine matters dealt with by the Highways officer since the last meeting had been circulated and made available. It was noted that work was due to be done in Lusted Hall Lane that was likely to involve road closures in the coming week. Additionally it was noted that the condition of Raghill Road was worrying with drainage problems adding to the current bad state of the road. A report had been made in March requesting repairs and although some potholes had been filled this had not resolved outstanding issues. The highways officer also noted that Surrey Highways had agreed to replace the missing Tatsfield sign but no timescale was forthcoming at this juncture.

(b) **Village Centre road scheme**: the Highways Officer informed the Parish Council that the information requested by the Police at the previous meeting in September was in her possession and would be passed on to them in November.

(c) **Footpath Walks**: The Parish Council was informed that the team currently re-writing the footpath walks have found a number of stiles requiring repair and overgrowth on the footpaths. It was agreed that contact would be made with Philippa Gates to discuss these matters as it was deemed likely that the landowners have final responsibility to maintain the footpaths.

8. Notified Matters

(a) **Emergency Equipment**: The Chairman reported that Mike Lambert had agreed to consider a request to rebuild the green shed correctly.

(b) **Affordable Housing**: A report had been circulated to the Parish Council covering this item by the Affordable Housing member. Following a request for clarification, it was confirmed that an alteration to the report was needed regarding the allocation of dwellings on the basis of rental or part-ownership – there was currently no list and that this would be performed based on need and not as stated in the report.

(c) **Broadband**: The Parish Council was asked to consider whether support should be given to the company run by Cliff Hardcastle regarding their intention to organise an information evening for Tatsfield residents about the provision of broadband as detailed in previous meetings. It was agreed that the Parish Council would support the provision of information but not the drive to provide the broadband initiative, especially given the extremely small response thus far received. The leaflet proposed by Mr. Hardcastle to be amended and returned to reflect the Parish Council's decision.

(d) **Christmas Arrangements**: The Chairman thanked Dave Bishop on behalf of the Parish Council for his efforts in organising the Carol Concert once again. There was general agreement regarding the proposed expenditure on the Lewisham Concert band attendance, which was estimated to be around £250. Mulled wine and Mince pies would be supplied by the Ship. The Parish Council agreed to place a request in the following month's Parish Magazine for a donation of a Christmas tree for the celebrations as this had worked well in the past. A discussion regarding the purchase of additional lights took place and it was agreed that the Clerk would circulate prospective costs for a decision in November. It was also noted that a request would need to be made to close the road around the Village Centre for the Carol Concert on 17th December, as well as contacting the police and Responders for their support. The Clerk to progress.

(e) **Playground refurbishment**: The Chairman reported that it had been confirmed by Steve Hyder that the proposed refurbishment of the playground in Tatsfield was one of the likely areas to suffer in the recent financial cuts. It had also been confirmed that a partnership between the local community and the District Council, with both sides contributing to the replacement costs was more likely to succeed. It was estimated that the refurbishment would cost between £30,000 and £40,000. The Parish Council agreed in principle that an appeal for funds and request for local volunteers to co-ordinate the fund-raising would be put in motion as soon as possible.

9. Reports from Members and Outside Organisations

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

- 1) Surrey Village of the Year awards ceremony is on 23rd October in Ewhurst. Mr Hodge wished Tatsfield good luck on the result.
 - 2) The solutions to the outstanding items on the car park appeared to be moving forward.
 - 3) A meeting with Ricketts Hill Road residents would be taking place on 12th October as a proposal was under consideration for road closure signs to be held with residents to prevent future incidents such as the recent fallen tree blocking the road. Mr Hodge would report the result to the Clerk. The Chairman showed interest in the result as a request had been made for this in the past and had been denied.
 - 4) Winter maintenance: Priority 1 routes had now been established from the bottom of Ricketts Hill Lane, up Ship Hill, Approach Road and to Clarks Lane. The Chairman noted that the village centre area at the top of Paynesfield Road and Westmore green would need to be included as otherwise it is impossible for buses to turn or function. It was reported that additional £1m funds had been added to the total Priority 1 routes for Surrey as well as more gritter vans, salt tonnage in depots and local farmers drafted. Additionally salt and vehicles to enable spreading on walkways in town centres had been provided. Concern was expressed at a recurrence of the previous 2 years experiences where Tatsfield's particular weather conditions had not been noted even after contact with Surrey Highways had been made, resulting in a lock down of the village for over 3 days last winter. Mr Hodge confirmed that it was not possible for London Borough of Bromley to clear snow or grit roads in a neighbouring county as this was denied by previous legal precedence. Residents would be encouraged to clear their own driveways and in front of their dwellings as long as no black ice was formed by using hot water to clear snow. A document confirming the above would be sent to the Clerk.
 - 5) Salt bin locations had been agreed and a list would be sent to Sandy Philibert confirming this.
 - 6) Gully cleaning in Tatsfield would take place in October as well as work in Lusted Hall Lane and Westhall.
 - 7) A reorganisation of the Highways Department in Surrey had taken place recently resulting in less administration positions.
- (b) District Councillor:** Bob David reported on the following matters:
- 1) An incident at the playground in Tatsfield had resulted in a youngster falling through one of the climbing frames with, thankfully, no damage. This had been reported to Tandridge District Council. The Parish Council expressed concern for the youngster, and requested an update from Tandridge as they are in charge of the health and safety checks on the equipment. The faulty item had been secured.
 - 2) The lay-by at the end of Approach Road is constantly being littered as no bin is available; the Parish Council was asked to consider the installation of a bin at this location.
 - 3) No clear news is available regarding the current status of the dogs form Old Lane. The District Councillor expressed sorrow, echoed by the Chairman, at the lack of information forthcoming from the Police in this matter.
 - 4) A police questionnaire had been received and was being addressed.
- (c) Tatsfield Community Responders:** A report had been received from Phil Clark updating the Parish Council regarding the current status of the Tatsfield Community Responders.
- (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 couple of matters were brought to the attention of the Parish Council in this report. The signs that had appeared in front of the Village Hall and by the school indicating the car parking arrangements had been installed by the VHMC. The Parish Council was asked to consider additional signs indicating clearer location of the Village Hall and Aileen McHugo buildings as comments from outside visitors led to a belief that there was confusion on this matter. The Clerk to circulate the quotes discussed at earlier meetings. The meeting to discuss the floor was positive and the Chairman was still awaiting details to be circulated by Carol Jordan regarding wording.
- (e) Tatsfield Youth Project:** Nothing to report
- (f) Tatsfield in Bloom:** The Chairman congratulated the Tatsfield in Bloom and village volunteers for the second Gold Medal achieved in the Britain in Bloom competition. A meeting to discuss the following year's activities would take place shortly.
- (g) Biggin Hill Airport:** It was reported that the 2010 Biggin Hill Air Fair would be the final one and that from 2011 this would become an Open House Air day with far fewer air displays and more focus on the specialist services provided by the onsite companies.
- (h) Vern d' Anjou Association:** The Clerk had received a request for financial assistance from the Vern d' Anjou organisation and this had been agreed by the Finance Committee. An amount of £500 was proposed and agreed in the meeting to be awarded for this financial year. It was also reported that a boule pitch had been proposed as an idea to be located next to the TCGA. The materials had been provisionally agreed to be sponsored by Brian Ling. The Chairman proposed to supervise and assist in the construction with volunteers from the organisation. It was proposed that Guy Tetzer should be approached by the Chairman to manage the project. This was agreed. The Clerk reminded the Parish Council that until the lease had been formally completed the land proposed for the building of the pitch was still Surrey County Council land. This was noted. Communication with Tatsfield School would also need to take place.
- (i) Police:** Nothing new to report
 - (j) East Surrey Parishes Liaison Group:** Nothing new to report.

(k) Speedwatch: Activity within and around the village had been noticed. Some volunteers were still awaiting training.

10. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that a meeting held on 7th October with Paul Meredith and the Surrey County Council (SCC) contractor representative Bonnie Rickerby (Kier) had proceeded well. The Chairman thanked Sandy Philibert for her excellent support and preparation for the meeting as none had been forthcoming from the Surrey County Council project manager. It was reported that agreement had been reached with the County Council in regards to the damaged bollards. These would be supplied by Thorlux and installed by Kier, with payment being made by SCC. The proposed hoops for protection of the lighting bollards were going to be researched by those present and agreement would be reached between SCC and the Parish Council for their purchase and installation, with SCC supplying the funding. A diagram on the retractable bollards which were currently filling up with water had also been supplied and SCC would investigate whether they had been installed correctly. The Chairman also reported expressing concern with the entrance into the car park with recent chaos having ensued with the advent of bad weather resulting in queuing of vehicles all down Ship Hill, much as the Parish Council had foreseen. This would continue to be monitored.

(b) Tatsfield Green : The Chairman reported that a meeting with the previous sponsor of the initial path had proceeded in a positive manner with the sponsor expressing support for the extension as long as it was on the east side of the Green. The committee examining this would continue to research and provide information at the proposed Public Information meeting in mid-November that the Clerk would arrange. Concern at the coming year's likely freeze on spending was voiced.

(c) Westmore Green: No further research into costs for placing posts around the Green to discourage parking and minimise soil erosion had been made recently. Sandy Philibert would follow up Surrey Highways regarding the posts to be placed on the Approach Road stretch of Westmore Green. The Chairman expressed concern about planting trees on the Approach Road section of the green given grass density was already suffering with existing foliage. However there was a possibility to consider tree planting on the areas of Westmore Green currently being periodically parked upon by residents of Lusted Hall Lane.

(d) Pond: The Chairman reported that the pond continued to thrive. It had been remarked upon particularly by the judges of Britain in Bloom as an excellent effort at restoration.

(e) Millennium Wood: Nothing new to report.

(f) Kemsley Wood : The Clerk had reminded the Chairman that he needed to purchase a lock for the gate.

(g) Parish Room/Surgery: The Clerk reported a meeting had been held with Tandridge re the application for change of use for the first floor to B1/D1. This had eventually led to the Planning officer confirming that only new buildings could be obliged to prove compliance with DDA. The Parish Council could be expected to prove 'best endeavours' when catering for someone who wished to attend meetings with a disability. Possible options would include changing the meeting location to the first floor. A quote for installing a stair lift had been supplied recently to the Parish Council coming to £3850 (excluding VAT). The Clerk was asked to clarify whether a time scale was applicable for this quote. The Chairman reported that representatives from Karrisons and White & Sons had viewed the building and a report had been received by the Clerk from the latter. Confirmation of the current difficult economic times had been forthcoming from both companies, with White & Sons proposing that the Parish Council consider converting the building into residential usage, which would be far easier to let. The Clerk informed the Parish Council that this option had been immediately rebuffed by the planning officer seen last week.

The Chairman reminded the Parish Council that the pro-forma required completing and then sent out to prospective interested parties as soon as possible. It was agreed following a request for clarification, that any councillor could send out the pro-forma, but that the Clerk should collate responses. The Clerk informed the Parish Council that written confirmation had been received from the Business Rates department at Tandridge District Council regarding the payment holiday for the currently empty ground floor of the Aileen McHugo building. This would continue until the next financial year 31/3/2011. The news was received with relief. The Parish Council was asked to confirm the award of the maintenance contract to All Building Works following the withdrawal of Brian Ling from the tender at a late stage. This was agreed. Confirmation of references was currently underway and Tony Dawkins had asked the Parish Council to consider delaying the start of work until the spring. The Clerk was currently awaiting clarification of his request with regards to costs. The general feeling was that work to the Aileen McHugo building should start as soon as possible with the Village Hall work requiring extra care to work around commitments.

(h) Village Hall: Maintenance project covered in (g)

(i) Allotment Project: The Chairman confirmed that changes to the plan had been made by Whelan and that he was still awaiting Heads of Agreement from Hedley's and would chase this up the coming week. A meeting had been scheduled for 27th October to discuss next steps and relationships. Jon Allbutt and Susan Smale had expressed interest in being representative on the Allotments committee. This was agreed.

11. Meetings to Attend/Correspondence-

(a) Meetings:

(1) SCAPTC AGM – 5 October – Ian Mitchell to attend

(2) ESPLG Meeting 27 October – Susan Smale and Eileen Pearce to attend

(b) Correspondence: The Clerk requested 2 signatures on a letter requesting a transfer of funds from the Parish Council's Deposit to the Current account to cover expenditure for October which was unusually high. This was agreed.

12. Matters for Reporting or Inclusion of Future Agenda

An update on planting in the car park was requested. This would be confirmed by the Clerk in the November meeting. The Clerk was asked to place an action to investigate advertising that had not been approved by the District Council. Apologies were given by Ian Mitchell and Eileen Pearce for the meeting to be held in November.

The Meeting closed at 10.29 p.m.

Subjects raised in Public Adjournments

1. Current concern regarding the possibility that the 2011 Reception intake had already been filled in 22 out of the total 30 places available, by sibling rule. This could mean that many Tatsfield residents would not be able to use their own local school, with some siblings coming from Biggin Hill, Oxted and Westerham. The Parish Council's advice as to possible areas of support in raising awareness of this situation was requested, with letter already being sent to the Parish Magazine, Surrey County Council and others. It was advised that the local MP should be approached as well as the Tatsfield County Councillor.

