

**MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 10<sup>th</sup> April 2012 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell Mrs Nichola Stokoe

**In Attendance:** Mrs Ana Hughes (clerk)

**1. To receive Apologies: Mr Jon Allbutt tendered his apologies**

**2. To receive Declarations of interest (relating to items on the Agenda): there were no declarations of interest relating to items on the Agenda.**

**3. To Agree and Sign the Minutes of the Last Meeting held on 8th March 2012**

The minutes of the meeting held on the 8<sup>th</sup> March 2012 were approved as a correct record and signed by the Chairman.

**4. To discuss and consider requests for Grants 2012/13:**

**a) Request for £800 for the Jubilee Celebrations on behalf of the advisory working Group organising the Jubilee Celebrations in Tatsfield.**

A request had been received from Dave Bishop on behalf of the Jubilee Celebrations advisory working Group regarding estimates of costs for the events taking place on 2<sup>nd</sup> June 2012 at Westmore Green. A summary has been included below:

- Estimated prizes and awards for children at event, based on a total of 150 children - £300
- The Hospitality tent/marquee with necessary refreshments (tea/coffee/soft drinks, with cakes and biscuits) for all of the “staffs” and “entertainers” on the day. £150.
- The Band of 30 musicians with a charge of £200.
- The “other” artists and incidental bits and bobs like Ribbons for the Maypole, building of the dais, ropes, bunting – hopefully some small Union jacks for the children etc. £150

The above estimate was based on the assumption that tents and marquees can be borrowed and no additional major costs are forthcoming.

The Finance Committee discussed this item in detail and it was proposed that the Clerk should respond on behalf of the Parish Council that a grant of up to £800 was to be provided for the Jubilee Celebrations on 2<sup>nd</sup> June 2012 upon presentation of invoices and receipts for the items listed on the emails provided to the Clerk dated 1/4/2012 at 09.31 and 15.28. This was unanimously agreed.

**5. To discuss and agree a recommendation to the Parish Council re the proposal from Kestrel Children’s Centre for use of the Ground Floor room for 2012/13.**

A proposal had been put to the Parish Council by Linda Smith at Kestrel Children’s Centre regarding the continuation of a presence in the Aileen McHugo building. Ms Smith had requested that the Parish Council allowed Kestrel to continue to offer their services to the Tatsfield Community and to remain in the Consulting room they had hired since September 2011 for a whole day each Wednesday, but only charge them for half a day’s use. Ms Smith noted that she fully understood the need to vacate the room during their afternoon session should this be required by the Parish Council in the future. The Finance Committee considered her request and agreed that the service provided was relevant and useful to the community and a proposal was made that Kestrel should be allowed to use Consulting Room 1 for the whole day on Wednesday but only be charged for half a day, with a review to be made in 6 months. This was unanimously agreed and the Clerk instructed to proceed with the arrangements.

**6. To receive and take note of the Allotment Accounts received for year to date.**

Following an apology by the Clerk that these had not yet been circulated to members it was agreed that this item should be deferred until a later date.

**7. Items for Discussion or Referral to Future Agendas.**

The Clerk notified the meeting that a decision made in the previous meeting would require revisiting as the NatWest bank 18 month Enhanced Fixed Rate Deposit fund had been withdrawn and replaced with a 12 month enhanced Fixed Rate deposit fund with the same interest rate as the previous one. It was noted that this was an item that would be agreed and discussed at the April Parish Council meeting on 16<sup>th</sup> of the month.

**The Meeting closed at 9.30 p.m.**

<b>Item &amp; page (8 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
3, 1	To manage the set up and transfer of car park management funds amounts as agreed in the meeting.	Clerk	31/03/2012	In progress

<b>Item &amp; page (10 Apr 2012)</b>	<b>Action</b>	<b>Who</b>		<b>Result</b>
4, 3	Inform D Bishop and the Jubilee Advisory Working group of the decision to grant up to £800 for 2 <sup>nd</sup> June 2012 celebrations	Clerk	16/4/2012	COMPLETE
5,3	Inform L Smith of Kestrel Children's centre of the Parish Council's decision re her request	Clerk	13/3/2012	COMPLETE

**Agenda for Supplementary Meeting 23 April 2012**

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> April 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Jon Allbutt (in the chair) Mrs Nichola Stokoe Mr Doug Massey Mr Peter Kerry  
Mr Ian Mitchell Mr Martin Westerman

**In Attendance:** Mrs Ana Hughes (Clerk)

And 0 parishioners.

**1 To receive Apologies:** Mrs Sue Smale

**2. To receive Declarations of Interest:** A declaration of personal and prejudicial interest in relation to item 6 on this Agenda was made by the Chairman. When this item was discussed the Chairman withdrew from the meeting and only returned once discussion had concluded.

**3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 28th March 2012**

**4. To discuss and agree a response on the Matters arising from TA/2012/316: Endfield, Ninehams Road, Tatsfield, TN16 2AJ** Erection of side roof extension, twin gable ended dormer window to front elevation, two roof light windows to front roof slope, four roof light windows to rear roof slope and porch to front elevation, requiring a change to the original Parish Council decision on 26 March 2012.

A report had been circulated by Ian Mitchell to redress the previous decision which had been made in March under the mistaken understanding that this Planning Application was for a Certificate of Lawfulness. Given that full planning policies would be applicable, the report proposed that the Parish Council should express concern about the effect on the appearance of the existing dwelling and on the street scene of the bulk and potentially overpowering nature of the proposed twin gable dormers. This was approved unanimously and the Clerk instructed to inform Tandridge Planning.

**5. To discuss and agree the Parish Council's response to an offer made for a long term tenancy on a room in the Ground Floor Aileen McHugo Building**

It was agreed that there were matters of commercial sensitivity to be discussed and that therefore this item should be discussed without the presence of members of the press or public present. Since no members of the press or public were present, discussion continued and is recorded in Confidential Appendix A.

**6. To discuss and agree on a proposal for the terms and conditions of the donation to the Tatsfield Allotments and Community Gardens Group arising from a recent meeting regarding the building of the pathway**

The Chairman withdrew from the meeting and it was proposed by Ian Mitchell and seconded by Nichola Stokoe that Martin Westerman should take the chair. This was accepted. Martin Westerman proposed that the Parish Council should agree to pay the full agreed sum of £11,875 as a donation to the Tatsfield Allotments and Community Gardens Group once the pathway had been completed. This was agreed. It was noted by Martin Westerman that the pathway was due to commence building at the end of April and there were no perceived difficulties at this stage.

Once the discussion had been completed Jon Allbutt returned and Martin Westerman returned Chairmanship of the meeting to him.

**7. To agree the signatories to be used for the investment accounts agreed at Finance Committee meeting in March 2012 for the sole purposes of account management.**

It was proposed that only 4 signatories should be used for the investment accounts previously agreed at the Finance Committee meeting in March 2012 purely to ensure ease of day to day management. This was agreed. It was further proposed that the signatories should be Ana Hughes, Ian Mitchell, Nichola Stokoe and Doug Massey, governed as required by the Financial Regulations. This was approved.

The Clerk noted that any decisions regarding re-investment and movement of funds outside of these investment funds would require approval as detailed in the Standing Orders and Financial Regulations.

**8. To make a final decision regarding the appointment of a new internal auditor following the deferral of the same at the Parish Council meeting on 16th April 2012 and based on candidates presented in Appendix A**

The Clerk had circulated a list of possible internal auditors. It was proposed that the internal auditor be changed this year to comply with advice from NALC and SCAPTC and that the Clerk be charged with obtaining availability from Appendix A in the order of J Roberts, M Mulberry, R Holt. This was approved.

#### 9. Matters for Reporting or Inclusion of Future Agenda

There were none.

**The Meeting closed at 8.50 p.m.**

<b>Item &amp; page (23 Apr 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 31	Convey the results of the Parish Council's decisions on TA/2012/316 to Tandridge Planning	Clerk	24/4/2012	COMPLETE
5, 31	Communicate Parish Council approval for offer on AMB room	Clerk	30/4/2012	COMPLETE
5,31	Create and circulate for approval a draft Tenancy agreement	N Stokoe / Clerk	4/5/2012	COMPLETE
8, 32	Arrange a new internal auditor	Clerk	30/4/2012	COMPLETE

**DRAFT MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 28<sup>th</sup> May 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Doug Massey  
Mr Ian Mitchell Mr Martin Westerman

**In Attendance:** Mrs Ana Hughes (Clerk)

And 0 parishioners.

**1. To receive Apologies: Mr Peter Kerry tended his apologies**

**2. To receive Declarations of Interest (relating to items on this agenda):**

A declaration of personal and prejudicial interest in relation to item 4 on this Agenda was made by Ian Mitchell. When this item was discussed the Mr Ian Mitchell withdrew from the meeting and only returned once discussion had concluded.

A declaration of personal interest in relation to item 3 on this Agenda was made by the Chairman and she did not take part in the discussion or voting on this item.

A declaration of personal and prejudicial interest in relation to item 7 on this Agenda was made by the Chairman. When this item was discussed, the Chairman withdrew from the meeting and only returned once discussion had concluded.

**3. To discuss and agree a response for TA/2012/436 Tatsfield Allotments and Community Gardens, Approach Road, Tatsfield, Surrey - Change of use of land from agricultural to allow community garden waste recycling**

A report on this matter had been circulated and it was proposed that the Parish Council's response should state that this had been a Parish Council planning application and that it supports community environmental benefits and objectives. This was agreed and the Clerk instructed to proceed

**4. To discuss and agree a response on TA/2012/644 Greenway Cottage, Greenway, Tatsfield, TN16 2BT - Formation of hardstanding**

Ian Mitchell withdrew from the meeting as per item 2 and only returned once this meeting item had been concluded.