2. Thanks for the swift filling in of the pot hole in Approach Road.

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress

Item & page (14 June)	Action	Who	Date by	Result
5, 36	Produce wording for additional sign for installation alongside the main TCGA sign	Clerk	21/6	In progress
8a, 37	Investigate disappearance of Tatsfield sign at Ricketts Hill Road / Lusted Hall Lane junction	Sandy P	1/7	Complete

Item & page (12 July)	Action	Who	Date by	Result
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	No further action possible
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	In progress

Item & page (13 Sept)	Action	Who	Date by	Result
4, 54	Write to interested parties and inform them of the decision not to proceed with their interest in the 5 year tenancy	Clerk	15/9	Complete
6, 54	Investigate impact of decision not to sign TCGA agreements with Lottery conditions	Clerk	17/9	Complete
7a, 55	Arrange meeting with Piers Mason TDC	Clerk	17/9	Complete
8b, 55	Contact Mansell regarding the Parish Councils offer for Invoice AS026787	Clerk	17/9	Complete
10d, 55	Costs for plaque for Aileen McHugo building	Clerk	30/9	In progress
10e, 55	Write to N Shaw with Parish Councils decision	Clerk	15/9	Complete
12a, 56	Agree meeting with P Meredith	Clerk	14/9	Complete
12a, 56	Instruct R Taylor to discuss lease with Surrey Legal	Clerk	17/9	Complete

Item & page (11 Oct)	Action	Who	Date by	Result
-------------------------	--------	-----	---------	--------

5a, 62	Inform Tandridge Planning regarding PC decision on TA/2010/1209	Clerk	20/10	
5a, 62	Inform Tandridge Planning regarding PC decision on TA/2010/1211	Clerk	20/10	
5b, 62	Agree letter contents and send to Bob Evans re Parish Plan	All, Jon Allbutt	27/10	
6b, 63	Request recommendation from Auditors regarding the optimum level of reserves for a Parish Council	Clerk	01/11	
7c, 63	Request a meeting with Philippa Gates	Eileen Pearce	01/11	
8b, 63	Amend broadband information evening leaflet	Ian Mitchell	20/10	
8d, 63	Circulate Christmas lights offer	Clerk	13/10	
8d, 63	Contact Surrey Highways, Police and Responders re Christmas Carol service	Clerk	20/10	
8d, 63	Appeal for donation of Christmas tree in November Parish Magazine	Jon Allbutt	20/10	
8e, 63	Appeal for playground refurbishment fund raising volunteers and funds in Parish Magazine	Jon Allbutt	20/10	
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	
9d, 64	Circulate information regarding Village Hall floor	C Jordan	25/10	
12b, 56	Book WI hall for Public consultation re Tatsfield Green path extension	Clerk	01/11	

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

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 10 parishioners.

1 (a) Apologies: Mr Ian Mitchell, Mrs Eileen Pearce, Mr Giles Hawkes

(b) Declarations of Interest: Sandy Philibert declared an interest in Planning Application TA/2010/1318.

2. Minutes

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

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. TCGA

The Chairman had made a recommendation to the Parish Council that the TCGA not be opened on week nights as evenings were now too dark. This had been checked with Steve Hyder and his agreement had been obtained. It was agreed that opening of the TCGA would now change to Friday after school until Monday am over the winter months, to be implemented as soon as possible. The Clerk to progress. The Chairman informed the Parish Council that efforts were being made to determine exact usage figures to be provided to the Lottery in the first year of the TCGA opening.

5. Planning

(a) Current Applications: See Planning Schedule A.

TA/2010/1151 – Hawthorns, Greenway. The planning member detailed a significant number of planning applications that had been approved in recent years and that the application currently under review involved extension of the roof space, conversion of this into habitable space and an increase in ridge height. There was strong concern voiced over the increased height in the roof and ridge as well as overall bulk. Objection had already been received from a neighbour voicing these same concerns. It was also noted that direct neighbours were likely to be overlooked by the proposed new windows. The Clerk was advised to inform Tandridge planning of the Parish Council's objection to the planning application on these points.

TA/2010/1318 - Land adjacent 39a Paynesfield Road, Tatsfield – The planning member informed the Parish Council that the plans and paperwork for this planning application had only just been received and it was agreed to delay discussion and decisions until the planning meeting later in the month.

TA/2010/1323 – It was agreed that this planning application would be discussed at the planning meeting later in the month as no documents had yet been received.

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

(c) Proposal to enable participation of public in planning meetings: The Clerk reminded the Parish Council of the intention to discuss encouraging public participation in planning meetings. It was agreed to alter the information produced for the SVOTY competition for the Parish Council and include as an insert in the Parish Magazine to highlight the role and responsibilities of the Parish Council with the view to encouraging public participation and possible future interest in standing for the Parish Council in the coming year elections. Sue Smale to collate.

6. Finance

(a) Payments to be authorised: The Clerk detailed the payments to be authorised in Schedule B and these were agreed.

(b) Budget 2011/12: The Clerk invited comments from the Parish Council to be submitted for the final review of the 2011/12 budget by the Finance Committee on 15th November.

(c) External Auditors Report for Annual Return: The Clerk informed the Parish Council that the accounts for 2009/10 had received final approval from the external auditors. The Clerk also noted 2 items that had been raised by the external auditors :

- The high amount of reserves in the accounts compared to the expenditure observed in the accounts. The Clerk reminded the Parish Council that with the upcoming maintenance and repairs project that was due to start in late November / early December on the Village Hall and Aileen McHugo building this situation was likely to be resolved at the current year's accounts in March 2011
- Weaknesses had been highlighted in the Parish Council's accounting procedures by the internal auditor's report, mainly relating to the lack of a Parish Council member's checking of the Bank Reconciliations performed by the Clerk. The Clerk proposed that a bank reconciliation be brought to the following meeting and that a Parish Council member could then be selected to perform a check and balance on a quarterly basis. This was agreed

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. The Parish Council were informed that salt bins had now been filled and members were asked to check all the bins to ensure none were left out. The District Councillor was asked to investigate the business located in Approach Road who was currently contributing to the constant opening of the pot-hole between the sports ground and scout hut.

(b) Village Centre road scheme: The Highways member informed the Parish Council that information relating to the bus lane had now been passed to the Police and that ticketing of offenders was now likely to be put in place. Several people using the bus lane had been noticed by Parish Council members during a recent Saturday morning Bakery session. There were still complaints being made about the village centre road scheme and the traffic parking and obstructing the view from Westmore Road. The safety review by Surrey County Council was now likely to take place in November. The Parish Council was reminded by the Chairman that the original scheme had in place a number of double yellow lines that would have stopped much of the dangerous parking, but that Surrey County Council Parking decided subsequent to the scheme being completed that they did not have the resources to put the yellow lines in, and that their very limited funds were more urgently required for critical parking problems elsewhere in Surrey .

(c) Footpath Walks: an update was provided to the Parish Council in Eileen Pearce's absence stating that most of the walks under review had now been completed and that a meeting of the group currently undertaking this review had been requested upon Eileen's return.

8. Notified Matters

(a) SOVTY competition: The Chairman gave those who had organised and participated in the amazing achievement of Tatsfield becoming Surrey Village of the Year 2010 great thanks and praise for their hard work and organisation. The Chairman informed the Parish Council that a sum of £550 had been received in recognition of this achievement by Tatsfield and invited proposals for its use. The Chairman proposed that 2 signs be fixed on the Tatsfield village signs to indicate its status, and that some of the money be set aside to finance the hosting of the event in 2011. It was proposed that invitations and suggestions for how the winnings could best be used to benefit the village should come from residents. It was agreed that a notice be placed in the December Parish Magazine to this effect. Carol Jordan to expedite. The Parish Council was informed that a letter asking whether Tatsfield would host the 2011 ceremonies had been received. This was agreed and a sum of around £100 was agreed to be set aside to accommodate this from the winnings. An invitation was also extended for membership of the judging committee. This was agreed in principle and further information would be sought regarding judging duties and requirements as well as whether any Tatsfield resident could be eligible. The Chairman also informed the Parish Council that Surrey County Council had been interested in showcasing Tatsfield as an example of the 'Big Society' in action. This was likely to take place before the end of 2010 and could include visit to the village by a photographer and / or film crew. General agreement was reached that this would be a good idea.

(b) Winter Maintenance: The Chairman reminded the Parish Council that an update from Surrey County Council regarding their plans had been circulated. It was noted that a grit bin schedule had also been received. Concern was voiced that the bus turning area in the village centre had not been included in the Priority 1 routes and that could have grave consequences for the functioning of Tatsfield village given that the buses would not be able to turn around or park up. This had happened the previous year and it was agreed further pressure would continue to be placed on Surrey County Council to rectify this. The Chairman reported that contact had been made with K Bellinger regarding the car park and that a meeting would take place regarding actions to take in case of snow and ice.

(c) Affordable Housing: Clerk responded as directed in planning meeting to Nick's report. The Chairman reminded the Parish Council that the latest news on cuts to Affordable Housing projects was not encouraging, but that English Rural was planning to continue to request planning on the project and would await further results.

(d) Broadband: A report had been circulated to the Parish Council detailing recent updates, which included Cliff Hardcastle's firm having approached the school about holding a public meeting in November to encourage participation in a self-help scheme such as the one outlined in the leaflet circulated by the Parish Council. Twenty two people had responded to the survey which went to all 700 households in the parish and it was also possible to respond electronically using the website. Of the 22 responses, three expressed satisfaction with the broadband service they were receiving. 18 were willing to pay £30 to register interest in a scheme to form a local company to provide an improved service. At the October 2010 Parish Council meeting it was agreed that should the private company likely to be involved in the project wish to take the matter further, the Council would help provide information about any further proposals.

(e) Christmas Arrangements: The Clerk notified the Parish Council that an application for road closure had been made to Trish Bloxham and letters sent out requesting attendance to Police and Responders. Elaine Burtenshaw from Surrey Police had responded saying the request would be considered and someone would be there 'operational commitments allowing'. The Chairman informed the Parish Council that a tree had been offered and had yet to be viewed for suitability. Following a short discussion it was agreed that a 12-15 foot tree would be more suitable and that an amount of up to £150 would be agreed for lighting.

(f) Playground refurbishment: The Chairman confirmed that previous estimate of expected spending cuts would be impacting the proposed replacement of equipment in the Westmore Green playground and that an appeal was intended to be made for a fundraising team to address this matter over the next 2 years.

(g) Art Group Exhibition of paintings on first floor: The Art Group had approached the Parish Council to suggest displaying some local art work around the Aileen McHugo building on the first floor. The Clerk informed the Parish Council that she had found out that as these are an external organisation that PC insurance does not cover damage to the art or to anyone doing anything in direct relation to the art, IE hanging them up etc. There is general PLI to cover the building but nothing in relation to the art work itself. The Art Group is currently investigating its own insurance cover. It was agreed in principle that the Parish Council was happy to display local art work and that further information would be forthcoming in the near future. The Clerk to respond

9. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge reported in response to matters raised in the previous meeting and addressed by him subsequently, that he had confirmed no changes could be made to admissions rules for Tatsfield School for entry in September 2011 as these had already been set for the whole of Surrey schools. However, there may be flexibility with regards to entry if the numbers concerned were small (1-2 extra children). This would only be known once the admissions process had been completed on 15th January 2011 and he therefore requested patience until this time. Mr Hodge confirmed that children who did not have an immediate place for the coming year would be placed on a waiting list and Surrey County Council, not the school, managed this. However for the future, Mr Hodge stated that changes could be made for admissions from 2012. Mr Hodge requested of the Parish Council a list of children who would be applying to the school in the coming years to be used by him in attempting to change the regulations and ensure that in the future, Tatsfield children would be assured of a place in their local school. It was agreed that efforts would be made to ensure a list of children expecting to apply to Tatsfield School in the village should be made available by the January 2011 Parish Council meeting. The Clerk to expedite.

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

1- Confirmation of tight budgets and cuts in all areas following the District Council finance meeting.

2- Following requests in the October meeting, questions were asked of the Planning department who confirmed that even if planning documents were sent out late this would not mean that if comments or replies were received past the 'due date' stipulated on the documentation that these would be ignored. It was pointed out that it may be helpful to state this on the planning documentation as most recipients of the documentation would not be aware of this.

3- a new dog-fouling bin and corresponding signs would be installed in the corner of Johns Road and Paynesfield Road.

4- Concerns raised over the residents of 2 Lusted Hall Lane who had been parking a number of cars in and around their property leading to cars and lorries having to pass on to Westmore Green to pass. This required action.

(c) Tatsfield Community Responders: The Clerk confirmed that a final request for items amounting to £243.51 had been received from Phil Clark and included in Schedule B for approval and payment. This was agreed.

(d) Village Hall: A report dealing with the routine matters discussed at the latest meeting and AGM of the Hall Committee had been circulated to the Parish Council. A discussion arose regarding the location of documentation to support the conclusion reached at a recent meeting between the Parish Council and the Village Hall Management Committee regarding the ownership of the floor. It was reported that it had been agreed to collate this information and pass it to the Parish Council's legal advisor at Hedley's to request an addendum to the lease, to clarify the Parish Council's responsibility for the floor in the Village Hall. The Clerk also requested budget figures for repairs to the floor as these had currently not been budgeted for in the current financial year and would need to be included for the 2011/12 budget.

(e) Tatsfield Youth Project: There was nothing to report.

(f) Tatsfield in Bloom: it was reported that meetings were being held to discuss future plans and that a formal request for budgetary support from the Parish Council would be forthcoming. A request had been made to the TIB grower for bulbs and flowers to be ready in time for the Verne visit in April.

(g) Biggin Hill Airport: The Chairman reported that flight numbers were reduced in comparison with the previous year's figures and there were plans to extend Redhill airport, which could mean increased flight traffic over Tatsfield.

(h) Vern d'Anjou Association: A report had been circulated to the Parish Council updating on recent events. The Chairman confirmed that a meeting had been held with G Tetzner who was running the Boules pitch project and that meetings were to be held with the sponsor Brian Ling to discuss final material totals. The Chairman is to contact Steve Evans to request permission for the building of the pitch as the land around the TCGA is not yet leased to the Parish Council.

(i) Police: The Chairman expressed disappointment at the recent meeting and the lack of communication with the representatives of the police. He asked that consideration be given by the Parish Council as to the usefulness of giving the Police Community Liaison group 30 minutes before the Parish Council meeting every 2 months.

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

(k) Speedwatch: It was reported that recent weather had reduced activity somewhat but that there appeared to be a generally positive feeling about the impact of the movement on speeding in the Village.

10. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that the damaged lighting bollards had been replaced efficiently by Surrey County Council's contractor – Kier – in the half term week and that he was satisfied with the work and would be reporting this back to P Meredith and Kier. The quote for the higher level protective hoops around the remaining lighting bollards had been agreed by Paul Meredith from SCC and a date for installation was to be agreed. These would be installed in black and the Parish Council would then put luminescent tape on them. The Parish Council was still awaiting final feedback regarding the retractable bollards as these were still under warranty and therefore should still be able to be replaced as such. Thanks were given to the Parish Councillors who had worked hard to ensure these matters were addressed and resolved.

(b) Tatsfield Green: The Chairman reported that a recent conversation with Steve Hyder from Tandridge District Council had led to an awareness being made of a likely reduction in mowing frequency on the Greens (Westmore and Tatsfield). This would not be unwelcome as the Parish Council had been looking to develop the southern end of Tatsfield Green as a meadow. Further details would be made available in the coming months. The Clerk confirmed that the WI hall had been booked for 24th November for the public information meeting about extending the path on Tatsfield Green.

(c) Westmore Green: See (b) for grounds maintenance.

(d) Pond: The Chairman reported that a winter tidy up would be performed around the pond when the vegetation has died down a bit more. Water levels are holding well and some plants may need to be replaced in the spring.

(e) Millennium Wood: The Chairman reported that a meeting of local residents willing to volunteer and work with the Downlands project to continue to the work according to the draft programme needed to be held soon. Clerk to liaise with Chairman to organise.

(f) Kemsley Wood: The Clerk needs to ascertain costs for the extension to the path in Kemsley Wood and this then needs to be agreed by the Parish Council.

(g) Parish Room / Aileen McHugo Building: The Chairman requested that the Parish Council consider the quote for the sign for the Aileen McHugo Building as circulated by the Clerk. This was agreed and the Clerk to order. The Chairman reported that further interested parties for the tenancy were being looked at, as was partitioning the ground floor.

(h) Village Hall: nothing further to report. Covered under item 9d.

(i) Allotment Project: The Chairman reported that a meeting would be held shortly to form a Committee and that the sponsor was ready to go, all paperwork was in hand and agreements were also being concluded. The Allotment group were awaiting a final decision from the Composting group as to whether they were going to move to the proposed allotments site or not. They were also still awaiting final feedback from Surrey Highways.

11. Meetings to Attend/Correspondence-

(a) Meetings:

(1) SSP Annual Conference – 22nd November – Ian Mitchell to attend

(2) SCA Rural Event re 'Big Society' – 8th Dec East Horsley (free). No volunteers

(b) Correspondence: The Clerk reported that a request from the Fairtrade Group through Jennie South to have Fairtrade Village added when the Ricketts Hill Road sign is replaced at the end of the road had been received. It was agreed in principle that this would be a good thing to have and the Highways member to check with Surrey Highways whether it would be possible for either them or the Parish Council to have this done.

The Clerk informed the Parish Council that letter of thanks for grants received had been written by Oxted CAB and Surrey Crimestoppers.

The Clerk reported that a consultation on rural building had been received from Tandridge District Council and that some response had been collated. It was agreed that the Clerk should issue a reply from the Parish Council based on the feedback received thus far.

12. Matters for Reporting or Inclusion of Future Agenda

The Clerk reported that following recent difficulties in placing Agenda notifications on the Parish Council noticeboards, she had received confirmation from Parish Councillors that these were Parish Council property and therefore matters relating to Parish Council business must take precedence.

The Meeting closed at 10.40 p.m.

Subjects raised in Public Adjournments

- 1- A report regarding matters arising in the prospective lack of places for local children in Tatsfield School was made by the resident who had first raised this issue in the last meeting in October. Further clarification was requested and obtained from the County Councillor under Item 9a in these minutes.
- 2- Further concerns were raised regarding the possible exclusion of local children from the school.
- 3- Lighting in the side of the Village Hall during late events.
- 4- Car park chaos observed this month with concern for the fact that the car park places allocated to the school staff do not appear to be used.

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress

Item & page (14 June)	Action	Who	Date by	Result
T8a, 37	Investigate disappearance of Tatsfield sign at Ricketts Hill Road / Lusted Hall Lane junction	Sandy P	1/7	Complete

Item & page (12 July)	Action	Who	Date by	Result
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	In progress
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	In progress

Item & page (13 Sept)	Action	Who	Date by	Result
12f, 57	Purchase a lock for the main access gate in Kemsley Road	Clerk	24/9	In progress

Item & page (11 Oct)	Action	Who	Date by	Result
5a, 62	Inform Tandridge Planning regarding PC decision on TA/2010/1209	Clerk	20/10	Complete
5a, 62	Inform Tandridge Planning regarding PC decision on TA/2010/1211	Clerk	20/10	Complete
5b, 62	Agree letter contents and send to Bob Evans re Parish Plan	All, Jon Allbutt	27/10	Complete
6b, 63	Request recommendation from Auditors regarding the optimum level of reserves for a Parish Council	Clerk	01/11	Complete
7c, 63	Request a meeting with Philippa Gates	Eileen Pearce	01/11	In progress
8b, 63	Amend broadband information evening leaflet	Ian Mitchell	20/10	Complete
8d, 63	Circulate Christmas lights offer	Clerk	13/10	Complete
8d, 63	Contact Surrey Highways, Police and Responders re Christmas Carol service	Clerk	20/10	Complete
8d, 63	Appeal for donation of Christmas tree in November Parish Magazine	Jon Allbutt	20/10	Complete
8e, 63	Appeal for playground refurbishment fund raising volunteers and funds in Parish Magazine	Jon Allbutt	20/10	In progress
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress
9d, 64	Circulate information regarding Village Hall floor	C Jordan	25/10	Complete
12b, 56	Book WI hall for Public consultation re Tatsfield Green path extension	Clerk	01/11	Complete

Item & page (8 Nov)	Action	Who	Date by	Result
4, 70	Arrange with school to not open the TCGA on week nights over the Winter months.	Clerk	10/11	
5a, 70	Feedback to Tandridge Planning regarding TA/2010/1151	Clerk	11/11	
5c, 70	Collate and alter information from SVOTY for Parish Council to include as an insert in Parish Magazine in Jan	S Smale	30/11	

Item & page (8 Nov)	Action	Who	Date by	Result
8a, 71	Request for suggestions on how to use the SVOTY winnings to be placed in December parish magazine	C Jordan	16/11	
8g, 71	Check donated tree and investigate lighting	Chairman	20/11	
8h, 72	Respond to Art Group regarding their proposal and request update on insurance as well as current changes in the Aileen McHugo building	Clerk	16/11	
9a, 72	Expedite and co-ordinate obtaining list of children who would be eligible to apply for Tatsfield School in the coming years, from Tatsfield	Clerk	11/01/11	
10e, 73	Organise meeting with local residents and Downland project re Millennium Wood	Clerk, Chairman	19/11	
11b, 73	Issue response to TDC consultation on Rural buildings	Clerk	11/11	

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th December 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 Sandy Philibert Mrs Susan Smale Mr Ian Mitchell Mrs Eileen Pearce Mr Giles Hawkes (after 8pm)
In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 8 parishioners.

1 (a) Apologies: None.

(b) Declarations of Interest: None

2. Minutes

The minutes of the meeting held on the 8th November 2010 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. Winter Emergency

The recent adverse weather had been reasonably well forecast although the snow did go on for longer than was expected. The Chairman noted that it was felt that compared to similar events in January / February earlier in the year, overall more vehicles were seen in the village attempting to improve the conditions of the road. However especially in Ricketts Hill Road there were severe issues with mobility and generally it was felt that the attempts to clear the roads by the County Council had not really worked. The Emergency plan had been invoked and the 'Check your Neighbour' initiative had been put into place fairly effectively. Additionally volunteer 4 x 4 drivers had taken a number of elderly villagers shopping in Warlingham. The Chairman expressed thanks to D Webb who voluntarily helped clear the school car park along with 30 other volunteers, the weekend after the snowfall. The Chairman reported that a memo from David Hodge summarising the position and noting important areas where issues had been noticed, had been issued and copies sent to the Parish Council. He noted that the matter of cross-county border assistance with Bromley had once again been brought to the attention of the County Council given that overall Biggin Hill had been better served in their road clearance on priority routes.

The District Councillor felt that overall the situation compared to earlier in the year had not been improved despite all the preparations by the County Council as Tatsfield had effectively been snowed in for 3 days, and it was only because of local volunteer efforts that mobility had been achieved. The Parish Council generally believes that better co-ordination and information needs to be made available from Surrey County Council to Parish Councillors, as often what was being disseminated was contrary to the reality on the ground. It was hoped that future discussion would provide further information and clarification, especially to do with non-clearance of Priority 1 routes (Clarks Lane / Approach Road) when it was known that Titsey Hill had been cleared.

5. TCGA

The Clerk reported that Sue Hadida from Tandridge District Council Legal department had requested an update from the Parish Council regarding the signature on outstanding legal agreements to do with the Lottery and the TCGA. The Clerk had informed her that there were still outstanding matters relating to the car park in need of resolution with Surrey County Council and that until these had been agreed no signature could take place. It was agreed that with the deadline of March 2011 looming that more pressure would be placed on Paul Meredith at Surrey County Council to resolve the outstanding issues. The Clerk / Sandy Philibert to progress.

6. Planning

(a) Current Applications: See Planning Schedule A.

TA/2010/1405 – Toronto House, Paynesfield Road. Demolition of existing garage, shed and brick outbuilding. Alterations and conversion of existing pool house to form a 1 x bed residential annexe as ancillary living accommodation to Toronto House. Alterations to window and door positions at Toronto House and erection of timber fence and gates to front boundary.

The planning meeting in November had deferred a decision until this Parish Council meeting. The planning member informed the Parish Council that the Tandridge Planning Officer had confirmed that Section 106 applies to the land in perpetuity once it is agreed. This ensures that if the changes to the pool house are implemented then the structure cannot be separated from the main building. However it does not mean that future owners could not apply to overturn the Section 106. Several concerns were raised, most notably that this was a new build on greenbelt land and this was something the Parish Council had always objected to in the past. Additionally a concern regarding the Section 106 condition effectively providing permanence to the new building in the form of the pool house, should the planning application be approved.

It was agreed that the Clerk should formulate a response to Tandridge planning saying that the Parish Council objected in principle to any development in the greenbelt, including the proposed application. The Parish Council observes that the demolitions proposed would be welcome, as would any measures to tidy up the property. The Clerk should also state the Parish Council's concerns regarding the Section 106 condition on this particular property and its implications for the future.

(b) Next Month's Planning Councillor: Jon Allbutt

7. Finance

(a) Payments to be authorised: The Clerk detailed the payments to be authorised in Schedule B and these were agreed. It was noted that the first payment from the Village Hall Management Committee for the dishwasher had been received.

The Clerk drew the attention of the Parish Council to the Bank Reconciliation circulated by the Clerk and requested a volunteer from the Parish Council to check the reconciliation on a quarterly basis as a way of meeting the concerns of the internal auditor in a weakness detected by him in the financial systems. S Smale volunteered and was thanked.

(b) The Clerk requested a decision on the grant application made by the Art Group for a Children's Workshop to be held in March. A request for a full funding had been received of £100. The Clerk reminded the Parish Council that the budget amount allocated for grants had been used for the current financial year. It was agreed that a partial amount of £50 would be supplied which would enable a reduced fee to be charged to entrants. The Clerk to expedite.

(c) Budget 2011/12: The Clerk invited comments from the Parish Council regarding the final version of the budget that had been agreed by the Finance Committee in November. It was noted that the budget amount for the Village Hall floor was likely to be inadequate given the current level of quotes received and the unlikely approval of a grant for the works. It was agreed that the amount would be left as it is at this stage and that in the event of a shortfall, that this would be covered under the Maintenance heading. The Clerk reported that it was likely that an amount would be charged for Professional Fees from Hedley's in the coming financial year as there was likely to be charges for the finalisation of agreements for the TCGA and the Meadow. The Clerk to confirm with Surrey County Council and TDC regarding who was expected to pay for costs relating to these items. It was agreed that any amounts to be charged should be covered under the maintenance heading, as had been done in previous years. The Parish Council approved the budget as attached and a precept of £33,000 was agreed.

8. 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. The Parish Council were informed that the Highways member was awaiting confirmation from Surrey Highways with regards to the installation of the posts on Westmore Green outstanding since August.

(b) **Village Centre road scheme:** The Chairman noted that the recent adverse weather had highlighted in great detail how important it was to have the double yellow lines painted, as noted in previous Parish Council meetings, given that a large van parked for a number of days at the junction of Westmore Green and the Village Centre had totally obscured the view for other vehicles and made the junction exceedingly hazardous.

(c) **Footpath Walks:** The Parish Council was informed that it was now estimated the amount required for printing was likely to be around £500 and that this would print 200 copies of the walks. More detailed costing would be available in coming meetings and it was hoped that the new printed leaflets would be available for purchase at the Spring Horticultural fair in 2011.

9. Notified Matters

(a) **Winter Maintenance:** This was covered under an earlier agenda item.

(b) **Affordable Housing:** A report covering areas of interest had been circulated to the Parish Council. The English Rural landscaping plans had been commented on and a report drafted covering areas of comment of concern. This report would be submitted to English Rural through the Parish Council responsible member. It was confirmed that the planning application was hoping to be submitted before Christmas.

(c) **Broadband:** Residents were invited to vote on British Telecom's website for upgrading the Biggin Hill exchange to a faster broadband system. It was confirmed this was a worthwhile exercise.

(d) **Christmas Arrangements:** The Clerk notified the Parish Council that an application for road closure had been approved. All other matters were being progressed by D Bishop. The tree had been installed and the Chairman thanked all those who had assisted. Approval for an additional £30 to the previously agreed £150 in October was requested by the chairman for long lasting halogen bulbs for a set of donated lights. This was agreed. All were invited to attend on 17th December for the Carols.

(e) **Playground refurbishment:** It was agreed that this enterprise was more likely to be better received in the New Year and it was agreed that the Chairman would initiate searching for a volunteer group at that time.

(f) **Emergency plan:** a proposal had been lodged with the Clerk by a Parish Council member to review the current emergency plan. It was proposed to draft a local resident – Doug Massey – with extensive experience in the emergency services, to overhaul the current plan together with the Chairman, Ian Mitchell and Phil Clark, the current named co-ordinators in the plan. This was approved. It was further proposed that these four individuals be instructed to draw up a practical, simplified but detailed plan to assist the community in an emergency and to seek the cooperation and involvement of others with suitable experience and knowledge to help the review process. This was also approved. The proposal also stated that the aim was to present a draft of the fresh plan for approval at the April 2011 meeting of the Parish Council.

10. Reports from Members and Outside Organisations

(a) **County Councillor:** A memo covering the recent winter emergency activities had been circulated and discussed under item 4. The County Councillor was not present at the discussion or the meeting.