The item was discussed and a proposal made that no objection would be made to this planning application providing drainage arrangements were adequate. This was agreed and the Clerk instructed to proceed.

**5. To sign the tenancy for Room 1 of the Ground Floor Aileen McHugo Building**

Nichola Stokoe confirmed that the Declaration and Tenancy agreement had been signed as required by law and all signatures matched with appropriate trustees. The tenancy was then signed by 2 Parish Councillors and witnessed by the Clerk. The Clerk was instructed to ensure that on the day of the start of the tenancy – expected to be 6<sup>th</sup> June 2012 – that the tenant Chartwell Cancer Trust Limited, should be given a copy of the tenancy signed by the Parish Council and dated with the start date of the tenancy.

**6. To agree confirmation of the Bulky Rubbish Collection arrangements in the Parish Council car park**

The Clerk confirmed that the proposed dates of 15<sup>th</sup> September and 1<sup>st</sup> December had been agreed with the Village Hall Management committee. It was proposed that the Chairman should discuss the most recent bulky rubbish collection with Keith Masters of Tandridge District Council and that the dates listed would be agreed unless anything arose from the Chairman's discussions that would be deemed worthy of revisiting this matter in the next Parish Council meeting. This was agreed.

**7. To provide a final update on the Allotments pathway before payment of £11,875**

The Chairman withdrew from the meeting as per Item 2. Ian Mitchell proposed Nichola Stokoe as the Chairman and this was seconded by Doug Massey. Martin Westerman reported that all appeared well with the completed pathway and there did not seem to be any reason to withhold payment as per the terms of the letter signed with the Horticultural Society earlier in the year. The cheque was thus signed and the Clerk to hand it to Alan Armitage.

**8. To discuss and agree the Terms of Reference for the Neighbourhood Planning Committee**

Ian Mitchell had made some changes to the Terms of Reference document and proposed that these be included in the new document. This was agreed. Ian Mitchell then proposed that the name of the committee be changed to Neighbourhood Plan Development Committee. This was agreed.

**9. To discuss and agree the Terms of Reference for the 'Greenspaces and Rights of Way Advisory Committee'**

The new Terms of Reference document for the 'Greenspaces and Rights of Way Advisory Committee' were approved.

It was noted that the Tree Preservation Orders may need reviewing in due course.

**10. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

There were no matters to be considered under this item.

**11. Matters for Reporting or Inclusion of Future Agenda**

There were no matters to be considered under this item.

**The Meeting closed at 8.50 p.m.**

<b>Item &amp; page (28 May 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
3, 43	Convey the results of the Parish Council's decisions on TA/2012/436 to Tandridge Planning	Clerk	30/5/12	COMPLETE
4, 43	Convey the results of the Parish Council's decisions on TA/2012/644 to Tandridge Planning	Clerk	30/5/12	COMPLETE
5, 43	Ensure tenancy agreement signed and dated correctly at key handover to Chartwell Cancer Trust on 6 <sup>th</sup> June 2012	Clerk	6/6/12	COMPLETE

**DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 28<sup>th</sup> May 2012 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 9.00 pm**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell Mrs Nichola Stokoe Mr Doug Massey

**In Attendance:** Mrs Ana Hughes (clerk)  
Mr Martin Westerman

And 0 parishioners

- 1. To receive Apologies: There were no apologies.**
- 2. To receive Declarations of interest (relating to items on the Agenda): there were no declarations of interest relating to items on the Agenda.**
- 3. To Agree and Sign the Minutes of the Last Meeting held on 10th April 2012**

The minutes of the meeting held on the 10<sup>th</sup> April 2012 were approved as a correct record and signed by the Chairman.

- 4. To agree the Draft Accounts including the figures for the Annual Return for submission to the External Auditor for 2011/12**

The Clerk had made available the new format of the accounts from the Parish Council's new software system. The Clerk noted that the internal auditor had been satisfied with the figures and had signed off the Annual Return for the external auditor. It was also noted that the Clerk had conferred with the support team at RBS Software who created and supported the new product she had been using and had confirmed that the statutory items requiring signature were: the Summary Income and Expenditure Account, the Balance Sheet, the Reserves Reconciliation, the Bank reconciliation and the Annual return generated by the software product, as well as the notes to the accounts and the Annual Return form for the external auditor.

The Clerk also explained that a fully updated Asset Register was now a requirement and that this had been created in August 2011 and was updated annually to reflect Parish Council purchases.

The meeting agreed the figures presented in the documents detailed above. A proposal was made that the account figures and appropriate statutory documents should be recommended for approval by the Parish Council on 1<sup>st</sup> June 2012 and all required documents be signed at that meeting, This was agreed.

- 5. To consider the Internal Auditor's report (should this be available) and recommend actions if required to Parish Council meeting in June.**

The internal auditor's report had been reviewed and there were no comments or actions to be recommended to the Parish Council.

- 6. To consider increasing the annual insurance by £78.61 to include all car park bollards and protectors**

It was proposed that the car park bollards and protectors should be added to the Parish Council's annual insurance as detailed in the recent quote by Came and Company of £78.61. This was approved and the Clerk to expedite.

- 7. Items for Discussion or Referral to Future Agendas.**

It was noted that it might be necessary to consider a Recovery Management plan in the Emergency plan for documentation should there be a fire that destroyed items at either the Clerk's premises or the Aileen McHugo Building.

**The Meeting closed at 9.30 p.m.**

<b>Item &amp; page (8 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
3, 1	To manage the set up and transfer of car park management funds amounts as agreed in the meeting.	Clerk	31/03/2012	In progress

<b>Item &amp; page (28 May 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6, 5	Increase Parish Council insurance as per quote by £78.61 to include all car park bollards and protectors	Clerk	31/5/2012	COMPLETE



**DRAFT MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 25<sup>th</sup> June 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Doug Massey  
Mr Martin Westerman Mr Peter Kerry

**In Attendance:** Mrs Ana Hughes (Clerk)

And 3 parishioners.

**1. To receive Apologies: Mr Ian Mitchell tended his apologies**

**2. To receive Declarations of Interest (relating to items on this agenda):**

A declaration of personal interest in relation to item 5 on this Agenda was made by Mr Peter Kerry and he did not take part in the discussion or voting on this item.

**3. To approve and sign the Minutes of the previous meeting held on 28th May 2012**

The Minutes of the previous meeting held on 28<sup>th</sup> May 2012 were approved and signed by the Chairman as an accurate record.

**4. To discuss and agree the format of the Westmore Green Play Area public consultation / information event**

A report was presented summarising the main points as understood by the Parish Council and the timeline for the proposed project. A discussion took place on this matter and the Chairman suspended the meeting to enable the PARROT representatives to present their thoughts. When the meeting was resumed, the Chairman proposed that a meeting be arranged with Steve Hyder, preferably on 10<sup>th</sup> July 2012, to discuss the results of the voting and particularly any significant comments that might arise from the Public Consultation on 6<sup>th</sup> / 7<sup>th</sup> July. This was agreed and the Clerk instructed to proceed.

**5. To discuss and agree the Parish Council response to TA/2012/792 : Upalong, Kemsley Road, Tatsfield, TN16 2BH - Erection of detached double garage to front elevation**

A report had been circulated on this matter and the Clerk also read out an objection which had been received by her pertaining to this planning application. It was proposed that the Parish Council would not raise an objection to this planning application, but that the response should include the following conditions:

- That the existing garage be demolished
- That the new garage should not be disproportionate to the size of the dwelling
- That the new garage is to be for domestic and not commercial usage

This proposal was agreed and the Clerk was instructed to proceed.

**6. To discuss and agree Grant applications from the following: Vern d'Anjou**

The Clerk noted that an amount of £800 had been agreed at the Finance Committee meeting on 3<sup>rd</sup> November 2011, to be included in the 2012/13 budget. It was agreed that the Clerk should inform Peter Fuller of the amount of the Parish Council's proposed grant to the Vern d'Anjou group following receipt of their request for financial assistance at the main Parish Council meeting in June.

**7. Agree expenditure on the following items: First aid box for Aileen McHugo Building, Quote from DH Reeves for outstanding / remedial work to Aileen McHugo building and Village Hall, Quote for car park kerb alteration**

The Clerk noted that a quote of around £8.99 excluding postage had been circulated for a First Aid box in the AMB. This was approved and the Clerk was asked to purchase an accident book as well.

The quote from D.H.Reeves for repairing defective work identified by Tony Dawkins in his 6 month visit following completion of the Maintenance project in April was approved at the quoted price of £380 plus VAT. This would also include repairs to the guttering. The Clerk noted that this would be coming from the outstanding amounts retained on the advice of the Parish Council's surveyor Tony Dawkins, specifically to ensure that any repairs to defective work could be repaired from the original budget for the maintenance project.

The Clerk informed the Chairman that no quote for the car park kerb alteration had yet been received. It was suggested that the original spec for the car park surface should be found so that a request for a quote from an alternative source might be obtained.

**8. To sign the lease on the new tenancy for Room 3 – Aileen McHugo Building**

The lease with the proposed tenant for the lease of Room 3 in the Ground Floor of the Aileen McHugo building was signed as the Declaration had been received. A proposed date of the 6<sup>th</sup> July was discussed. The Clerk would confirm this with the tenant. The Chairman announced that the new tenant was to be John Howard of Howard & Sons and that the tenancy was for a year.