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

- 1- The Local Government Settlement had been announced and the cuts were lower than expected – 0.3% to Surrey County Council and 3.97% to Tandridge District Council.
- 2- The Localism Bill was being presented in Parliament. This was proposing to grant communities the ability to grant planning permission through majority votes, the ability to purchase local facility providers such as a post office or pub should these be under threat of closure and the facility to assist in running certain services, amongst others.
- 3- No news currently available regarding M Bassom's replacement in the assigned officer for Tatsfield, or the community support officer Nick White who was going to train to become a full police officer.
- 4- Concerns had been raised with the District Councillor regarding the continued parking in the road by residents in Lusted Hall Lane, as well as the fact that cars were being required to drive over the Green to get past the blockage. The Police had not offered much assistance, as their ability to take action is limited unless a total blockage is experienced. It was agreed that Tandridge would be approached to ask for advice as to what could be done given their responsibility for managing Westmore Green. Additionally the Clerk and Chairman would draft a letter, possibly with the assistance of the police, to send out once again to residents informing them of punitive measures should the situation not improve.
- 5- The District Councillor had not yet managed to establish the legality of the business possibly contributing to the damage to the pothole in Approach Road.
- 6- The reason for recent refusal of planning application refusals recently for Hawthorns and 39a Paynesfield had been listed as 'out of keeping with the character and appearance', which was interesting to note.

(c) Tatsfield Community Responders: Nothing to report.

(d) Village Hall: A report dealing with the routine matters discussed at the latest meeting and AGM of the Hall Committee had been circulated to the Parish Council.

(e) Tatsfield Youth Project: A meeting had recently taken place and outcomes were to be discussed in the Tatsfield Parish Magazine.

(f) Tatsfield in Bloom: Currently still discussing and agreeing plans for the coming year.

(g) Biggin Hill Airport: It was reported that a new MD for the Airport would be in situ in the Spring. It was also noted that the airport had applied for extended hours of service during the Summer Olympics in 2012 as well as the option of accepting air taxi services – but not scheduled passenger services at that time. The airport wanted flights to be allowed seven days a week until 2300 between mid-July and the end of September 2012. (The airport now closes at 2000 at weekends and at 2100 on weekdays, when some movements are allowed until 2200).

(h) Vern d'Anjou Association: A report had been circulated to the Parish Council updating on recent events. It was noted that fund raising for the upcoming visit by the Vern residents was proving complicated and the Parish Council were invited to attend the New Years Eve party.

(i) Police: Residents were warned that cars had been broken into and items stolen during the recent adverse weather conditions when they had been left at the roadside.

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

(k) Speedwatch: A recent meeting had confirmed the groups' decision to continue their activities. Work was underway to apply for a change of the speed limit in Approach Road.

(l) Oxted CAB: a report updating the Parish Council on recent events had been circulated.

(m) Fairtrade Steering Group: a report updating the Parish Council on recent events had been circulated.

11. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that he had taken delivery of a number of bollard protectors and that Kier was hoping to install them before Christmas. The Clerk and Sandy Philibert were asked to liaise and send a letter to Paul Meredith to attempt to expedite the outstanding issues with the retractable bollards, as these were now becoming the obstacle to handing over the car park.

The Clerk was asked to re-circulate the quote for planting the car park flowerbeds. It was hoped that this could be done in January / February.

(b) Tatsfield Green: A meeting to discuss the options and ascertain the community opinion on extending the Tatsfield Green path has been booked for 11th January 2011 in the ground floor of the Aileen McHugo building.

(c) Westmore Green: this had been covered under item 9b)

(d) Pond: The Chairman reported that tidying up would take place in the New Year.

(e) Millennium Wood: The Chairman reported that no response to an email sent to the Downlands project requesting a meeting had yet been received and that this would be followed up.

(f) Kemsley Wood: It was agreed that it was unlikely that given the current economic climate, further expenditure would be possible on the path extension.

(g) Parish Room / Aileen McHugo Building: The Clerk noted that the planning application was in progress. It was agreed that following discussion on charging organisations for use of the rooms in the Aileen McHugo building, that the following guidelines would be followed:

- No charge: Parish Council and all groups with Parish Council formal representation, implying that matters to be discussed may apply to all residents or the community at large. Included in this list are TDC, SCC, police,

Village Hall Management committee, Speedwatch, Tatsfield Responders, and Tatsfield Helpline. It was noted that this was not an exhaustive list and could be added to as and when the need arose

- Charge: commercial activities, use for public enquiries and use by clubs, associations and groups with a defined membership

The Clerk reported that All Building Works were now due to start work on 20th December and were looking for access to the Aileen McHugo Building this week to measure for the windows, as well as to be issued with a key and the code for the alarm. The Chairman noted that a Schedule of Works had been issued following a specific request, but concern was raised regarding the items on the Schedule of Works relating to the Village Hall as these appeared to be almost all related to external painting which was not considered possible in the current climatic conditions. The Chairman stated he was intending to be present upon their arrival to clear up these matters. The Clerk was asked to enquire as to whether Tony Dawkins would be present.

(h) Village Hall: It was agreed that any discussion regarding improvements to the side gate should be deferred to the spring.

(i) Allotment Project: The Chairman reported that contact had been made with Surrey Highways and that an application for a licence to access the Highway from the allotment site would be made shortly.

12. Meetings to Attend/Correspondence-

(a) Meetings: (1)SCA Rural Event re ‘Big Society’ – 8th December – Ian Mitchell could not attend due to weather conditions

(2) Sustainable Communities Act: Parliamentary Reception – 15th December, S Smale to attend

(d) Correspondence: none to report

13. Matters for Reporting or Inclusion of Future Agenda

It was reported that the History Project had issued and published their history of Tatsfield School. Unfortunately their hope of a good launch at the Tatsfield school Christmas fayre had not been possible due to its cancellation following the adverse weather. However a stall had been obtained at a smaller version of the fayre on 17th December. Residents were invited to purchase a copy.

The Meeting closed at 9.58 p.m.

Subjects raised in Public Adjournments

1- Would it be possible to have a single contact number for the emergency plan? The contact numbers of Parish Councillors need more visibility, perhaps with a poster in Linda's.

2- TA/2010/1405 – the changes proposed to the pool house are to accommodate an elderly couple currently residing with the owners. The Section 106 was volunteered following extensive discussions with the planning department in Tandridge District Council. The owner confirmed that no garaging facilities were being requested with the application and that there was plenty of on site parking.

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	In progress

Item & page (12 July)	Action	Who	Date by	Result
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	In progress
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	In progress

Item & page (13 Sept)	Action	Who	Date by	Result
12f, 57	Purchase a lock for the main access gate in Kemsley Road	Clerk	24/9	In progress

Item & page (11 Oct)	Action	Who	Date by	Result
7c, 63	Request a meeting with Philippa Gates	Eileen Pearce	01/11	In progress
8e, 63	Appeal for playground refurbishment fund raising volunteers and funds in Parish Magazine	Jon Allbutt	New Year	Deferred to Spring
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (8 Nov)	Action	Who	Date by	Result
4, 70	Arrange with school to not open the TCGA on weeknights over the Winter months.	Clerk	10/11	Complete
5a, 70	Feedback to Tandridge Planning regarding TA/2010/1151	Clerk	11/11	Complete
5c, 70	Collate and alter information from SVOTY for Parish Council to include as an insert in Parish Magazine in Jan	S Smale	30/11	Complete
8a, 71	Request for suggestions on how to use the SVOTY winnings to be placed in December parish magazine	C Jordan	16/11	In progress
8g, 71	Check donated tree and investigate lighting	Chairman	20/11	Complete
8h, 72	Respond to Art Group regarding their proposal and request update on insurance as well as current changes in the Aileen McHugo building	Clerk	16/11	Complete
9a, 72	Expedite and co-ordinate obtaining list of children who would be eligible to apply for Tatsfield School in the coming years, from Tatsfield	Clerk	11/01/11	In progress
10e, 73	Organise meeting with local residents and Downland project re Millennium Wood	Clerk, Chairman	19/11	Complete
11b, 73	Issue response to TDC consultation on Rural buildings	Clerk	11/11	Complete

Item & page (13 Dec)	Action	Who	Date by	Result
4, 78	Address outstanding car park issues with P Meredith	Clerk / S Philibert	16/12	In progress
6a, 78	Feedback to Tandridge Planning on TA/2010/1405	Clerk	15/12	Complete
9f, 79	Update and overhaul emergency plan	I Mitchell / J Allbutt	April 2011	Deferred to April
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	Complete
11a, 80	Re-circulate quote for car park planting	Clerk	17/11	Complete
11g, 82	Enquire as to whether T Dawkins will be present at the first day of ABW starting maintenance project on site.	Clerk	16/12	Complete

Finance and Planning meeting Minutes Jan - Mar 2011

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 24th January 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)

And 3 parishioners

1. (a) Apologies: Giles Hawkes (planning member), Susan Smale

(b) Declarations of Interest: Mrs Sandy Philibert expressed a personal interest in item 4 – TA/2011/14, 40 Paynesfield Road due to proximity to dwelling. She did not take any part in the discussion or voting on this item.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (November) were agreed as an accurate record and would be signed at the following meeting of the Parish Council in February.

3. Planning Application TA/2011/13 - 73 Paynesfield Road, Tatsfield, TN16 2BQ.

Erection of replacement roof with increased ridge height to create first floor accommodation incorporating 1 rear & 2 front dormer windows. Erection of single storey rear extension & conversion of garage to habitable room incorporating pitched roof above. Erection of rear decking to provide raised terrace.

The Clerk was asked to note that no work on this planning application was evident from the planning officer and this required the Parish Councillors present to investigate this item without prior guidance or advice. Previous applications made in 2008 and 2009 were refused. It was put to the Parish Council to consider to what extent the current application addressed the issues raised as reasons for refusal in the previous applications. The applicant (who was present at the meeting) was thanked for having brought details of the previous planning applications for this property and for his input during the discussion. It was noted that the plans indicated a raised decking area that may mean neighbours were overlooked and it was also noted that the side window on the first floor should be obscure glass. The Clerk was advised to prepare a response to Tandridge Planning stating that under the current settlement policy and given the revised plans as well as the placement of the property next to an existing 2 storey building, the council had no objection to make to this planning application. It was also worth noting the points noted above together with disappointment at the proposed loss of garage space. Furthermore it was agreed that the final response would be delayed until the planning officer in Tandridge had been spoken to regarding this matter, given this had not been done by the planning member. The Clerk would progress once this had taken place.

4. Planning Application TA/2011/14 – 40 Paynesfield Road, Tatsfield, TN16 2BG –

Demolition of existing dwelling. Construction of 4 x bed dwelling with detached garage.

Once again the Clerk was asked to note that the planning member had done no work on this item and this required the Parish Council to read the submission and check the plans without prior guidance. It was noted that a long submission was included with this planning application and that the previous objection from a neighbour had been withdrawn with this new application. It was noted that no objection to loss of small dwelling could be made given the residency was within the settlement area. The overall conclusion, supported unanimously bar abstention by 1 councillor due to personal interest, was that no objection could be made given Tatsfield was operating under settlement policy. The Clerk to progress.

5. Planning Application TA/2011/42 - 21 Westmore Road, Tatsfield, TN16 2AY

Erection of single storey rear extension.

It was again noted that there was no previous work done on this item and after examining the plans the Parish Council concluded that no objection should be raised with regards to this item, as it was modest extension and only .5m over the permitted 3m allowable without planning permission required. The Clerk to progress.

6. Matters for Reporting or Inclusion in Future Agenda:

The Clerk had circulated the Planning Policies and Green Belt Settlement proposals for consideration as received from Tandridge District Council. It was proposed that a public information meeting should be organised for February and that the Clerk should attempt to request the presence of the officer in charge of Planning Policy Paul Newdick. It was noted that this was a formal planning policy review drawing largely on the work done in the previous year. The Parish Council would need to determine whether there should be a return to the status of Green Belt Settlement. It was additionally noted that a summary of points for the Parish Council to consider should be made for the February meeting. Ian Mitchell and Eileen Pearce to progress.

The Clerk requested guidance regarding the additional Planning application documents received that week and it was agreed that they should be placed in Giles Hawkes' folder and he should be alerted as they would need consideration for the February Parish Council meeting.

The Meeting concluded at 8.30pm

Subjects raised in Public Adjournments:

- 1- Dismay at loss of a further two 2 bed houses to be converted to larger family accommodation.
- 2- When will priority be given to smaller accommodation in the village – no affordable housing for people only wanting 2 bedrooms is available and they are being driven out of the centre of the village.
- 3- Feedback from planning officer for TA/2011/13 to the applicant implied that although the plans appeared a bit ‘busy’ at the back, they were more in keeping with the general layout and character of the village in the front.

Item & page (22 Nov)	Action	Who	Date by	Result
3,9	Respond to TA/2010/1318	Clerk	23/11	COMPLETE
4,9	Respond to TA/2010/1323	Clerk	25/11	COMPLETE
5,9	Figures for ground floor rental	Clerk	30/11	Complete

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 28th February 2011 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 Sandy Philibert

In Attendance: Mrs Ana Hughes (Clerk)

And 2 parishioners

1. (a) Apologies: Eilean Pearce, Ian Mitchell

(b) Declarations of Interest: None.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (January) were agreed as an accurate record and signed. The minutes of the meeting in November and supplementary meeting in January were also agreed and signed.

3. Planning Application TA/2011/187 - Maesmur Cottage, Maesmur Road, Westerham, TN16 2LE

Erection of single storey rear extension forming garage and utility room.

An expression of gratitude to S Smale was made by the current planning member for having done the work in her absence the previous week following a request for assistance. It was reported that the planning application was outside the settlement area and involved a proposed tidying up of various garages and outbuildings currently in existence and building of a single storey rear extension to form a garage and utility room, largely building on an existing conservatory. A discussion followed in which the size of the original dwelling in the 1960s was needed to determine whether the building would be over the guideline of 25%. However it was also unclear as to whether the proposed application would fall within permitted development guidelines. It was felt that although it would provide a more aesthetic and pleasing visual improvement, the Parish Council was required to remain consistent and not approve generally of building in the Green Belt. The Clerk to clarify with the planning officer in Tandridge re original size of dwelling and permitted development rules and formulate response.

4. Planning Policy and Green Belt Settlement reviews – Tatsfield Parish Council responses.

It was agreed that the summary and proposed responses circulated previously on the Development Management Development Plan would be considered first. Each proposed response was considered and agreed by those present. It was agreed that the responses listed in the circulated comments would be adopted as stated in that document and this would formulate the basis for the Parish Council’s response.