**9. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

The Chairman declared that the Parish Council should consider the report submitted regarding the upcoming meeting of the Tandridge Local Committee on 29<sup>th</sup> June 2012 where it is likely that Footpath 25 (Clarks Lane and The Avenue) will be also designated as a Public Bridleway. The Chairman proposed the Clerk should respond requesting David Hodge to represent the Parish Council at the committee meeting. The Clerk to proceed.

**10. Matters for Reporting or Inclusion of Future Agenda**

There were no matters to be considered under this item.

**The Meeting closed at 9.20 p.m.**

<b>Item &amp; page (25 June 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 53	Arrange meeting with Steve Hyder	Clerk	27/6	COMPLETE
5,53	Deliver response to TA/2012/792	Clerk	29/6	COMPLETE
6, 53	Inform Peter Fuller of grant amount.	Clerk	29/6	COMPLETE
9, 54	Inform D Hodge of request regarding Footpath 25	Clerk	28/6	COMPLETE

**MINUTES of a Meeting of Tatsfield Parish Council held on the 16<sup>th</sup> April 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.**

**Present:** Mr Jon Allbutt (in the chair) Mrs Susan Smale  
Mrs Nichola Stokoe Mr Douglas Massey, Mr Ian Mitchell, Mr Peter Kerry

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

And 8 parishioners.

**1. To receive (a) Apologies:** No Apologies were received.

**2. To receive Declarations of Interest:** The Chairman and Vice Chairman declared a personal and prejudicial interest in Item 9j (TACG – Allotments). They were not required to leave the room, as there was no discussion or decision to be made on this item.

**3. To agree and sign the MINUTES OF THE PREVIOUS MEETING** held on 12<sup>th</sup> March 2012.  
The minutes of the meeting held on the 12<sup>th</sup> March 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. To receive an Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

## **5. Planning**

**(a) To receive and approve the minutes of the Planning Meeting held on 26th March 2012 and adopt the recommendations contained therein.** The minutes of the planning meeting were approved and the recommendations contained therein adopted.

**(b) To determine the Parish Council's position on Appendix A:**

- **TA/2012/413: Totem Ridge, 85 Paynesfield Road, Tatsfield, Surrey, TN16 2BQ** - Erection of ground and first floor extensions to rear elevation, raised pitched roof and dormer window to front elevation and raised roof over garage. Nichola Stokoe had distributed a report summarising the main points. The recommendations were discussed. A proposal that no objection should be raised but that the following observations should be made:

1- whilst the extension was not huge the squaring off of the ground floor would be fairly prominent for No 87 and may lead to a lack of privacy.

2- the rear extension falls within one metre of the boundary to the north.

This proposal was approved and the Clerk was instructed to convey the result to Tandridge Planning.

- **TA/2012/440: Chart House, Ship Hill, Tatsfield, Surrey, TN16 2JY** - Erection of raised roof with enlarged roof area, dormer and window to rear elevation conversion into habitable accommodation. Nichola Stokoe had distributed a report summarising the main points. The recommendation that no objection should be made regarding this planning application but that an observation regarding the possible overshadowing and day light prevention to a neighbour should be made was proposed. This was unanimously agreed and the Clerk instructed to inform Tandridge Planning.
- **TA/2012/452: El Cumbre, Ricketts Hill Road, Tatsfield, Surrey, and TN16 2NF** - Demolition of garage. Erection of extensions to east and south elevations. (Certificate of Lawfulness for a proposed development. Nichola Stokoe had distributed a report. A recommendation that no comment should be made on this planning application given that there was no evidence that the plans presented were inaccurate, which was the only item the Parish Council could comment on, was proposed. This was agreed unanimously and the Clerk instructed to inform Tandridge Planning.

**(c) To appoint a planning team for April:** It was proposed that the team should include Ian Mitchell, Nichola Stokoe and Martin Westerham.

**(d) To receive a report on Neighbourhood Planning.** A report on the meeting arranged by the Neighbourhood Planning sub-committee had been distributed. Members were encouraged to consider documents on background for this item and it was agreed that concrete ideas would be required for discussion at the meeting in May. Peter Kerry had issued a report on his attendance at the CPRE meeting last month and mentioned Bookham as the only Parish Council to complete a neighbourhood plan and the high costs involved. The possibility of funding was noted. This would be discussed further in coming meetings.

## 6. Finance

(a) **To receive and approve the minutes of the Finance Committee meeting held on 10th April 2012 and adopt the recommendations contained therein.** The minutes of this meeting were duly received and the recommendations adopted.

(b) **To authorize payments (including presentation of cheques) detailed in Appendix B:** The payments were approved unanimously and cheques signed as required. The Clerk noted that this was a high month for outgoings with many subscriptions requiring renewal as well as payment for items approved in previous meetings, such as the payment to PARROT. She also noted that a cheque issued the previous month to Ian Mitchell had gone missing and that the amount had been added to cheque number 874 due for payment this month.

(c) **To discuss and agree items requiring expenditure: Tatsfield in Bloom Expenditure of £2661.74 for items detailed in Appendix B.** The items listed were approved.

(d) **To discuss and agree the Parish Council's position on the appointment of a new internal auditor.** The Clerk had issued a draft listing of possible alternative internal auditors, following recommendation from NALC and SCAPTC regarding the replacement of a Parish Council's internal auditor every 3 years. The current internal auditor had been in place at least 3 years if not longer. It was agreed that more time was required and that this item would be agreed finally at the supplementary meeting on 23<sup>rd</sup> April 2012.

(e) **To agree a proposal to change the Fixed Rate deposit account to the replacement of 12 months at 3.25% interest rate and to appoint National Westminster Bank in accordance with their mandate to open this account.**

To carry out the recommendations issued by the Finance Committee at their meeting in March 2012 the Parish Council is required to agree to a proposal contained in the mandate of one of the banks selected for investment of part of the Car Park Maintenance funds. The contents were proposed as follows:

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with their Mandate and that:

- the individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit
- any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts, opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- the Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary (Clerk)
- this Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

The proposal was agreed unanimously.

It was also proposed that the new Fixed Rate Deposit account issued by the bank to replace that previously agreed by the Finance Committee meeting at the same rate of interest should be approved and any other equivalent account without further recourse to Parish Council approval should an equivalent situation arise in the near future.

## 7. Highways & Rights of Way

(a) **Receive an update on Highways:** Doug Massey had circulated a report on these matters. Sandy Philibert was thanked for the hard work during her membership of the Parish Council and in the background to secure the replacement of the missing Tatsfield village signs, both of which had now been installed.

(b) **Receive an update on Footpath Walks/ Rights of Way:** No update was available other than to note that the Parish Council was awaiting an update from Philippa Gates.

## 8. Notified Matters

(a) To receive an update on **Affordable Housing:** No report forthcoming for this meeting.

(b) To receive an update on **Community Web Development.** Peter Kerry had distributed a report and the contents were received with approval, particularly the efforts to make the Website and Facebook pages available to younger residents by using QR codes on noticeboards. It was also noted that the Interweb advisory group were looking for additional volunteers to assist in updating the village website.

(c) To receive an update on the **Queens Diamond Jubilee celebration working group and to make a decision regarding the location of the Beacon for the Jubilee celebrations.** Sue Smale had distributed a report itemising the 3 options for the location of the beacon. Each was discussed and a proposal was made that Option 2 : Furze Corner

Playing Field, half way down Approach Road, should be used for the location of the Beacon. This was agreed with a majority vote. Sue Smale agreed to inform the Titsey community and invite them to join in the lighting of the beacon, as well as request assistance from the farmer who had offered his field near Clarks Lane to provide materials for burning. It was pointed out this was not going to be a beacon co-ordinated with others nationally. It was noted that volunteers would be required to build and maintain the bonfire as well as to carry out a safety and risk assessment. D Massey agreed this.

(d) To receive a report regarding **Volunteers Event in Caterham in March and discuss possible interest to local community**. Peter Kerry had circulated a report for discussion. It was generally agreed that a training course to encourage older residents to gain access to the internet was beneficial. Peter Kerry to investigate.

(e) **To discuss and agree the Parish Council involvement in the resurgence of Neighbourhood Watch in Tatsfield**. It was generally agreed that the Parish Council was strongly behind any resurgence in Neighbourhood Watch groups within the community but that these needed to be set up and led by residents. It was proposed that the Parish Council should raise awareness of the value of Neighbourhood Watch schemes and facilitate in any interest shown by the community through working with the police. This was approved.

## **9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) To receive a report from the **County Councillor**. No report was available.

(b) To receive a report from the District **Councillor**. The District Councillor reported on the following items:  
1- Further to the District Councillors action from March, Rob Luck from Tandridge Recycling had been contacted and had agreed to place the recycling bins on a 2-month close watch to see how often they were emptied. If it were obvious that Biffa was not emptying the bins then they would be fined as per the agreement.  
2- The next bulky rubbish collection would be on 12<sup>th</sup> May 2012 and this would be the final trial. The Parish Council was encouraged to be present and provide a final post-mortem on the experiment to Tandridge District Council.  
3- Tandridge District council were investigating the reported water flows from Beaver Water World  
4- local parents would be made aware by the end of the week whether their children had gained access to Tatsfield School. It was possible that a repeat of the previous year's events would be a reality, where 3 children had not been given places because of the sibling priority rule set by Surrey County Council.

(c) To receive a report from the **Tatsfield Community Responders** and take action on proposals contained therein. No formal report received.

(d) To receive a report from the **Village Hall Management Committee** : consider and comment on possible change to double-glazing from possible grant to be sought as per Report. Nichola Stokoe had distributed a report for consideration. It was agreed that at this stage there was no objection to the Village Hall Management Committee applying for a grant to replace the windows and that the lease required further examination should this grant be obtained and the project proceed.

(e) To receive a report from **Tatsfield in Bloom**. It was reported that difficulties arising from the hosepipe ban were being addressed and examined. There was a Village Spring Clean event on 21<sup>st</sup> April starting at 10am at the Bakery. All welcome to attend and help.

(f) To receive a report regarding **Biggin Hill Airport**. Ian Mitchell had distributed a report.

(g) To receive a report regarding the **Tatsfield Vern d'Anjou Association**. The Clerk had received a request from a resident about placing a table to sell cakes weekly to raise funds for the coming year. It was agreed that the Parish Council could not provide approval as the location proposed was not on Parish Council land. General enjoyment of the event had been reported from those who had travelled to Vern.

(h) To receive a report regarding the **Police**. Peter Kerry had distributed a report detailing a catalytic converter marking event that was in the process of being organised. It was noted that contact with local PCSO showing a positive impact.

(i) To receive a report regarding **the East Surrey Parishes Liaison Group**. The Clerk reported that she had not yet received a response regarding her email requesting an update on the activity of this group and further contact would be attempted again shortly.

(j) To receive a report regarding **Speed watch**. It was reported that the device was currently being re-calibrated and activity to recommence once it had been returned.

(k) To receive a report from the Parish Council representative regarding the Tatsfield **Fair-trade Steering Group**. Doug Massey noted that a table had been booked at the Craft Fair on 28<sup>th</sup> April and that a tea stall to coincide with the Horticultural Society's plant sale would also take place in May.

(l) (1) To receive a report from the Parish Council representative regarding **PARROT** : report circulated on £10,917.86 raised so far. Nichola Stokoe had distributed a report and the news that nearly £13,000 had thus far been raised with additional donations recently received, was received with great approval. The group was now waiting to hear what would happen with their application for a grant from the Community Improvement fund and this would be reported at the next meeting.

**To receive updates, discuss matters and where relevant, agree on proposals relating to:**

- (a) **Car Park and retained facilities:** it was reported that the lights deemed dangerous had been neutralised by the parish Council’s chosen electrician and a quote for replacement was awaited by the Clerk.
- (b) **Tatsfield Community Games Area : report on recent Deed of Variation as per Supplementary meeting on 28/3/12.** Nichola Stokoe had distributed a report, the Clerk was to send out final papers to confirm the sealing of the signed Deed of Variation and this would then be registered. Thanks were issued to Nichola Stokoe for her energetic undertaking on this matter.
- (c) **Tatsfield Green:** nothing new to report.
- (d) **Westmore Green:** A request was received from the Horticultural Society to hold their Annual Plant Sale outside the Bakery at 9.45am on Saturday May 12th 2012. This was approved on the condition that the location may have to be moved to the front of the Village Hall if progress is made on the Tatsfield in Bloom preparations outside the Bakery. The Clerk to inform.
- (e) **Pond:** The Chairman noted that it was good to see the pond still contained some water in this dry time.
- (f) **Millennium Wood:** Nothing new to report.
- (g) **Kemsley Wood:** Nothing new to report.
- (h) **Aileen McHugo Building:** The Clerk noted the approval by the Finance Committee to the proposal by Kestrel to continue providing services for a full day on site but to only be charged for half a day. It was additionally noted that the expression of interest in the ground floor treatment room would be discussed on 23<sup>rd</sup> April.
- (i) **Village Hall:** This was covered under item 9d.
- (j) **Tatsfield Allotments and Community Gardens:** Martin Westerman had attended a meeting the previous week and would put forward a proposal to be considered for payment of the pathway contractor in the meeting on 23<sup>rd</sup> April. He noted that it was expected that work would commence at the end of April.

**11. Meetings to Attend/Correspondence**

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **SCAPTC Local Council Forum – 25 April 2012 The Garden Room at Denbies Wine Estate, Dorking – I Mitchell to Attend.**

2) **ARI South East Allotment Officers’ Forum at Southwater Parish Council in West Sussex on Tuesday 15 May 2012 – the Chairman agreed to circulate this to TCAG.**

(b) **to discuss Correspondence received by the Clerk :** request from Straggler Running Club for access to Westmore Green on 19th / 20th May to run their Green Belt Relay. The request was approved and the Clerk to inform the Stragglers running club.

**12. Matters for Reporting or Inclusion of Future Agenda**

Nichola Stokoe informed the Parish Council that she was to attend a webinar on Village Greens and would attempt to obtain the DVD for perusal by interested members. This was received with approval.

Did the Parish Council want to advertise a full programme of events in the Parish Magazine ?

The Chairman officially confirmed this was his last full Parish Council meeting as Chairman but he would be chairing the Annual Parish Meeting on 17<sup>th</sup> April.

**The Meeting closed at 9.40 p.m.**

Subjects raised in Public Adjournments				
Item & page	Action	Who	Date by	Result
(13 Dec)				
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress

13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
<b>Item &amp; page</b> <b>(13 June 2011)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress
<b>Item &amp; page</b> <b>(12 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress – Clerk to assist
7j, 17	Communicate schedule of emptying recycling bins near Ship	Bob David (DC)	16/4/12	COMPLETE
<b>Item &amp; page</b> <b>(16 Apr 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5b, 24	Convey the results of the Parish Council's decisions on TA/2012/413, TA/2012/440 and TA/2012/452 to Tandridge Planning	Clerk	20/4/2012	COMPLETE
8c, 25	Communicate location of Beacon to Titsey and invite attendance at same as well as request assistance re provision of materials for Beacon.	S Smale	30/4/2012	
8c, 26	Perform a risk and safety assessment for Beacon lighting at Furze Corner playing fields	D Massey	12/5/2012	
8d, 26	Investigate training courses for the older residents on internet access	P Kerry	14/5/2012	
10d, 27	Make Horticultural society aware of possible need to change location of plant sale	Clerk	23/4/2012	COMPLETE
11b, 27	Inform stragglers running club of their successful request	Clerk	20/4/2012	COMPLETE

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> May 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Jon Allbutt (in the chair until item 1)  
Mrs Susan Smale (in the chair)  
Mrs Nichola Stokoe, Mr Ian Mitchell, Mr Martin Westerman

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

And 6 parishioners.

**1. ELECTION OF CHAIRMAN.**

Jon Allbutt asked for nominations for Chairman from the members present. Mr Ian Mitchell proposed Susan Smale and this was seconded by Nichola Stokoe. There were no other contenders and all were in agreement with the proposal. Jon Allbutt then handed over Chairmanship of the Parish Council and the meeting to Susan Smale and retired from the meeting as member.

**2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN :**

Susan Smale signed the declaration of acceptance of Office of Chairman witnessed by the Clerk

**3. To receive Apologies: Mr Douglas Massey and Mr Peter Kerry sent their apologies.**

**4. To receive Declarations of Interest (relating to items on the agenda):**

The Chairman declared a personal and prejudicial interest in Item 19j (Tatsfield and Community Gardens – Allotments). She was not required to leave the room, as there was simple disclosure of information without a decision required.

**5. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 16th April 2012 and the Supplementary meeting held on 23rd April 2012**

The minutes of the meeting held on the 16<sup>th</sup> April 2012 and the Supplementary Meeting held on 23<sup>rd</sup> April 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**6. Proposal for and agreement of committees for the coming year and their members**

The Chairman proposed that there be 2 committees set up for the coming year: the Finance Committee, whose members would be comprised of the Chairman, Ian Mitchell, Nichola Stokoe and Doug Massey; and the Neighbourhood Planning Committee, whose members would be Ian Mitchell, Nichola Stokoe and Doug Massey. The proposal was unanimously agreed

**7. Proposal for and agreement of Terms of Reference for committees**

The Terms of Reference for the Finance Committee were approved as presented and duly adopted. It was proposed by Ian Mitchell that the agreement to the Terms of Reference for the Neighbourhood Planning Committee be deferred to a later meeting. This was agreed.

**8. Proposal for and agreement of sub-committees / advisory groups for the coming year and their members**

The Chairman proposed that there be 2 advisory groups set up for the coming year: the Communications Advisory Group and the Greenspaces and Rights of Way Advisory Group. This was agreed unanimously. It was then proposed that the word 'Group' be replaced by 'Committee'. This was agreed. The Chairman proposed that the Communications Advisory Committee would be comprised initially of Peter Kerry from the Parish Council with various community members as required. This was agreed. The Chairman proposed that membership of the Greenspaces and Rights of Way Advisory Committee would be initially comprised of Doug Massey and Susan Smale with Jon Allbutt providing professional input and others invited to advise as required. This was agreed.

**9. Proposal for and agreement of Terms of reference for item 8**

It was proposed that the Terms of Reference for both Advisory committees be deferred to a later Parish Council meeting. This was agreed.

**10. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors**

A list of Roles and Responsibilities had been circulated with final choices by the Chairman following members' input. The Chairman proposed firstly that members present should approve the list as circulated, excepting the role of Vice Chairman and the appointment to the Vern village organisation, which should be deferred to the June meeting. This was unanimously approved and the list appears as **Appendix C** to these minutes.

**11. Review of leases and property agreements**

The Chairman asked the Clerk to provide an update on leases and property agreements. The Clerk noted that the Parish Council had 2 leases in place, one with Surrey County Council for the land upon which the Tatsfield



Community Games Area was built, and the other with J.P. Whelan Farms Limited for the lease of the land upon which the Allotments and Community Gardens were located.

The Clerk also noted that there were currently 2 tenancies in place, one with I.Q. Financial for a 5 year tenancy of the first floor of the Aileen McHugo Building, and the 2<sup>nd</sup> a monthly rolling tenancy for a room rental of Room 1 in the ground floor of the Aileen McHugo Building. These were noted.