The Green Belt settlement review comments were debated at length. Following a lengthy and healthy debate concerning opposing views on whether :

- a) the Parish Council should accept the conclusions detailed in the document submitted to the Parish Council supporting the conclusions reached in the Greenbelt Settlement Review document from Tandridge district Council and supporting Tatsfield Village remaining a greenbelt settlement site;
- b) the Parish Council should vote instead to request that the status of Greenbelt settlement site be removed and that the whole of Tatsfield should return to Greenbelt status.

Following the debate the Chairman put to the Parish Council the proposal was put forward as to whether the Parish Council would ‘*accept the conclusions about Tatsfield included in this review and look forward to the drawing up and implementation of planning guidance for Tatsfield.*’ This motion was carried following a hung vote in which the Chairman used his casting vote in favour of the proposal.

It was agreed that the Clerk should draft a basic guiding response to the list of questions put forward by the Green Belt Settlement Review and circulate for discussion and agreement in time to be submitted for the response deadline on 11th March. It was also specifically requested that the concerns discussed in this meeting regarding the continuation of Tatsfield as a settlement should be included in the response.

5. Matters for Reporting or Inclusion in Future Agenda:

it was reported that the new plans for the Affordable Housing project had been circulated but there was no confirmation that these had as yet been submitted to Tandridge for consideration.

The Meeting concluded at 9.20pm

Item & page (24 Jan 11)	Action	Who	Date by	Result
3,1	Respond to TA/2011/13	Clerk	28/1	Complete
4,1	Respond to TA/2011/14	Clerk	27/1	Complete
5,2	Respond to TA/2011/42	Clerk	27/1	Complete
6,2	Summary of points for consideration re Planning Policy review	I Mitchell and E Pearce	14/2	Complete
Item & page (28 Feb 11)	Action	Who	Date by	Result
3,3	Clarify queries and respond re TA/2011/187	Clerk	9/3	
4,3	Circulate response to questions in Green Belt Settlement review for deadline of 11 th March	Clerk	4/3	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 3rd March 2011 in the First Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.00 pm

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

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: None

2. Minutes

The minutes of the meeting held on the 10th November 2010 were approved as a correct record and signed by the Chairman.

3. Discussion and approval of items re Aileen McHugo Building

The Clerk informed the committee that quotes for electrical work to be done to the first floor as part of the agreed changes with the proposed new tenant, had been circulated. The cheapest quote was agreed by the Committee and the Clerk was instructed to notify the contractor to proceed with the work and to arrange a meeting with the tenant to discuss the placement of the sockets. It was also noted that it was possible not all sockets might be required.

A quote for changes to the round floor involving the placement of a partition to separate the proposed area to be used by the Parish Council and the section to be rented to tenants, had been obtained. A further quote had not been forthcoming from the existing building contractor ABW despite repeated attempts by the Clerk. It was agreed that in light of the reasonable nature of the quote and the time constraints, that this would be accepted and the Clerk was instructed to notify the contractor to proceed.

4. Car Park Planting

The Clerk reported that, contrary to what had originally been considered, the Parish Council had never got around to approving the quote provided to the Parish Council specification drawings, to plant the beds in the Car park. The committee approved the quote as circulated accepting that it would be not including supply of mulch. The Clerk was instructed to contact the contractor to proceed and the Chairman offered support if required for sourcing the plants.

5. Local Government and Data Transparency Response

Following the circulation of this document, the Clerk had investigated sections 8 – 12 (Annex 1) which were those most relevant to the Parish Council and offered her guidance and proposed response.

It was agreed that overall there was support for the proposals in the document and that much was already being performed by the Parish Council although changes would be needed to the website to accommodate further display of financial information through publication of the financial appendices. However it was noted that many of the proposals in the document appeared to duplicate those required in the Data Protection registration and appeared to require further clarification – for instance the matter of the ‘data inventory’ noted in sections 10 and 11 of the Annex 1. It was agreed that the Clerk should respond summarising these points by the date required. This was important to take place by the date of the Parish Council meeting in March as this was the due date of the response.

6. Items for Discussion or Referral to Future Agendas

It was agreed that a further meeting would be required before the end of the current Parish Council’s tenure to discussed the year end accounts amongst other matters. This was agreed for 7th April 2011.

The Meeting closed at 8.00 p.m.

Item & page	Action	Who	Date by	Result
3, 6	Write to St Mary’s PCC re letter received November 2010	Clerk	19/11	Complete
3, 6	Investigate possible assistance by Surrey Archaeological Society	I Mitchell	30/11	Complete
4, 6	Write to VHMC clarifying position on floor, requesting specification and 3 quotes as well as funding options	Clerk	23/11	Complete

Item & page	Action	Who	Date by	Result
3, 1	Notify contractors of success and arrange for start of work.	Clerk	4/3	Complete
3,1	Arrange meeting between tenant and electrician	Clerk	4/3	Complete
4,1	Notify contractor of success	Clerk	9/3	Complete
5,1	Produce response to consultation paper and circulate for agreement before due date	Clerk	10/3	Complete

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 28th March 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)
And 0 parishioners

1. (a) Apologies: Susan Smale, Ian Mitchell

(b) Declarations of Interest: None.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (February) were agreed as an accurate record and signed.

3. TA/2011/226 – 7 Whitewood Cottages, Crossways, Tatsfield, TN16 2BP

Formation of dormer window to rear roof slope. (Certificate of lawfulness for a proposed development)

It was agreed that the Clerk would issue a response with no comment regarding this planning application.

4. TA/2011/320 - Gorse Down Farm, Ricketts Hill Road, Tatsfield, TN16 2NG

Variation of condition 3 of permission TA/2010/1490 dated 31 January 2011 to allow a change in materials and design of the barn

The planning member noted that this was merely a variation of condition 3 to enable more environmentally friendly and suitable building materials to be used – namely stained timber boards replacing the metal originally proposed. It was agreed that the Parish Council should indicate no comment to be made regarding this planning application but that support for the environmental consideration should be indicated.

5. TA/2011/333 - 5 Westmore Road, Tatsfield, Westerham, TN16 2AA

Erection of conservatory to rear elevation. (Retrospective)

As a retrospective request for planning, the Parish Council agreed no comment would be given for this as, although the conservatory in question was slightly different to those on either side, as it was in the middle it would not be unsightly and would fit in well with the surroundings.

6. TA/2011/342 - Pipersdene, Parkwood Road, Tatsfield, TN16 2LT

Erection of single storey extension to rear elevation and addition of dormer window to front roof slope and a roof light to the rear roof slope.

This planning application was discussed in detail given the rejection of the planning application the previous year and dismissal of the appeal (TA/2010/525) for this property. It was generally agreed that the overall changes in this planning application were considerably less than in the previous years'. However the Parish Council remained worried at the possible overall increase in bulk given the existing property had already been extended by one third since its construction. Concern was also expressed regarding the possible cumulative impact to the Green Belt should this planning application be granted and a precedent then set for other dwellings in the Green belt to request similar increases in bulk.

The Clerk was instructed to respond summarising the concerns of the Parish Council with regards to this planning application whilst noting that the plans were greatly reduced from the previous submitted, an example of the positive impact of planning policy in force. It was also suggested that guidance from the planning officer might be requested for future councils in this matter.

7. Matters for Reporting or Inclusion in Future Agenda:

The Chairman reported that complaints of possible environmental pollution had been hopefully resolved with the individual responsible having been asked to refrain from burning the offensive material that was causing distress at Tatsfield School.

The Meeting concluded at 8.50pm

Item & page (28 Feb 11)	Action	Who	Date by	Result
3,3	Clarify queries and respond re TA/2011/187	Clerk	9/3	COMPLETE
4,3	Circulate response to questions in Green Belt Settlement review for deadline of 11 th March	Clerk	4/3	COMPLETE

Item & page (28 Mar 11)	Action	Who	Date by	Result
3, 5	Respond to TA/2011/226	Clerk	01/4	COMPLETE
4,5	Respond to TA/2011/320		01/4	COMPLETE

Item & page (28 Mar 11)	Action	Who	Date by	Result
5,5	Respond to TA/2011/333		01/4	COMPLETE
6,6	Clarify and respond to TA/2011/342		07/4	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th January 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor) Mr David Hodge (Surrey County Councillor)
And 11 parishioners.

1 The Chairman opened the first meeting of 2011 with sincere and heartfelt congratulations to District Councillor Bob David on the award of his MBE in the Honours list in December. The rest of the Parish Council and all those present at the meeting echoed this.

(a) Apologies: Sue Smale

(b) Declarations of Interest: Carol Jordan declared a personal interest in Item 9a owing to her role as a School Governor outside of her Parish Council role. She took no part in the debate of this item or in subsequent related vote on the proposal.

2. Minutes

The minutes of the meeting held on the 13th December 2010 were approved and signed by the Chairman as a correct record; these included a copy of the Budget for 2011/12

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. Winter Emergency

The Chairman informed the Parish Council that despite the adverse weather conditions there had been a good turnout at the Christmas Carol concert in December and D Bishop and all those who helped setting it up were thanked by the Parish Council.

It was reported that recent icy conditions had not been well handled by Surrey Highways with roads in and around Tatsfield not gritted despite the conditions being forecast well in advance. This had been discussed with D Hodge who was investigating and further comments would be forthcoming at the next meeting.

The Chairman put forward a proposal by a resident of Tatsfield regarding the possibility of the Parish Council supporting and organising the formation of a Ship Hill Clearance Snow Clearance Group of volunteers to assist in clearing Ship Hill from snow should recent weather conditions be repeated. An additional proposal by the same resident for the Parish Council to invest in the purchase of grit to be made available to the above group in their clearance role.

A discussion followed in which a general support of the feeling and purpose behind the proposal was made clear, given the strong volunteering tradition in Tatsfield and the evidence already demonstrated following the recent snow in December. However serious issues regarding compliance with Health and Safety requirements, particularly relating to volunteers on the Highway, were raised. Additionally it was noted that the Parish Council had been denied permission from Surrey Highways to close Ship Hill in 2010 following similar severe weather conditions, which would be a pre-condition for volunteers to be working on the road. It was further noted that insurance cover for volunteers working in this conditions would be hard to obtain as have a strong cost implication, as well as finding suitable locations to store salt or grit. An additional point was made regarding the impassability of a series of other key roads, namely Ricketts Hill Road, Church Lane and Rags hill, which implied that even should Ship Hill be cleared if other accesses were not made available there would be nowhere for vehicles to go! It was agreed that the Clerk would make a response to this proposal. It was also agreed that further and final confirmation on the position on road closure of Ship Hill would be sought.

5. TCGA

The Chairman reported that the last outstanding item holding up signature on these documents was hoping to be resolved shortly and that another contact with Paul Meredith would be made this week to impress upon him the urgency as the deadline was creeping up fast for the Lottery agreements. Following a query the Clerk agreed to clarify the exact date of the Lottery Agreement completion.

6. Planning

(a) Current Applications: See Planning Schedule A.

TA/2010/1378 Aileen McHugo Building, R/O Village Hall, Tatsfield: Change of use of first floor parish rooms to Class B1 (Business) and/or Class D1 (Non-residential institutions) and/or Class A2 (Financial and Professional Services) use. It was agreed that no comment would be made as the Parish Council had a personal interest in this planning application.

TA/2010/1464 Motorway Service Area North, Clacket Lane M25 Eastbound Display of externally fixed 1.65m high LCD Media Screen located at main entrance to east bound service station. (Advertisement Consent). Following a query it was determined that this was in the inside of the service area. It was agreed no comment should be made regarding this application.

TA/2010/1490 Gorsey Down Farm, Ricketts Hill Road. Erection of replacement agricultural barn. The Clerk informed the Parish Council that no paperwork had yet been received despite it being a December planning application. Some plans had been downloaded from the website and it was agreed that no comment would be made regarding this application.

(b) Next Month's Planning Councillor: Giles Hawkes

7. Finance

(a) **Payments to be authorised:** The Clerk detailed the payments to be authorised in Schedule B and these were agreed. The Clerk noted that a repayment of £3105.66 from HMRC for VAT reclaimed until the end of October had been received. The Clerk also requested signatures on a new direct debit mandate for the Talktalk account which was finally going to be changed to the Clerk's name following a long drawn out process to attempt to change it from a private to a business account. It was agreed this would be delayed until a decision on the first floor was made.

8. 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 as well as an updated list of potholes. The Parish Council was informed that the posts opposite Lusted Hall Lane had now been installed on Westmore Green.

(b) **Village Centre road scheme:** A copy of safety reports on the Village Centre had been obtained and these did not endorse the placement of double yellow lines. It was reported that the Highways budget for yellow lines was extremely small and that Surrey's position currently is that the situation in Tatsfield Village Centre is not as serious as other areas in Surrey. The Parish Council expressed its unhappiness and agreed to keep on trying to raise the issue and ensure the 'voice' of Tatsfield was heard on this matter.

(c) **Footpath Walks:** The member responsible for Footpaths and Rights of Way informed the Parish Council that an issue had been raised regarding a connective footpath between Hermitage and The Grove and this was now being handled and organised by London Borough of Bromley.

9. Notified Matters

(a) **Tatsfield School:** Following an update from K Longley, it was agreed that the Parish Council would be in favour of an initiative to ensure Tatsfield children are given priority over those not residing in the village. The Parish Council agreed with the proposal that a petition should ensure the whole village was behind the request to change the admissions policy. It was proposed that the Parish Council support the initiative of the petition that was being put forward. The Parish Council supported the proposal unanimously, with the exception of the member who had declared an interest and did not participate in the discussion or vote. The Parish Council also accepted the invitation to send a representative to the meeting to be held later that week to start the petition campaign, which was hoping to produce a completed and strongly supported signed petition to the Parish Council and David Hodge by February's meeting.

(b) **Affordable Housing:** A report updating the Parish Council had been circulated.

(c) **Broadband:** Nothing new to report.

(d) **Playground refurbishment:** The Chairman reiterated his intention to start this campaign and search for a group of volunteers to manage it, starting with a notice in the Parish Magazine.