#### **12. Review and agreement for updated Standing Orders and Financial Regulations**

It was proposed that the review and agreement for updated Standing Orders be deferred to the June meeting as there were a few items still requiring review. This was agreed. The Financial Regulations which had been approved in February 2012 would remain in place and reviewed in May 2013.

#### **13. To receive an Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

#### **14. Planning**

##### **(a) To determine the Parish Council's position on Appendix A:**

- **TA/2012/542 - Laurels, Hillside Road, Tatsfield, TN16 2NH Erection of two storey rear extension. (Certificate of Lawfulness for a Proposed Development)**

A report had been circulated recommending that the Parish Council take no action on this item given it was a Certificate of Lawfulness for a Proposed Development.

- **TA/2012/566 - The Chalet, Ninehams Road, Tatsfield, TN16 2AJ Erection of detached double garage.**

**(b) To appoint a planning team for May:** It was proposed that the team should be comprised of Susan Smale and Peter Kerry.

**(c) To receive a report on Neighbourhood Planning.** A report had been circulated and included information on the possible impact of the Surrey Local Nature Partnership on development of Neighbourhood Plans. It was proposed that the Clerk should reserve 2 places on the course on 20<sup>th</sup> June 2012 run by Piers Mason of Tandridge District Council. This was agreed and the Clerk asked to proceed.

#### **15 Finance**

**(a) To authorize payments (including presentation of cheques) detailed in Appendix B:** The payments were approved unanimously and cheques signed as required.

##### **(b) To discuss and agree items requiring expenditure:**

- Repairs to the fingerboard post in the Village Centre: The Clerk was asked to obtain at least an additional alternative quote to that presented thus far for £282 +VAT excluding delivery.
- Purchase of email addresses (estimated £35.64 per annum) – the Parish Council approved the request for an email address for the Village but not for additional emails for the Clerk and Chairman. The estimated outlay for this was expected to be £11.88 + VAT and this would be for info@tatsfield.org.uk.
- Approve quotes for ground maintenance for hedges (£430) and grass cutting (£235) – these were unanimously approved.

**(c) To agree the annual increment for the Clerk to £8.747 per hour as per the current Part-time pay scales (SCP 17) following a successful annual appraisal and agree to backdate this to 01/02/2012 as per the employment contract.** The Chairman proposed that the Clerk's annual increment be approved as a successful review had been performed as required by the Clerk's contract of employment, This was unanimously agreed and the Clerk would backdate her salary to the incremented amount to February 2012.

**(d) To receive a report on the Internal Audit progression :** The Clerk informed the members that the internal audit with the new auditor J Roberts, had been booked for 24<sup>th</sup> May 2012 and all accounts were being finalised.

#### **16 Highways & Rights of Way**

##### **(a) Receive an update on Highways: request for Members to consider advice received on Lengsthman Scheme.**

A report had been circulated by Doug Massey. The Parish Council had received advise against moving forward with the proposed agreement in its current form. Nichola Stokoe proposed changes to the current lengsthman agreement to make it more suitable to the requirements of the Parish Council might be undertaken. This was agreed. The Clerk was asked to obtain a copy of the agreement with Surrey County Council and the Lingfield Hub to see whether it might be adapted to the Parish Council's requirements.

#### **17 Notified Matters**

**(a) To receive an update on Affordable Housing:** a report was circulated by the Chairman. It was noted that the Parish Council would be asking for community for suggestions of a name for the new development.

**(b) To receive an update on Community Web Development.** A report had been circulated on this matter containing information.

**(c) To receive an update on the Queens Diamond Jubilee celebration working group and to make a decision regarding the location of the Beacon for the Jubilee celebrations.** The Chairman reported that a site visit and risk assessment had been performed. Neighbours to the site had been contacted and Beaver Water World had agreed to let

their lower car park be used for safe parking for the event. Tickets were in the process of being sold and it was noted that attention to the planting of the Royal Oak required consideration.

**(d) Receive an update and discuss the issues surrounding admission arrangements for Tatsfield Primary School.** The Parish Council would be formulating a response to the consultation by Surrey County Council that had been distributed to all interested parties. An information evening would take place on 21<sup>st</sup> June 2012 with the Consultation responses due on 29<sup>th</sup> June 2012. It was proposed that the Parish Council would detail initial thoughts on the response at the June meeting and a final response to be agreed following the information evening. This was agreed.

**(e) To discuss and agree whether to include the following wording on the bottom of future Agendas** as per Anne Bott's advice and in line with TDC's policy "Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency" This was proposed as detailed above and agreed unanimously.

**(f) To agree on whether to register the Shaw Road triangle.** Nichola Stokoe noted that cost to register the triangle of land would be between £40 to £50 for the land registration fee. It was proposed that the Parish Council should start the registration process for the Shaw Road triangle. This was agreed.

## **18 REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

**(a) To receive a report from the County Councillor.** The County Councillors reported on the following items:

- 1- The bollards requested by Tatsfield in Bloom for their Britain in Bloom entry had been approved;
- 2- A press release would be made in the coming 24 hours on the Community Improvement Fund decision of which PARROT was one of the proposed beneficiaries.
- 3- Caution regarding the response to the Surrey County Council consultation for admissions entry to Tatsfield Primary School, especially on the possible establishment of a catchment area.

**(b) To receive a report from the District Councillor.** The District Councillor reported on the following items:

- 1- There had been no real change following the Tandridge District Council elections with the Conservatives maintaining control of the council and turnout for the elections remaining low at around 34.8%;
- 2- Mr David was hoping to gain entry onto the Biggin Hill Advisory Committee following the District Council's annual meeting on 24/5/2012
- 3- A request had been made to Tandridge District Council on behalf of Wedgewoods residents for a meeting regarding the new recycling arrangements;
- 4- Bulky rubbish collection had apparently proceeded successfully and a debrief between the Parish Council and Keith Masters could now take place regarding the upcoming collections later in the year.

**(c) To receive a report from the Tatsfield Community Responders** and take action on proposals contained therein. No formal report received but an apology from P Clark was received following his absence from the Annual Parish meeting.

**(d) To receive a report from the Village Hall Management Committee:** Nichola Stokoe had circulated a report.

**(e) To receive a report from Tatsfield in Bloom:** it was reported that preparations were continuing and planting would commence shortly with the main planting in the village by volunteers taking place on 2/6/2012. A request for further volunteers to water plants was made.

**(f) To receive a report regarding Biggin Hill Airport.** Ian Mitchell noted that the airport was claiming commercial successes in attracting new business.

**(g) To receive a report regarding the Tatsfield Vern d'Anjou Association.** No report had been received.

**(h) To receive a report regarding the Police.** It was noted the Parish Council had received that positive feedback on the new PCSO.

**(i) To receive a report regarding the East Surrey Parishes Liaison Group.** No report was available.

**(j) To receive a report regarding Speed watch.** No update available for this meeting.

**(k) To receive a report from the Parish Council representative regarding the Tatsfield Fair-trade Steering Group.** It was noted that the tea tent had made good trade in May.

**(l) To receive a report from the Parish Council representative regarding PARROT:** Nichola Stokoe had circulated a report and it was noted that as per the County Councillor's report, a response on the Community Improvement Fund was expected shortly.

## **19 Parish Council Property and Land**

**To receive updates, discuss matters and where relevant, agree on proposals relating to:**

**(a) Car Park and retained facilities:** the Clerk was instructed to obtain a quote to change the kerb on the entry section to the Village Hall / Parish Council's part of the car park.

**(b) Tatsfield Community Games Area : a discussion concerning ensuring the facility is open and how to make items in the storage box more accessible.** It was proposed that Linda be approached to hold a key as an option. This was agreed. A report on progress and other possible solutions should be made at the next meeting.

**(c) Tatsfield Green:** nothing new to report.

(d) **Westmore Green:** a request had been received by the Clerk to allow members of the wind band playing at the 2<sup>nd</sup> June 2012 Jubilee Celebrations to park on Westmore Green. This was agreed dependant on the condition of the ground at the time of the event.

(e) **Pond:** nothing to report

(f) **Millennium Wood:** A report on a meeting held with T Erbes where concerns had been expressed for the management plans for the Millennium Wood had been circulated. The Parish Council was asked to include this item for discussion and agreement on the agenda in June. The Clerk to proceed.

(g) **Kemsley Wood:** Nothing new to report.

(h) **Aileen McHugo Building : to discuss and agree the most recent expression of interest in one of the available rooms on the Ground Floor.** The Chairman proposed that matters of commercial sensitivity would need to be discussed and that the Public and Press should be asked to leave. This was agreed and the contents of this item are disclosed in a confidential Part 2 memorandum to these minutes.

(i) **Village Hall:** nothing to report.

(j) **Tatsfield Allotments and Community Gardens:** Martin Westerman reported that progress was going successfully on the pathway and that a request had been made to Thames Water for a water meter.

## 20 Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **Neighbourhood Planning meeting on 20<sup>th</sup> June 2012 at Tandridge District Council officers.** 2 members to attend

(b) **To discuss Correspondence received by the Clerk :** 2 letters received by the Clerk : one from Anne Bott thanking the Parish Council for her invitation to the recent meeting. A letter had also been received from Jenny Munro, of Biggin Hill Airport, thanking the community and the Parish Council for her invitation to speak at the Annual Parish Meeting.

## 12. Matters for Reporting or Inclusion of Future Agenda

Ian Mitchell reported that the guttering joining the water butt at the Aileen McHugo Building was faulty and required re-adjustment.

**The Meeting closed at 10.45 p.m.**

Subjects raised in Public Adjournments
1- Propose of name for the new Affordable Housing development – Badger’s Loss
2- When was the Parish Council going to make a decision on the planting of the Royal Oak
3- The Surrey County Council admissions consultation did not give the option requested by the original petition on this matter in 2011, which was to ensure people with siblings already in the school, would have protected places from the point where a new policy would be implemented (i.e. 2014)

Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress

Item & page (12 Mar 2012)	Action	Who	Date by	Result
7i, 17	Present costs for Business cards	P Kerry / Clerk	8/4/12	In progress

Item & page (16 Apr 2012)	Action	Who	Date by	Result
5b, 24	Convey the results of the Parish Council’s decisions on TA/2012/413, TA/2012/440 and TA/2012/452 to Tandridge Planning	Clerk	20/4/12	COMPLETE
8c, 25	Communicate location of Beacon to Titsey and invite attendance at same as well as request assistance re provision of materials for Beacon.	S Smale	30/4/12	COMPLETE

8c, 26	Perform a risk and safety assessment for Beacon lighting at Furze Corner playing fields	D Massey	12/5/12	COMPLETE
8d, 26	Investigate training courses for the older residents on internet access	P Kerry	14/5/12	In Progress
10d, 27	Make Horticultural society aware of possible need to change location of plant sale	Clerk	23/4/12	COMPLETE
11b, 27	Inform Stragglers running club of their successful request	Clerk	20/4/12	COMPLETE

**Item & page (14 May 2012)**

	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
14c, 36	Book 2 places on TDC training course for 20/6/12	Clerk	18/5/12	COMPLETE
15b, 36	Obtain alternative quotes for the fingerboard repair	Clerk	23/5/12	COMPLETE
16a, 36	Request a copy of the Lingfield Hub agreement	Clerk	20/5/12	COMPLETE
17d, 37	Prepare a draft list of points for the response to the Tatsfield School admissions consultation	Members	7/6/12	In Progress
17e, 37	Add agreed wording to the bottom of Parish Council meeting agendas	Clerk	28/5/12	COMPLETE
17f, 37	Commence registration process for Shaw Road triangle	N Stokoe	11/6/12	
19f, 38	Add T Erbes request to Parish Council to June agenda	Clerk	31/5/2012	COMPLETE

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11<sup>th</sup> June 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell, Mr Martin Westerman, Mr Peter Kerry

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

And 6 parishioners.

1. **To receive Apologies:** Mr David Hodge, Mr Douglas Massey and Mrs Nichola Stokoe sent their apologies.

1. **To receive Declarations of Interest (relating to items on the agenda):**

The Chairman declared a personal and prejudicial interest in Item 19j (Tatsfield and Community Gardens – Allotments). She was not required to leave the room, as there was simple disclosure of information without a decision required.

2. **To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 14th May 2012**

The minutes of the annual meeting held on the 14<sup>th</sup> May 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

4. **Review and agreement for updated Standing Orders (deferred from Annual Meeting)**

The Chairman proposed that the current format of the Standing Orders, as printed out, be approved in principle for their content, with the understanding that some changes and tidying in formatting was required. This was approved and the Chairman provided the Clerk with a hard copy to be filed.

5. **To receive an Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table. The only item outstanding related to April (8d, 26) and Mr Peter Kerry informed the meeting that this item was progressing with a request for interest in the Parish Magazine and further enquiries would be forthcoming.

## 6 Planning

- (a) **To determine the Parish Council's position on Appendix A:**

It was proposed that there was no reason why the Parish Council should not **discuss TA/2012/692 - Rosemary Cottage, 37 Paynesfield Road, Tatsfield, Surrey, TN16 2AT** (Repositioning of access gates fronting onto Paynesfield Road), as this was a small item that had been received just after the agenda had been issued and was not of any great impact on the Community. The Clerk noted that this item was not on the agenda. The Chairman agreed the item could be discussed given the reasons listed.

It was proposed that the Parish Council should issue no comment to this application as it was merely moving a gate location and previous comments about the impact on parking in Paynesfield Road had not been noted by planning officers in Tandridge. This was agreed and the Clerk asked to proceed.

- (b) **To appoint a planning team for June:** It was proposed that the team should be comprised of Ian Mitchell and Martin Westerman. This was agreed.

## 7 Finance

- (a) **To receive and approve the minutes of the Finance Committee meeting held on 28th May 2012 and adopt the recommendations contained therein.** The draft minutes were received and approved.

- (b) **To authorize payments (including presentation of cheques) detailed in Appendix B:** The payments were approved unanimously and cheques signed as required. The Clerk explained the large amount of £11,875 as previously approved donation to the Tatsfield Allotments and Community Garden Group (TACGG) for their pathway which was expected to be repaid once the paperwork had been processed and approved by Surrey Hills group, as discussed in previous minutes. It was also noted that the 2012/13 rental for the allotments was due for payment and that the Clerk had been approved to transfer £3,000 from the Deposit to the Current account to ensure it did not go overdrawn and until the payment from Surrey Hills had been returned by the TACGG.

- (c) **To discuss and agree items requiring expenditure:**

- Repairs to the fingerboard post in the Village Centre (2 quotes) – following the instruction in the May minutes, the Clerk had obtained an additional quote for the repairs. It was proposed that the original quote of £282 (excluding VAT and delivery) for the work should be approved despite being around £45 more

expensive as they were the original crafters of the fingerboard. This was agreed and Bob David agreed to deliver the item.

- Bulkhead light replacements for Aileen McHugo Building – the quote circulated by Niall Kells for replacing the lighting for £136 excluding VAT was approved subject to the Clerk confirming the robustness of the proposed replacements with Mr Kells.
- Attendance by Clerk at CiLCA course for additional module – this was approved at the cost of £12 plus around £21 travel costs (estimated).
- Kerb repair for Car park – the Clerk informed the meeting that no estimate for this item had been received and it was agreed that a decision on this would be adjourned until such an estimate was available.

**(d) To approve and sign the Annual Accounts 2011/12 for the Parish Council including the Annual Return.** A copy of the annual accounts and report had been circulated to all members and considered and approved at the finance committee on 28<sup>th</sup> May. It was proposed that the annual accounts be approved and signed by the Chairman. This was agreed unanimously. It was proposed that the annual report and all of the supporting statements contained therein be approved and signed by the Chairman and Clerk as required. This was agreed unanimously and completed at the meeting.

## **8 Highways & Rights of Way**

**(a) Receive an update on Highways.** A report had been circulated by Doug Massey. The Parish Council agreed to delay review of the Lengthsman agreement until further information regarding Surrey County Council's proposal in item 9f was available.

**(b) Receive an update on Rights of Way and Footpaths:** no update was available.

## **9 Notified Matters**

**(a) To receive an update on Affordable Housing:** a report was circulated by the Chairman. Further names for the new development were encouraged.

**(b) To receive an update on Community Web Development.** Peter Kerry reported that a meeting would be taking place on 12<sup>th</sup> June 2012 and that despite a request in the Parish Magazine there had been no further offers to assist with updating the website. Further attempts would be made on this matter.

**(c) To receive an update on the Queens Diamond Jubilee celebrations.** A report summarising the events and the success of each one had been distributed. It was particularly noted that the 'Down Memory Lane' exhibition had benefitted from more visitors than had originally been expected and that additional information had arisen as a result which would be useful to the History Project. The Chairman proposed that thanks to all who had both organised and helped to make all the events so successful be recorded. This was agreed.

**(d) To discuss and agree the Parish Council's response to the Consultation for admission arrangements for Tatsfield Primary School.** Ian Mitchell had issued a report summarising the Parish Council's main points in their proposed response to the Consultation. The Chairman proposed that the report be adopted in its entirety as forming the basis for the Parish Council's response, subject to any additional information which could arise from the public information evening on 21<sup>st</sup> June 2012. This was agreed unanimously.

**(e) To discuss the current traffic safety concerns in Ricketts Hill Road following the meeting with Tony Erbes in May.** The Clerk had re-distributed the report summarising Mr Erbes' concerns. The Clerk confirmed that as yet no further requests or petitions had been received on this matter. The Chairman informed the Parish Council that she had been invited to attend a meeting of the Ricketts Hill Neighbourhood Watch the following day and that she would report back on the results of this should this matter arise, at the next meeting in July.

**(f) To discuss and agree the proposal from the County Councillor to work more closely with Surrey County Council through a partnership with neighbouring parishes for monitoring highways works.** The Chairman proposed that the Parish Council should agree in principle to the proposal put to the Parish Council by the County Councillor David Hodge as detailed in Item 9f. This was approved and further information would be awaited by the members for additional evaluation in due course. It was also agreed that the neighbouring parish councils mentioned in the proposal would at this stage include Chelsham and Farleigh, Warlingham and Woldingham.

**(g) To discuss and agree methods of managing information requests from the Policy unit of Tandridge District Council and others, especially where there is duplication of information.** The Clerk requested guidance from the Parish Council on this matter given the high volume of email information received by her every day from various sources. Following a short discussion, Peter Kerry proposed that the Communications Advisory committee should also be a contact who could then channel information to appropriate recipients in the event of the Clerk not having the time to do this. This was agreed to be trialled.