10. Reports from Members and Outside Organisations

(a) **County Councillor:** David Hodge informed the Parish Council that Tandridge District schools had a high number of special admissions policies and that to ensure a good start to highlighting the move to change the admissions policy for Tatsfield School, a petition would need to be presented to D Hodge by 1st February to be able to be presented to Surrey County schools review board. Councillor Hodge informed the Parish Council that a letter was being finalised to be included in the Tatsfield Parish Magazine regarding the stealing of salt from salt bins on the Highways for personal use by a small number of residents. It is intended to alert people regarding the fact that this is a crime – salt bins are there for use on the Highway and trouble spots on public pathways. Councillor Hodge confirmed that the items raised by the Tatsfield Parish Council highways member were being followed up and he hoped to have answers within 10 days. He also stated that additional funds for Highways had been obtained by appealing directly to the government and that works would take place on Lusted Hall Lane surfacing in the spring (April or May). Upon being asked directly he confirmed Paynesfield Road did not currently appear on the list of roads requiring resurfacing but that he would try and change that. The Parish Council was informed that Surrey County Council had obtained a good price from a local contractor for provision and refilling of additional salt bins and more information would be distributed shortly. He also advised that he was raising awareness of the need to remove the legal framework restricting Councils from taking certain measures – such as the one limiting Bromley from taking responsibility for Ricketts Hill Road salting and gritting. This was being re-examined.

District Councillor: Bob David reported on the following matters:

1- That a letter was being drafted to address the problems of parking in Lusted Hall Lane together with Tandridge District Council

2- the Officer's report on the refusal to grant planning permission to the development in Maesmaur Road quoted the protection of the Greenbelt as a key reason for refusal of the application, which was deemed to be a positive sign.

3- Refuse and recycling were hopefully back to normal this week – the recent weeks of snow and public holidays and Christmas had produced a huge strain on Biffa’s resources with only 6 clear collection days being possible between the end of November and December.

4- Was there a need for a programme of information to Tatsfield Residents regarding the placement of their rubbish for collection as many did not realise they do not need to bring it to the curb? The recent bad weather and subsequent lack of refuse collection had resulted in rubbish being strewn all over roads and properties. A suggestion was made that perhaps people should use a bin to place their rubbish in instead of just plain bags when awaiting collection.

(b) Tatsfield Community Responders: Nothing to report.

(c) Village Hall: A report dealing with the routine matters discussed at the latest meeting and AGM of the Hall Committee had been circulated to the Parish Council.

(d) Tatsfield Youth Project: Moves to firm events at the TCGA with the school continued to be discussed and organised.

(e) Tatsfield in Bloom: There was concern expressed over the possibility of In-Bloom competitions being under-subscribed due to the big cuts most potential contenders were facing in budgets and funding. The In-Bloom panel were looking into these matters. Other plans for Tatsfield specifically were still being discussed.

(f) Biggin Hill Airport: There appeared to be increased pressure being placed by the Airport Management Committee on London Borough of Bromley to look at extending their hours during the Summer 2012 Olympic Games, although their claims that it would only be ‘an hour’ were misleading as current practise is that only incoming small aircraft are allowed until 10pm to land, no passengers or scheduled flights.

(g) Vern d’Anjou Association: A report had been circulated to the Parish Council updating on recent events. It was noted that the New Years Eve party had proceeded to be a great success, which was very positive following the fears expressed at the previous meeting.

(h) Police: Nothing further to the Police Liaison meeting before the Parish Council meeting

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

(j) Speedwatch: Nothing to report

(k) Oxted CAB: a report updating the Parish Council on recent events had been circulated.

(l) Fairtrade Steering Group: a report updating the Parish Council on recent events had been circulated. An update was requested regarding the Grant requests put in to the Clerk. The Clerk confirmed that it had not been possible to secure a grant for the current financial year but that provisions had been made in the budget for 2011/12.

11. Parish Council Property and Land

(a) Car Park and retained facilities: The Chairman reported that the bollard protectors had now been installed and that enquiries were being made as to the possibility of painting them black as originally requested. The work done by the SCC contractor, Kier, was extremely professional and commended by the Chairman. There had thus far been no contact from the contractor regarding the retractable bollards and the Chairman and Clerk would be placing more pressure on Paul Meredith to resolve these issues with the March 2011 deadline for the TCGA looming.

(b) Tatsfield Green: The Chairman reported that a meeting to discuss the options and ascertain the community opinion on extending the Tatsfield Green path has been booked for 11th January 2011 in the ground floor of the Aileen McHugo building and that several expressions of interest and opinions had been received and collated by the Clerk and the team investigating the extension of the path.

(c) Westmore Green: A letter was currently being finalised, hopefully with input from Tandridge District Council who were responsible for management of Westmore Green, warning residents currently damaging the Green with inconsiderate parking and turning, that the Parish Council may be minded to consider overturning the previous decision not to enforce Byelaw 7 relating to total ban of any vehicle from parking or being moved on the Green. The Chairman and Clerk to conclude and send the letter out to residents.

(d) Pond: The Chairman reported that some clearance of debris with volunteers had already taken place and that the pond had held up well despite thick ice.

(e) Millennium Wood: The Chairman reported that no response to an email sent to the Downlands project requesting a meeting had yet been received and that this would again be followed up.

(f) Kemsley Wood: The Chairman reported the wood continued to be used in the snowy season.

(g) Parish Room / Aileen McHugo Building: The Chairman reported that the building contractor had started work but not much progress had been made thus far and that T Dawkins had been asked for a closer time-management plan with regards to All Building Works given they had not been on site at all the previous week. A plan had been circulated to members and the contractor had undertaken to ensure they were on site from the 10th January weather permitting. It was further reported that some painting work done in the Village Hall was to an extremely low standard and this was to be reported to the contractor for remedying.

(h) Village Hall: covered under item 11g).

(i) Allotment Project: The Chairman reported that clarification on the entrance was currently being sought and that additional interest in more allotments had been registered and received.

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) SCA – Emergency General Meeting 25/1/11 – none attending.

(2) Public Safety Plan briefing for Fire and Emergency Services – 09/02/11 10am – 1pm Reigate. Ian Mitchell or Doug Massey as the Parish Council’s nominated emergency plan representative, would attend

(b) Correspondence: The Clerk reported that a thank you from the Tatsfield Art Group for their grant had been received.

13. Matters for Reporting or Inclusion of Future Agenda

It was reported that the History Project had issued and published their history of Tatsfield School and this was available to purchase at £8.50 a copy as their expected sales at the Tatsfield School’s Christmas bazaar had not been possible since both times it had been cancelled due to weather conditions.

The Meeting closed at 9.44 p.m.

Subjects raised in Public Adjournments

- 1- Inconsiderate parking in Lusted Hall Lane was impeding an ambulance earlier on Monday 10/1/11
- 2- Tatsfield School admissions policy update – will the Parish Council support a petition to change the admissions policy to a ‘tiered siblings priority’ policy which would mean local children in the school catchment area would be given priority over siblings in non-catchment area. This policy has been adopted by at least 12 other counties in England. Currently investigating how many schools in Surrey County have special admissions policies differing from the official County policy.
- 3- Will the Parish Council be willing to accept an invitation to be represented at the meeting to be held this week to commence the move for a petition to change the admissions policy.
- 4- Car park bollards positive steps taken to protect them.

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress
10g 21	Obtain pricing and installation for additional notice board on the Parish Room/Surgery building	Clerk	28 th April	Complete

Item & page (12 July)	Action	Who	Date by	Result
5, 1	Align agreements and progress as required	Hedley’s, Clerk	01/09	In progress
11c, 48	Research laminated cards for illegally parked vehicles on Westmore green	Clerk	31/8	Complete

Item & page (13 Sept)	Action	Who	Date by	Result
12f, 57	Purchase a lock for the main access gate in Kemsley Road	J Allbutt	24/9	In progress

Item & page (11 Oct)	Action	Who	Date by	Result
7c, 63	Request a meeting with Philippa Gates	Eileen Pearce	01/11	Complete
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (8 Nov)	Action	Who	Date by	Result
9a, 72	Expedite and co-ordinate obtaining list of children who would be eligible to apply for Tatsfield School in the coming years, from Tatsfield	Clerk	11/01/11	In progress

Item & page (13 Dec)	Action	Who	Date by	Result
4, 78	Address outstanding car park issues with P Meredith	Clerk / S Philibert	16/12	In progress
6a, 78	Feedback to Tandridge Planning on TA/2010/1405	Clerk	15/12	Complete
9f, 79	Update and overhaul emergency plan	I Mitchell / J Allbutt	April 2011	Deferred to April

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress
11a, 80	Re-circulate quote for car park planting	Clerk	17/11	Complete
11g, 82	Enquire as to whether T Dawkins will be present at the first day of ABW starting maintenance project on site.	Clerk	16/12	Complete

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4, 1	Respond to Alan Cameron	Clerk	17/1	
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	
6, 1	Respond to Tandridge Planning regarding Planning Applications	Clerk	13/1	Complete
8a, 2	Attend meeting of Admissions policy change group	Parish Council representative	20/1	Complete
11a, 3	Resolve outstanding issues with car park / SCC	Clerk, Jon Allbutt	31/1	In progress

MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 24th January 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Carol Jordan Mrs Sandy Philibert
Mr Ian Mitchell Mrs Eileen Pearce
In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 12 parishioners.

1 (a) Apologies: Sue Smale and Giles Hawkes

(b) Declarations of Interest: Carol Jordan declared a personal interest in Item 2 owing to her role as a School Governor outside of her Parish Council role. She took no part in the debate of this item or in any voting on this item.

2. Tatsfield School Supporting Statement

The Parish Council considered the possible negative consequences of the supporting statement under consideration, as stated by Bob David MBE namely:

- If in the future Tatsfield siblings have precedence over other non-Tatsfield siblings, this may deter parents from applying to the school, which could impact funding in the future should the school not be over-subscribed
- Non-Tatsfield children currently in Tatsfield school could be withdrawn by their parents if not Tatsfield-residents as their siblings may need to find another school in the future

These were considered risks the Parish Council were willing to accept for the future. The Chairman congratulated the team who led the initiative and the hard work in obtaining all the signatures on the petition – currently 580 – with still many more to be counted up to the meeting on 27th January when it would be handed to David Hodge.

The supporting statement was adopted and unanimously carried by those present and able to vote. It was proposed and agreed that a preview of the document would be sent to D Hodge in advance of the meeting, together with a list of the proposed questions that had been obtained from local residents, and which would be addressed at the Public Information evening on 27th January.

Following a short discussion it was agreed that a summary of the statement would be produced for attendees at the meeting rather than providing the full document. It was noted that where copies of the full supporting statement were requested, that the appendix would be removed for Data Protection reasons.

3. Car Park

The Chairman reminded the Parish Council that the matter of painting the bollard protectors was still outstanding and that it was being progressed with Kier.

It was reported that a visit would be made by Mansells to check a number of the telescopic bollards currently experiencing drainage and stiffness problems, and that this was likely to take place on 26th January. Councillors would be in attendance as would P Meredith from Surrey County Council.

The Clerk proposed that enquiries be made as to the possibility of signing off the Lease on the TCGA land and thereby expediting signature on all the Agreements currently awaiting this event, through adding a legal codicil or binding clause requiring resolution of the outstanding issues with the car park to be concluded by a given date. The Clerk expressed strong concern regarding the timescales surrounding the current issues with the telescopic bollards in particular, and doubted that the deadline of 1 March 2011 would be met given the current constraints. The Clerk to investigate promptly.

4. Matters for Reporting or Inclusion of Future Agenda

None

The Meeting closed at 9.15 p.m.

Subjects raised in Public Adjournments

1- High levels of dissatisfaction from parents of Biggin Hill children in particular regarding the movement to change the admissions policy.

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th February 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Carol Jordan Mrs Susan Smale Mr Ian Mitchell Mrs Eileen Pearce
In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 14 parishioners.

1(a) Apologies: Sandy Philibert, Giles Hawkes,

The Chairman informed the Parish Council that he had received an apology from David Hodge who was in hospital as his wife was very ill and had been taken there this evening. He proposed that wishes for her speedy recovery be issued. This was agreed unanimously.

(b) Declarations of Interest: None

2. Minutes

The minutes of the meeting held on the 10th January 2011 were approved and signed by the Chairman as a correct record.

A request was made for the formal notification that seven volumes of the original Parish Council minute books for 1894 - 1955 to the Surrey History Centre for deposit in the first half of March, having all been scanned. This was minuted as requested.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. Winter Emergency

The Chairman informed the Parish Council that there appeared to be a discrepancy between what Surrey County Council's contractors believed and what was observed by Tatsfield residents and councillors regarding the filling of the salt bins. This was to be investigated further by the Chairman.

It was believed that although the bad weather of the winter had produced excellent results in the Village of supporting vulnerable residents that more could be done and people were invited to ensure that potentially vulnerable residents were included on the emergency plan listing so that care could be taken should further severe weather affect the village.

It was agreed that the Chairman and Clerk would ensure that the letter to residents regarding the stealing of salt for personal use would be expedited at the earliest opportunity.

5. TCGA

The Clerk advised the Parish Council that she had in her possession the Lottery agreement documents to be signed, as well as the management agreement with Tatsfield School. The Clerk noted that given the recent and reported communications with Sue Hadida in Tandridge Legal, and the fact that if the 1st March 2011 deadline was defaulted there could be serious consequences for all parties involved in the TCGA, her advice was to sign the agreements at this time, and continue to vigorously pursue the issue of a Certificate of Practical Completion with Surrey County Council in parallel. The Clerk noted that an email had been sent to Steve Evans informing him of the Parish Council's request for such a certificate so that the lease could be completed separately from the car park. The Parish Council agreed with the Clerk's recommendation. The signed documents would then be sent to Tatsfield School for signature and returned as soon as possible to Tandridge Legal for sealing. Sue Hadida had agreed not to complete the process until either the 1st March deadline was imminent or notification of a completed lease was received.

The Parish Council discussed the recent request by a local tennis coach for a regular booking of the TCGA between 9.30 and 11am on a Saturday morning. It was agreed this would be acceptable and in keeping with the original plan for the TCGA as long as documented evidence was produced and the terms and conditions of hire were agreed. The Clerk to progress.

6. Planning

(a) Current Applications: See Planning Schedule A.

It was noted that the current planning member had informed the Chairman that he would not be addressing any of the outstanding planning applications and that other members of the Parish Council had managed to research the applications outstanding.

TA/2010/1434 - Crest View, Old Lane, Tatsfield, TN16 2LH - Erection of extension to front elevation. It was commented that this was a porch extension and did not appear to be significant. The Parish Council agreed no objection was forthcoming.

TA/2011/55 - Land Adjacent to 85 Paynesfield Road, Tatsfield, TN16 2BQ Erection of 2-storey dwelling.