## **10 REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

**(a) To receive a report from the County Councillor:** No report available as the County Councillor was not present.

**(b) To receive a report from the District Councillor.** The District Councillor reported on the following items:

- 1- Rob Luck from Tandridge Recycling had now informed Biffa that a financial penalty would be imposed on them if they did not clear the recycling bins as required in Tatsfield, following a period of assessment.
  - 2- Titsey Ward had held their Annual Meeting the previous week.
  - 3- It was likely that at the Neighbourhood Planning training course on 20<sup>th</sup> June 2012, which would be attended by 2 parish councillors from Tatsfield, that a message from the planning policy team would be given to all parish councils interested in moving forward with Neighbourhood plans, not to expect assistance from the planning policy team as they just did not have the resources. However it had recently been agreed that the planning model developed recently in the District would now be made available to Parish Councils who were moving forward with their own Neighbourhood plans, provided the appropriate skills and resources could be demonstrated.
- (c) To receive a report from the **Tatsfield Community Responders**. No report was received.
  - (d) To receive a report from the **Village Hall Management Committee**: Nichola Stokoe had circulated a short request detailing that 'Several of the rainwater downpipes were overflowing, apparently because of leaking joints at the top, and the tiling on the low roof by the green room had not yet been repaired. Desmond Bishop should be asked to look at the cause of the overflowing pipes before the matter was brought to the attention of the Parish Council. The Clerk agreed to approach Desmond Bishop to address the tile.
  - (e) To receive a report from **Tatsfield in Bloom**: it was reported that planting had gone ahead successfully on 2<sup>nd</sup> June and that hanging baskets had now been distributed. Continued amazement at the level of craftsmanship being displayed.
  - (f) To receive a report regarding **Biggin Hill Airport**. Ian Mitchell reported that recent weather had produced a flurry of complaints about low flying in the wrong places.
  - (g) To receive a report regarding the **Tatsfield Vern d'Anjou Association**. A report had been received from Peter Fuller and circulated by the Clerk. The report requested a grant from the Parish Council in the coming year's fundraising efforts before their hosting in 2013.
  - (h) To receive a report regarding the **Police**. Ian Mitchell reported that the injuries reported in the recent serious accident in Approach Road had not been as serious as originally thought.
  - (i) To receive a report regarding **the East Surrey Parishes Liaison Group**. No report was available.
  - (j) To receive a report regarding **Speed watch**. It was reported that the battery fault with the recording device had now been resolved.
  - (k) To receive a report from the Parish Council representative regarding the Tatsfield **Fair-trade Steering Group**. It was reported that 2 events were planned, one in September and the other at the Scout Fete on 1<sup>st</sup> July.
  - (l) To receive a report from the Parish Council representative regarding **PARROT**: The Chairman had circulated a report detailing her meeting today with Steve Hyder and other PARROT members. Concerns were expressed regarding the proposals for equipment aimed at older children, to be placed outside the current perimeter of the enclosure. The Clerk noted that it was important to ensure that the Community Improvement Fund requirements were addressed in their entirety before changes to the proposed designs took place, it was agreed this would be examined and a further report would take place on 25<sup>th</sup> June 2012.

## 11 Parish Council Property and Land

To receive updates, discuss matters and where relevant, agree on proposals relating to:

- (a) **Car Park and retained facilities**: the Chairman reported that a debrief with Keith Masters on recent problems with bulky rubbish collections had produced an agreement to ensure future vehicles held granular absorbent material to ensure similar incidents were not repeated. Future dates were now confirmed for 15<sup>th</sup> September and 8<sup>th</sup> December 2012.
- (b) **Tatsfield Community Games Area**: The Chairman reported that the new lock on the gate out of the TCGA field had been installed. It was proposed that the Clerk investigate the costs and feasibility of a wall mounted key safe for the TCGA storage box. The Chairman proposed that the recent request from the Tatsfield Primary school PTA for the TCGA to be closed for their annual fete be approved, between 11am and 4pm on 16<sup>th</sup> June 2012. This was approved.
- (c) **Tatsfield Green**: nothing to report
- (d) **Westmore Green**: to discuss and agree the proposal for allowing a wedding party to release Chinese lanterns in August on the condition that bio-degradable lanterns are used and appropriate contact with Biggin Hill airport regarding their release is made. The Chairman proposed that the Parish Council approve the request received by her for a release of Chinese lanterns in August following a wedding meal at The Bakery, on the condition that the open area of Westmore Green was used, that only bio-degradable lanterns were used and that contact with Biggin Hill regarding the date and number of lanterns was made. This was agreed. The Clerk to progress and inform the person who made the request.
- (e) **Pond**: nothing to report
- (f) **Millennium Wood**: to consider the contents of the report regarding the meeting with Tony Erbes discussed in the May meeting and agree a course of action on the matters raised. It was agreed that this matter would be progressed by the Green Space and Rights of Way advisory committee.

(g) **Kemsley Wood:** Nothing new to report.

(h) **Aileen McHugo Building: to sign the Tenancy Agreement relating to the lease for Room 3.** The Clerk informed the meeting that the agreement had not yet been received as signed given the proposed tenant had been away on holiday. The Chairman proposed that this item should be deferred to the supplementary meeting on 25<sup>th</sup> June 2012. This was agreed. The Chairman then announced that Room 1 in the Ground Floor had a new tenant on a one year tenancy – The Chartwell Cancer Trust and that this tenancy had commenced on 6<sup>th</sup> June 2012.

(i) **Village Hall:** nothing to report.

(j) **Tatsfield Allotments and Community Gardens:** The Clerk confirmed that the cheque for the pathway had been given to Alan Armitage and that further information would be reported back once received regarding repayment of the donation.

## 12 Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **Neighbourhood Planning meeting on 20<sup>th</sup> June 2012 at Tandridge District Council officers.** 2 members to attend – Ian Mitchell and either Nichola Stokoe or Doug Massey.

2) **TVSC Network Lunch, Thursday 21 June 2012,** United Reformed Church, Oxted – Peter Kerry to attend.

(b) **To discuss Correspondence received by the Clerk:** The Chairman had received a letter of thanks from St Mary's church for the Parish Council's entry in the Flower Festival.

## 13 Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency.

None.

## 12. Matters for Reporting or Inclusion of Future Agenda

No matters were reported.

**The Meeting closed at 9.58 p.m.**

Subjects raised in Public Adjournments				
1- Thanks for the Jubilee weekend – an excellent time was had by all;				
2- Surrey County Council's original aim in building the new school in its current location was to serve Tatsfield Village's children. This is currently not being achieved by the admission policy in place.				
3- Who has the final say in the naming of the Affordable Housing project?				
4- Would the Parish Council please take over the project to reduce the speed limit on Approach Road as Speed watch is not really the correct organisation to perform this and costs to make the change are estimated at £20,000. Could the Parish Council write a letter to ascertain the current status of this project?				

Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress

Item & page (12 Mar 2012)	Action	Who	Date by	Result
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress

Item & page (16 Apr 2012)	Action	Who	Date by	Result
8d, 26	Investigate training courses for the older residents on internet access	P Kerry	14/5/2012	In progress



<b>Item &amp; page (14 May 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
17d, 37	Prepare a draft list of points for the response to the Tatsfield School admissions consultation	Members	7/6	COMPLETE
17f, 37	Commence registration process for Shaw Road triangle	N Stokoe	11/6	In progress
<b>Item &amp; page (11 June 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6a, 45	Inform Tandridge Planning of Parish Council response to TA/2012/692	Clerk	21/6	COMPLETE
7c, 45	Request clarification from N Kells re lights	Clerk	25/6	
9e, 46	Report back to the Parish Council following the meeting with Ricketts Hill neighbourhood watch team	Chairman	09/07	
11b, 47	Investigate wall mounted key safe	Clerk	9/07	
11d, 47	Inform of approval to release Chinese lanterns on Westmore Green as long as conditions required by the Parish Council are met.	Clerk	16/6	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> July 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Susan Smale (in the chair)  
Ian Mitchell, Martin Westerman, Doug Massey, Nichola Stokoe, Peter Kerry (minutes)

**In Attendance:** Nil

**1. APOLOGIES Ana Hughes.**

**2. DECLARATIONS OF INTEREST RELATING TO AGENDA ITEMS** It was noted that the applicant for TA/2012/726 is a tenant of the Parish Council.

**3. Approval of the MINUTES OF THE MEETING held on 25<sup>th</sup> June 2012**

It was noted that some editorial clarifications were needed, so the decision to approve them was deferred to the following meeting.

It was agreed to investigate the possibility of approving minutes at the following meeting, rather than alternate meetings as at present. **Action SS**

**4. TA/2012/726 : Little Chase, 40 Paynesfield Road, TN16 2BG - Variation of condition 4 of permission TA/2011/14 dated 23rd February 2011 to allow for provision of off-street parking and associated landscaping.**

No objection..

**5. TA/2012/904: Barn Cottage, Westmore Green, Tatsfield, TN16 2JS - Closure of existing access and resurfacing of the hard standing. (Certificate of Lawfulness for a Proposed Development)**

No comment.

**6. TA/2012/903: The White House, Westmore Green, Tatsfield, TN16 2JS - Formation of vehicular access and hard standing. (Certificate of Lawfulness for a Proposed Development)**

No comment.

**7. TA/2012/937: Green Gables, Ricketts Hill Rd - swimming pool and extension (Certificate of Lawfulness for a Proposed Development).**

No Comment

**8. Update on Aileen McHugo Building – current situation on tenancies and room lettings; to discuss and agree a potential letting of Room 2 and to sign any documentation pertaining thereto.**

1. Tenants in 1 & 3. Kestrels are in 2 on a rolling monthly contract. It was agreed that from September Kestrels could use the main Parish Room together with a storage cupboard so that we could rent out room 2 to a possible new tenant. **Action NS to manage any transition issues.**
2. The Bakery has asked to use room 2 for temporary storage (3 weeks). This was agreed for a flat fee of £50. **Action SS**
3. It was noted that the a key box is now installed on the outside wall of AMB to allow access to the MUGA equipment chest. The combination details need to be sorted. **Action PK.**
4. A number of matters regarding housekeeping were discussed. It was agreed to arrange for work on the hand basin in room 1. **Action SS.**
5. Martin offered to do an inventory of the work that needed to be done in the rooms. **Action MW**

**9. Update on Westmore Green Play Area – to agree amendments to final design.**

It was noted that Surrey County Council had transferred the £20K grant, and that the placing of the contract was awaiting Steve Hyder returning from leave.