It was noted that this was within the current settlement area and that under the settlement rules in force there was no clear reason that this proposal should raise objections by the Parish Council. It was felt that under some circumstances it could be deemed 'un-neighbourly' but that it did not overall prove to be out of keeping with dwellings on either side. The Clerk was advised that no objection should be communicated to the planning officer in Tandridge.

TA/2011/84 - Monsal, Old Lane, Tatsfield, TN16 2LJ Formation of new ground floor window to north elevation. (Certificate of lawfulness for a proposed development). No objection to be made, as this is a CLPD.

TA/2011/113 - Pipersdene, Parkwood Road, Tatsfield, TN16 2LT. Erection of single storey extension to west elevation, dormer window to east and west roof slopes and alterations to fenestration. Formation of hard standing to create new parking area. (Certificate of Lawfulness for a Proposed Development). No objection to be made as CLPD but the Parish Council needs to keep an eye on this should it require planning permission as previous applications have been rejected and it is outside the settlement area.

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

(c) Planning Policy Review and Green Belt Settlement review: The Parish Council agreed that the meeting with Paul Newdick, which preceded the Parish Council meeting, was informative and helpful. It was proposed and agreed that the focus should be on the Planning Policy review, as the Green Belt Settlement review at this stage appeared to be a simple exercise in determining whether or not the Parish Council and residents wished to remain a settlement area. Comments could be made as individuals on the website. It was agreed that a report summarising the main points and a reply would be discussed and agreed at the planning meeting on 28th February.

7. Finance

(a) Payments to be authorised: The Clerk drew the Parish Council's attention to the payments schedule, noting in particular the high gas bill and informing the Parish Council that she intended to obtain an alternative supplier from 20th May and not remain with British Gas, as they were significantly more expensive than others. It was agreed that out of the suppliers proposed, the Parish Council would go with E-On as they had a superior customer service record and their prices would be fixed until 2013 with the option to review after a year.

Following distribution of quotes and the VHMC's recommendation for a supplier to the Village Hall floor, the Parish Council agreed to proceed with the selection of Ryan Leisure as the preferred supplier. Carol Jordan would be contacting the contractor to book before the end of the school Easter holidays and this would be possible as it would take place in the following financial year. It was noted that formal contract acceptance and details of risk assessments and other Health and Safety considerations would take place through the Clerk.

(b) Tatsfield Responders / Allotments: The Clerk noted that 2 applications for funds had been received, one from the Responders, to which the Parish Council had an ongoing commitment, for 2 Blood pressure monitors, 2 Pulse oximeters, 2 Thermometers and 1 new kit bag to replace one that is no longer useable due to zips breaking. Total cost for these items are £339.33 plus VAT (£407.19) and as the Responders had around £150 of funds that they could put towards the cost, the Parish Council were asked to fund the remaining £189.33. The Clerk noted that it could be possible to use funds in Capital Provision, as it was unlikely the Parish Council would be purchasing additionally items before the end of the financial year. This was agreed and the Clerk to expedite.

An additional request for a loan to cover the purchase of 2 containers for the Allotments group, at a cost of approximately £475 + VAT each (550 Euros plus VAT) had been received. The Chairman noted that these were required to ensure the start of the allotments project, but until it had been formalised, no grants could be applied for. It was agreed in principle subject to the Clerk finding out about the VAT reclaiming and the understanding that this would be a loan to be repaid once grants had been obtained.

(c) Quarterly Report on Budget Spend v Actual 2010/11: The Clerk had distributed a quarterly update of actual spend versus the current year's budget, as well as a projected spend in each category to period end 31/12/2010. This was deemed very useful to ensure the Parish Council kept a watch on expenditure, especially given the imminent payment of the first half of the maintenance project.

8. 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. It was noted that the potholes continued to increase.

(b) Village Centre road scheme: nothing to report.

(c) Footpath Walks: The member responsible for Footpaths and Rights of Way informed the Parish Council that a grant had been applied for and obtained to assist in the publication of the local walks under the Environmental Initiative Scheme. The Parish Council welcomed this, as it would enable the leaflets to be marketed at a reduced rate.

9. Notified Matters

(a) Tatsfield School: The Chairman informed the Parish Council that despite D Hodge's absence, he had communicated that current figures for 2011/12 intake in September were 23 siblings and 10 new applications for Reception for Tatsfield School. These figures could be subject to change and would, if not reduced, mean that the intake would stand at 33 for the year, which was above the accepted standard of 30. However, Councillor Hodge assured the Parish Council that Surrey County Council was confident that all Tatsfield applicants would be able to enter the school and that negotiations would be taking place with Tatsfield School to understand the financial implications of a larger class size. The Parish Council welcomed this news.

(b) Affordable Housing: A report updating the Parish Council had been circulated. It was confirmed that negotiations with Tandridge Planning were still in progress as the Planning officer regarding the site had raised various concerns and that changes were going to be required. The Chairman expressed disappointment at the delay and confirmed that they would assist where possible to enable the process.

(c) **Playground refurbishment:** The Chairman reiterated his intention to start this campaign and search for a group of volunteers to manage it, starting with a notice in the Parish Magazine and contacting individuals who had previously expressed an interest. This was hopefully going to be a project managed and driven by a group of local residents with the support of the Parish Council.

(d) **APM:** following some discussion it was agreed to hold the Annual Parish Meeting on 18th April subject to availability of the Village Hall. C Jordan to confirm.

(e) **Elections:** it was agreed that, subject to advice from the Clerk, the Parish Council would adhere to the timetable issued and proposed by Tandridge District Council. The election for the new Parish Council was to take place on 5th May 2011.

10. Reports from Members and Outside Organisations

(a) **County Councillor:** nothing to report beyond already covered under Item 10a.

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

1- That budgetary meetings were taking place this week to approve and agree the reduction in TDC's annual budget from £10.5m -> £9.8m. A number of internal cuts to job hours and redundancies had been internally obtained.

2- The property in Lusted Hall Lane had started parking in the track again causing yet more damage to Westmore Green. Councillor David would be obtaining photographic evidence to be provided to the Parish Council and Tandridge Legal for further action.

3- It is hoped that a meeting with the MP for Tatsfield - Sam Gyimah – will be taking place on 25th March 2011 in the WI Hall.

(c) **Tatsfield Community Responders:** Nothing further to report.

(d) **Village Hall:** A report dealing with the routine matters discussed at the latest meeting and AGM of the Hall Committee had been circulated to the Parish Council. The Parish Council agreed to discuss replacement of the tile with the current maintenance contractor. It was agreed following some discussion that the request for the wheelie bin to be locked to the post could take place subject to visual impact from the Village approach.

(e) **Tatsfield Youth Project:** Moves to firm events at the TCGA with the school continued to be discussed and organised.

(f) **Tatsfield in Bloom:** A request was made to install murals to be painted on canvas by children in line with the theme of allotments and Fairtrade adopted this year by TIB. The murals were to be attached to the Village Hall rear wall in place of the usual flowers / hanging baskets that, due to reduced finance this year, were not going to be as prevalent. The Parish Council agreed in principle subject to further information regarding installation and repair to be made.

(g) **Biggin Hill Airport:** Following reports circulated to the Parish Council it was agreed that support for the extended hours sought by the airport for the 2012 Olympics should be granted, however it was to be made clear that these would be for the duration of the Olympics only and that a permanent extension would not be welcomed by the current Parish Council.

(h) **Vern d'Anjou Association:** The Chairman reported a meeting had taken place to discuss the placement of the Boules pitch. The member for Vern also requested that the TCGA be kept for Vern events, which were in themselves open to the whole village, as per the timetable circulated. This was agreed in principle subject to final confirmation of events and requirements. IT was noted that a request for assistance with catering during the visit in April would be made.

(i) **Police:** It was reported that care should be taken in securing metals as these were likely to increase in value over the coming months and therefore prove a target for thieves.

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

(k) **Speedwatch:** Nothing to report

(l) **Oxted CAB:** a report updating the Parish Council on recent events had been circulated.

(m) **Fairtrade Steering Group:** The Parish Council was invited to support the Fairtrade Fashion event and to provide some comestibles if possible. The Clerk agreed to do so.

11. Parish Council Property and Land

(a) **Car Park and retained facilities:** Further to the Clerks report regarding the TCGA events, the Chairman noted that Mansells had been on site and continued to be on site working to repair the retractable bollards that had been deemed unfit for purpose. This was taking, as previously noted by the clerk, far longer than expected and was unlikely to be resolved before the 1st March.

(b) **Tatsfield Green:** The Chairman noted that the meeting to discuss the extension of the path had provided rich debate and food for thought with most residents being in favour of a path extension. The Vice-Chairman had circulated a master list of current opinions expressed, with a majority of comments being in favour of a path on the Millennium Wood side. It was noted that the project would continue to be debated and was likely to be handed over to a new Parish Council through lack of funds.

(c) **Westmore Green:** The Chairman to liaise with the Clerk to send out the prepared letter to all residents in Lusted Hall Lane regarding the Green.

(d) **Pond:** Nothing new to report.

(e) **Millennium Wood:** The Chairman reported that still no response to an email sent to the Downlands project had been received and would continue to chase.

(f) **Kemsley Wood:** Nothing new to report.

(g) **Parish Room / Aileen McHugo Building:** The Chairman reported that discussions with potential tenants were continuing and that planning permission for the first floor had now been obtained (for A1, B1 and D1) which would provide the Parish Council with greater flexibility. It was noted that small progress was being made with the maintenance and building contractors and that there was continued dissatisfaction with the care taken in leaving the site on the ground floor and with the general attitude and quality of work. The Clerk was asked to request that the plastic guttering be fixed to how it had been as the Parish Council believes that it is currently not safe. Another quote was needed for the first floor electric work.

(h) **Village Hall:** Clarification regarding a recent request by T Dawkins was requested re the work proposed on the basement wall. The Chairman expressed concern that the additionally work required to the basement wall would not actually resolve the underlying possible issue of water coming in from the outside and causing the damp. The Clerk to clarify and report.

(i) **Allotment Project:** The Chairman confirmed that the project was proceeding and that progress was being made regarding the entrance.

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) **TVSC Network Lunch and short EGM - 3/3/2011** at Lingfield – no one able to attend

(2) **SCAPTC General Meeting 2/3/2011** – Cranleigh Village Hall – no one able to attend

(3) **CilCa introductory meeting 22/3/2011** - Smallfield Centenary Hall, 10am – 3pm. A Hughes to attend.

It was reported following a Councillors attendance at the Surrey County Council future of Fire Cover information workshop that the online questionnaire was available at

<http://www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf/docidLookupFileResourcesByUNID/docidB9C4A8D40F6DACC680257801003F6762?openDocument>. The Councilor had also previously distributed a summary of his experiences and a recommendation on responses to the questionnaire. It was agreed that individual responses would be submitted and that the link would be made available to the Community through the Parish Magazine and the Parish Council website.

(b) **Correspondence:** none to report.

13. Matters for Reporting or Inclusion of Future Agenda

The Clerk reported that she would investigate the Local Government consultation document on Data transparency for expenditure over £500 and report back before the March meeting as a response was required by 14th March 2011.

The Meeting closed at 10.45 p.m.

Subjects raised in Public Adjournments

1- Current planning regulations allow too much freedom within settlement area – not possible to stem tide of loss of small bungalows

2- Path discussion should be ongoing for Tatsfield Green

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress

Item & page (12 July)	Action	Who	Date by	Result
5, 1	Align agreements and progress as required	Hedley's, Clerk	01/09	Complete

Item & page (13 Sept)	Action	Who	Date by	Result
12f, 57	Purchase a lock for the main access gate in Kemsley Road	J Allbutt	24/9	Complete

Item & page (11 Oct)	Action	Who	Date by	Result
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	

Item & page (14 Feb 2011)	Action	Who	Date by	Result
4, 8	Clarify the salt bin filling with SCC contractors	Jon Allbutt	28/2	
4,8	Expedite the letter re salt stealing for personal use	Jon Allbutt, Clerk	28/2	
6,8	TA/2010/1434 – inform of Parish Councils decision	Clerk	15/2	Complete
6,9	TA/2011/55 – inform of Parish Councils decision	Clerk	15/2	Complete
6,9	TA/2011/84 – inform of Parish Councils decision	Clerk	17/2	Complete
6,9	TA/2011/113 – inform of Parish Councils decision	Clerk	15/2	Complete
7a, 9	Book Ryan Leisure to perform work on Village Hall floor	C Jordan	16/2	Complete
7a, 9	Liase with R Leisure re contract acceptance, H&S and risk assessments	Clerk	28/2	
10d, 10	Confirm availability of V Hall for APM	C Jordan	17/2	
11h, 10	Clarify queries re work on AMB and V Hall with T Dawkins	Clerk	18/2	

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 14th March 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor) Mr David Hodge (Surrey County Councillor)

And 10 parishioners.

1(a) Apologies: Sandy Philibert. The Chairman wished her a speedy recovery.

(b) Declarations of Interest: None

2. Minutes

The minutes of the meeting held on the 14th February 2011 were approved and signed by the Chairman as a correct record. Confirmation was received from Surrey History Centre that the minute books had been received and were being held in archive, as detailed in the previous minutes.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. Winter Emergency

The Chairman reported that a salt bin had been taken from Paynesfield Road. This had been reported to Surrey County Council. It was also noted that the Emergency Plan was being re-examined and would be addressed at the April meeting. The Chairman was noted that he had not yet received confirmation with regards to the storage of salt or the possibility of a confirmed local contractor to handle Tatsfield in adverse weather conditions; this was awaited from the County.

The Clerk to follow up.

5. TCGA

(a) Update: The Chairman reported that the new Boules pitch had been built speedily and efficiently by the sponsor, Brian Ling, and many thanks were accorded to him for his generosity. The Clerk noted that the tennis courts had been hired on a single basis by Sally Taylor and a tennis coaching session had taken place successfully there. It was also noted that a complaint regarding the size of the courts for adult players had been conveyed to Tandridge District Council, who had confirmed that the courts were of a standard size for all of the Multi Use Games Areas in Tandridge and there had not been any other complaints from users within the District.

(b) Lottery and Lease agreements: The Clerk reported that all Management agreements had now been signed and presumably completed. Hedley's had sent an updated Lease document for the land around the TCGA and that 2 annotations had been made on the document, cleared with Hedley's as acceptable as long as these were initialled and that the document required signing in the presence of the Clerk. This was performed and the Clerk to return to Hedley's.

6. Planning

(a) Current Applications: See Planning Schedule A.

TA/2011/226: 7 Whitewood Cottages, Crossways, Tatsfield, TN16 2BP

Formation of dormer window to rear roof slope. (Certificate of lawfulness for a proposed development)

The planning member informed the meeting that no planning details had yet been received for this property, and that given it was due for response after the planning meeting in March, she requested that this be deferred until that time. This was agreed.

(b) Next Month's Planning Councillor: Eileen Pearce who agreed to switch with Ian Mitchell who was next on the rota as he would be away for the coming 3 weeks.

(c) Planning Policy Review and Green Belt Settlement review: The Clerk reported that all comments as agreed at the Planning meeting and subsequent document reviews had been submitted and were available on the Tandridge website.

7. Finance

(a) Payments to be authorised: The Clerk informed the Parish Council of required changes to Appendix B for February with the Electricity payment increasing to £100 as EDF Energy had put the Direct Debit up to £100 a month despite the Clerk having given them a low meter reading. This would also be true for March. However as of the previous Friday, EDF agreed it would return to £35 from April and that a full refund of the Parish Council's credit (around £260) would be issued to our bank account by the end of March.

The Clerk reported that there had been a request for consideration by the Parish Council from the TACG (Tatsfield Allotments and Community Gardens) for a similar arrangement as is currently in place between TIB and the Parish Council to be set up for the TACG. There are 2 items that are urgent, on top of the containers that have already been purchased, TACG require purchase of water pipes (£375) and a mini-digger hire (£200) to be invoiced. This was agreed to be managed in the same way as TIB.

The Clerk requested that a bank transfer for £5,000 to cover the outlay of the interim payment to ABW until the VAT reclaim be signed by the Chairman and Vice-Chairman. This was completed.

(b) Recommendations from Finance Committee: the Clerk reported that the following items required agreement from the Parish Council following recommendations from the recent Finance Committee on 3rd March 2011. All items had been previously circulated.

3. Planting to car park beds as per quote circulated (£1,600)

(c) Request from Vern for April: the Clerk reminded the meeting that a request for assistance with the official reception on 24th April in the Village Hall with anticipated expense of £200 from the Vern d'Anjou committee had been circulated. The Clerk noted that this expense would be taking place in the new financial year and therefore under the new budget. The request was agreed in principle but with further details and breakdowns awaited from the Vern d'Anjou Committee.

(d) Bank reconciliation: As per agreed last year the Clerk presented a quarterly Bank reconciliation to be checked by S Smale. This would be for the quarter up to February 2011.

8. 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. It was noted that the potholes continued to increase.

(b) **Village Centre road scheme:** The chairman noted that illegal use of the bus lane continued to take place.

(c) **Footpath Walks:** The Clerk reported that confirmation of the grant for the leaflets had been received from Tandridge District Council and the member confirmed that contact from them had been made. The member confirmed that it was expected that the leaflets would be available before Easter.

9. Notified Matters

(a) **Tatsfield School:** D Hodge reported that no further increases in the numbers of children applying for entry in September 2011 had been received and that negotiations with the board of Governors and Tatsfield School were ongoing to ensure that the additional 2-3 pupils above the accepted total of 30 would be accommodated. He stressed that ultimately the decision to do so would lie with the school, but that Surrey County Council were doing their utmost to reach an agreement. This item is covered further under item 10b.

The new Chair of the Board of Governors for Tatsfield School, J Evans, was welcomed by the Chairman to the Parish Council meeting with expressions of hopes for a good relationship for the future.

(b) **Affordable Housing:** The member responsible reported that the revised draft plan had been more favourably received by Tandridge Planning and that a formal planning application was expected to take place shortly. The member requested approval and support for the document circulated ('Statement of Community Involvement'). There was agreement that this was a positive document.

(c) **Playground refurbishment:** The Chairman noted that a request through the Parish Magazine to potential interested parties in managing and driving a project to raise funds for the upcoming playground refurbishment had not produced many results.

(d) **APM:** The Clerk confirmed that she was moving forward with the invitation process for the APM. A speaker was agreed to be D Hodge who was invited to speak on Localism. The Clerk confirmed that an official invitation would be issued that week. Mr Hodge agreed in principle.

(e) **The Meadow business case:** The Chairman reminded the Parish Council that the business case to purchase this land from Surrey County Council required finalising within this financial year.

10. Reports from Members and Outside Organisations

(a) **County Councillor:** D Hodge confirmed that he would be attending the Emergency meeting called by Bromley regarding the extended hours requested by Biggin Hill airport, together with Ian Mitchell. One of the proposals by the airport was that a payment of £3 per person transported would be made to London Borough of Bromley for local residents. A request for Tatsfield to benefit from this would be made. Other items had been covered under earlier agenda items.

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

(c) 1- Application for Capital Funding for the Allotments groups would be made shortly and support from the County Councillor would be appreciated.

2- A request was made for an update to the discussion with London Borough of Bromley regarding the snow clearance in Ricketts Hill Road, D Hodge agreed to follow this up.

3- It was reported that the Surrey school review had decided not to change the admissions arrangements for Tatsfield School despite the enormous support from the community and requests for the change, as circulated. D Hodge stated that continuous dialogue between the School, Parish Council and County Council would be required in the future to attempt to highlight future situations similar to the one that had been highlighted for September 2011 so that planning for this could be more pro-active.

4- Requests had been made for the Parish Council to consider filling in the sides of the bus shelter.

5- Tandridge Planning would be implementing a £100 pre-planning advice fee from 1st April 2011.

6- bulky rubbish collection will be taking place on 26th March 2011, and there was no plan to cut this in the foreseeable future.

7- A visit from the MP for Tatsfield was confirmed for 25th March 2011 and all were invited.

8- Would the Parish Council please ensure that the planting of the car park beds took place as soon as possible.

- (d) **Tatsfield Community Responders:** no request forthcoming. The Clerk to request an update for the next meeting.
- (e) **Village Hall:** a report had been circulated previously covering routine matters. It was further reported that the Health and Safety inspection of the Hall had recently taken place and all the documentation had been highly praised by the inspector.
- (f) **Tatsfield Youth Project:** It was confirmed that sporting events would take place in April involving taster sessions for netball, tennis, basketball and cricket, amongst others.
- (g) **Tatsfield in Bloom:** It was reported that despite the severe shortage in grants for the coming financial year, private donations had been extremely generous and that additional money had been obtained for the imminent visit in March of the Duke of Kent to Tatsfield School.
- (h) **Biggin Hill Airport:** The member for Biggin Hill airport reported that an emergency meeting of the Airport Consultative Committee had just been called for 17th March in advance of Bromley Council's determination on 21st March of the request for extended hours and use by fare-paying passengers aboard air taxis during the Olympics. The request is supported by the Biggin Hill Residents' Association, Aperfield WI, Biggin Hill Business Association, Beckenham Civic Society and by 9:5 majority vote in the Consultative Committee. Tandridge DC, Sevenoaks DC, Woldingham PC and other residents' groups are among the 28 objectors. At the Consultative Committee meeting, the Tandridge DC representative expressed disagreement with TDC's position. Reps of SurreyCC and KentCC supported the airport's application on the grounds that both counties were looking to gain economic advantages from the Olympics. Tatsfield Parish Council joined others in expressing concerns about the creation of a precedent, but voted with TDC and SCC to support the application. It was agreed that the Parish Council would continue to support the application as long as measures to prevent setting of a precedent could be put in place.
- (i) **Vern d 'Anjou Association:** A report with a full timetable of events for the visit from Verne had been circulated. It was agreed that the upcoming event that had been approved for the Green on 26th March would be under the banner of the Parish Council as the whole Vern project had always been a Parish Council one. It was agreed that more support would be offered by the Parish Council and that a welcome speech would be made by either the Chairman or I Mitchell at the official reception on 24th March 2011.
- (j) **Police:** further to the meeting earlier of the Police Community Liaison group, the new additions to the team were welcomed by the Parish Council.
- (k) **East Surrey Parishes Liaison Group:** Nothing to report.
- (l) **Speedwatch:** Moves would be made now the weather was improving to start activities once again.
- (m) **Oxted CAB:** nothing to report.
- (n) **Fairtrade Steering Group:** The member reported that the Fairtrade week had been extremely successful and the Fashion show had been very well attended. Several inflatable bananas had gone missing from around the Village.

11. Parish Council Property and Land

- (a) **Car Park and retained facilities:** The Chairman reported that an email had been sent to Mansells regarding several faulty lighting bollards and a couple of the retractable ones that still retained water. Work was still outstanding and this would now only take place during the Easter holidays as it required access to school property. The Clerk reported that a letter had been received from Little Acorns requesting the placement of a shed to house their outdoor play equipment that was currently stored under the stage in the Village Hall. Following discussion of the size and possible location it was agreed that the Parish Council would support this request in principle and that a letter should be written inviting the Chairman of Little Acorns to a site visit to discuss possible locations. Concerns regarding possible fire hazard to the Village hall and access to the east passage were expressed. The Clerk to expedite.
- (b) **Tatsfield Green:** The Chairman reported that a meeting with Surrey Highways and Tandridge had resulted in agreement being reached as to the verges and certain areas of Tatsfield Green to be left as Meadow over the coming months. This would be monitored and reviewed during the year. It was noted that sight lines would need to be maintained.

A proposal for extending the cycle path to Approach Road was discussed. This was generally supported but it was agreed that this would need to be put forward to the new Parish Council to be addressed. There was a debate as to whether the current path was actually used.

The Chairman reported that a letter to Goldsmiths regarding the pollution in Tatsfield Green still required completion.

- (c) **Westmore Green:** Several requests to use Westmore Green had been received by the Clerk.

1- Request to use Green from Scouts for their annual fete in July – this was approved.

2- Request for advertisement to be put up on land in front of Ship by resident wanting to Fund raise for a Guides trip to Canada. This was approved although it was reiterated to ensure that the resident removed the sign after the agreed timescale.

3- Request from Tonia Say to use Westmore Green to put on a "Mad Hatters Family Fun Run Walk or Push" on Sunday 18th September 2011 from around 11 am in the Village centre and ending with a Family Tea Party (food drink and side stalls.) This would be to raise money for "Samantha Dixon Brain Tumour Trust" via "Alfies Fund" which is in honour of her grandson who sadly died 22nd September 2010 of a rare and incurable brain tumour. The Parish Council approved the request and the Clerk was asked to write to all parties and request relevant paperwork as

required.

A proposal from a resident for Senior outside exercise equipment was discussed. It was agreed that this would be a worthwhile project to investigate for the new council.

(d) **Pond:** Nothing new to report.

(e) **Millennium Wood:** Nothing new to report.

(f) **Kemsley Wood:** Nothing new to report.

(g) **Parish Room / Aileen McHugo Building:** The Clerk reminded the Parish Council that, as per the circulated report, the Parish Council was close to completing arrangements with a tenant for the first floor and is in strong discussions with another for the partitioned treatment rooms on the ground floor. The Parish Council was asked to consider the formal acceptance of tenant 1 as detailed in the recently circulated letter by the Clerk, for the first floor tenancy, subject to mutually agreed lease over 5 years. This was agreed unanimously.

The Clerk reported that a site visit was made by the surveyor last week regarding the contractors work on the maintenance and repairs project currently underway. As a result of this a recommendation for interim payment was received and is on schedule for payments. The contractor has been asked to issue an invoice before the payment is made so that the Parish Council can reclaim the VAT in this financial year.

(h) **Village Hall:** The Clerk reported that the contractor for the refurbishment of the Hall floor had been confirmed and documents had been received. The contractor was booked for week commencing 11th April 2011.

(i) **Allotment Project:** The Chairman reported that the Agreements and Lease were now ready for final circulation and signature as comments had now been received from the Parish Council's legal counsel. Plots would be allocated on 22nd March 2011 and further information would be forthcoming at the next meeting. The Parish Council was reminded that it would be advisable to apply for a Certificate of Lawfulness for the allotment site.

12. Meetings to Attend/Correspondence-

(a) Meetings:

(1) **Limpsfield Annual Meeting – 23/3/2011** – St Peters Church Hall, Limpsfield – S Smale to attend

(2) **12/4/2011 – Surrey Hills Event** – 7.30pm – none attending

(3) **Communities in Control Conference – 30th March 2011** Loseley, Guildford. 9.30am – 3pm. None attending

(b) **Correspondence:** none to report.

13. Matters for Reporting or Inclusion of Future Agenda

The Chairman requested that the quote for Village hall lighting that had been received in December to improve the porch lighting be circulated for consideration.

The Meeting closed at 10.45 p.m.

Subjects raised in Public Adjournments

- 1- Possibility of a commemorative party for the Royal Wedding
- 2- Lewisham Concert Band should be booked very soon if required for the summer
- 3- Why has there been a high increase in the Precept

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress

Item & page (11 Oct)	Action	Who	Date by	Result
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	

Item & page (14 Feb 2011)	Action	Who	Date by	Result
4, 8	Clarify the salt bin filling with SCC contractors	Jon Allbutt	28/2	In progress

Item & page (14 Feb 2011)	Action	Who	Date by	Result
4,8	Expedite the letter re salt stealing for personal use	Jon Allbutt, Clerk	28/2	In progress
6,8	TA/2010/1434 – inform of Parish Councils decision	Clerk	15/2	Complete
6,9	TA/2011/55 – inform of Parish Councils decision	Clerk	15/2	Complete
6,9	TA/2011/84 – inform of Parish Councils decision	Clerk	17/2	Complete
6,9	TA/2011/113 – inform of Parish Councils decision	Clerk	15/2	Complete
7a, 9	Book Ryan Leisure to perform work on Village Hall floor	C Jordan	16/2	Complete
7a, 9	Liase with R Leisure re contract acceptance, H&S and risk assessments	Clerk	28/2	Complete
10d, 10	Confirm availability of V Hall for APM	C Jordan	17/2	Complete
11h, 10	Clarify queries re work on AMB and V Hall with T Dawkins	Clerk	18/2	Complete

Item & page (14 Mar 2011)	Action	Who	Date by	Result
4, 16	Follow up items on Winter emergency with SCC	Clerk	31/3	
5, 16	Return SCC lease for TCGA land to Hedley's	Clerk	16/3	
11a, 18	Confirm with little Acorns regarding their request for a shed and request a site visit	Clerk	18/3	
11b, 19	Write to parties re Westmore Green requests.	Clerk	18/3	