**10. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency** None.

**11. Matters for reporting or inclusion in a future meeting.**

Peter Kerry requested to discuss the issue of obsolescent notices on the Parish notice board. Doug Massey requested arrangements for the storage of winter salt supplies.

**The Meeting closed at 9.15 p.m.**

<b>Item &amp; page (13 June 2011)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

<b>Item &amp; page (12 Dec 2011)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress

<b>Item &amp; page (12 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress

<b>Item &amp; page (9 July 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
9g, 55	Investigate costs of new backing for Ship Hill notice board	Clerk	31/8/12	In progress
9g, 55	Meet with residents to discuss notice board	D Massey	31/8/12	
10d, 56	Arrange a quiz night team	D Massey	31/7/12	COMPLETE

<b>Item &amp; page (23 July 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
3, 61	Editorial correction of minutes 25 June Procedure for signing of minutes.	Chairman	10 /9	
5.a, 61	Progress moving Kestrels to Parish Room from Sept 2012	Nicola Stokoe	NA	COMPLETE
5.b, 61	Arrange storage of equipment for The Bakery	Chairman	NA	COMPLETE
5.c, 61	MUGA Key Box	Peter Kerry	28/7	COMPLETE
5.d, 61	Replace sink waste pipe (room 1)	Chairman	NA	COMPLETE
5.e, 61	AMB work inventory	Martin Westerman	NA	In progress
8, 61	Obsolescent notices/ Salt storage	Clerk	10 /9	In progress

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 20<sup>th</sup> August 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Doug Massey  
Mr Peter Kerry

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

And 1 parishioner.

**1. Apologies: Mr Martin Westerman**

**2. Declarations of Interest (relating to items on this agenda):**

None.

**3. To approve and sign the MINUTES of the previous meetings held on 9<sup>th</sup> and 23<sup>rd</sup> July 2012**

The Minutes of the previous meetings held on 9<sup>th</sup> July and 23<sup>rd</sup> July 2012 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

(a) TA/2012/925 : Moorhouse Sand Pit, Westerham Road, TN16 2ET. Erection of 2.5m palisade security fence and 3 gates to create enclosed secure area.

*It was proposed that the Parish Council should **not object** and actively **support** this application as a positive move to deter potential burglars and illegal trespassing on the site. This was approved.*

(b) TA/2012/937: Green Gables, Ricketts Hill Road, Tatsfield, TN16 2NB. Erection of part two storey part single storey rear extension. Erection of building comprising garage and gym/pool room. Excavation to create swimming pool.

*(Certificate of Lawfulness for a Proposed Development)*

*It was proposed that the Parish Council should **not comment**. This was approved.*

(c) TA/2012/968: Ship Hill House East, Ship Hill, Tatsfield, Surrey, TN16 2AH. Erection of single storey side extension.

*It was proposed that the Parish Council should **not object**. This was approved.*

(d) TA/2012/1025: The Haven, Kemsley Road, Tatsfield, TN16 2BH. Erection of single storey rear extension.

*It was proposed that the Parish Council should **object** on the basis that the extension would result in a disproportionate addition over and above the size of the original dwelling as per Policy RE8. This was approved.*

The Clerk was instructed to proceed as detailed above and inform Tandridge District Council of the Parish Council's decisions.

**5. Tatsfield Village Appraisal: to discuss arrangements for a meeting to be held on 12th September 2012**

The Neighbourhood Planning Committee have arranged a public meeting on 12<sup>th</sup> September 2012 to be held at the Aileen McHugo Building to discuss the process for a Village Appraisal which could be the first step in moving towards a Neighbourhood Plan. It was proposed that the Parish Council support this venture. This was agreed. It was proposed that the event be advertised as widely as possible to ensure a strong community presence at the meeting. This was agreed. The Chairman proposed that the Clerk ensure allowances be made in the 2013/14 budget for the Village Appraisal.

**6. Westmore Green new development: discuss and agree the proposed naming**

The Chairman proposed that the Parish Council support the name of 'Bassetts' to be given to the new street and development on Westmore Green, as proposed by Tandridge District Council. This was approved and the Clerk instructed to proceed.

**7. Shaw Road Triangle: Discuss and agree proposals for possessory claim.**

It was proposed that the Parish Council should agree to proceed with possessory claim of the land in the Shaw Road triangle. This was approved by those present with one abstention. Nichola Stokoe to proceed.

**8. Wayleaves and Parish Council land: discuss and agree a way forward.**

A resolution was proposed by Ian Mitchell and seconded by Doug Massey that this item would contain sensitive matters and require the public to withdraw. This was agreed and the contents of this item are disclosed in a confidential Part 2 memorandum to these minutes.

**9. Village Pond: to report action taken following receipt of a resident's letter.**

It was noted that this matter had been referred to the Green Spaces and Rights of Way Advisory Committee (GSROWAC) and would be on the agenda for discussion when they met in September and that the resident who had sent the letter to the Parish Council had already been invited to the committee meeting. It was noted that the judges for

the 'In Bloom' competitions had stated they felt it was a '...good rural pond....' The Parish Council agreed to await the outcome of the advisory committee meeting.

**10. New format Codes of Conduct as issued by NALC / Tandridge District Council: discuss and adopt the preferred version.**

It was proposed that in light of action recently brought to light regarding action being taken nationally to challenge the recent requirements of the new Code of Conduct, that the Parish Council should delay approving the new Code of Conduct until such queries had been resolved or until new information was presented. This was agreed.

**11. Government consultation 'Payments by Parish and Community Councils and charter trustees': discuss and agree a possible response.**

The Parish Council discussed the response put forward by the Clerk which had 4 questions. It was proposed that the Parish Council should not agree with the removal of 2 signatories from all payments by Parish and community councils and charter trustees and that therefore the answer to question b was therefore irrelevant. It was proposed that for questions c and d the answers proposed by the Clerk were acceptable. This was agreed with 2 abstentions. It was further proposed that the Parish Council should add their willingness to use electronic banking but that there were concerns with the limited range of services with dual authorisation offered by banks and building societies. This was agreed.

The Clerk was instructed to complete and return the Parish Council response as approved above.

**12. Draft Local Audit Bill: discuss and agree response (due 24th August)**

It was proposed that the Parish Council response to each question be included as detailed in Appendix A. This was agreed.

The Clerk was instructed to complete and return the Parish Council response as approved above.

**13. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency.**

None

**14. Matters for Reporting or Inclusion of Future Agenda**

The chairman reminded the meeting of the need for a Finance Committee meeting to discuss the budget in September. Nichola Stokoe requested the first quarter of bank reconciliations to counter sign. The Clerk agreed.

**The Meeting closed at 9.50 p.m.**

Subjects raised in Public Adjournments
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- 1- Flooding at Rag Hill and corner of Avenue Road – Parkwood Stables. This needs to be sorted and a soak away installed.
- 2- Fly tipping in Parkwood Road along the line of the public footpath. This has been reported to P Gates and Steve Mitchell in Surrey County Council.
- 3- Parish Council should remind Village Organisations that if they need to request a grant then this needs to happen as soon as possible after September so it can be included in the budget.

Item & page (20 Aug 2012)	Action	Who	Date by	Result
4, 63	Communicate to Tandridge District Council the decisions on planning applications	Clerk	24/08/2012	COMPLETE
6,63	Inform Tandridge District Council of the decision to support the name of 'Bassetts' for the new development.	Clerk	08/09/2012	COMPLETE
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress
11, 64	Complete and return response to government consultation	Clerk	24/8/2012	COMPLETE
12,64	Complete and return response to government consultation	Clerk	10/9/2012	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 24<sup>th</sup> September 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Martin Westerman  
Mr Peter Kerry Mr Ian Mitchell

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

And 1 parishioner.

**1. Apologies: Mr Doug Massey**

**2. Declarations of Interest (relating to items on this agenda):**

None.

**3. To approve and sign the MINUTES of the previous meetings held on 25th June and 10th September 2012**

The Minutes of the previous meetings held on 25<sup>th</sup> June and 10<sup>th</sup> September 2012 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

(a) TA/2012/1094: The Red House, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB Change of use of land from agricultural to residential.

*It was proposed that the Parish Council should not object but that the response should include a condition relating to the removal of all permitted development rights to build a structure or pool on the land. This was approved. It was further proposed that an additional comment stating that although it is suggested in the application biodiversity checklist that there is no evidence of badgers on or near the application site, nor that badgers commute through the site to foraging areas, it should be noted that dead badgers are found from time to time along this part of Ricketts Hill Road. At least one has been recovered by Tandridge District Council officers from the verge close to the site. A sett has been reported within 300m southeast of the site.. This was approved.*

(b) TA/2012/1109: The Grasshopper Inn, Westerham Road, Moorhouse, TN16 2EU Erection of entrance porch, raised timber decking and trellising to provide seating area and entrance piers and sign to north-east elevation.

*It was proposed that the Parish Council should respond stating there was no comment. This was approved.*

The Clerk was instructed to proceed as detailed above and inform Tandridge District Council of the Parish Council's decisions.

**5. New format Codes of Conduct as issued by NALC / Tandridge District Council: discuss and adopt the preferred version.**

The Chairman proposed that the Parish Council should adopt the Tandridge District Council Code of Conduct. This was approved unanimously. The Clerk would distribute the Declarations of Interest to be returned within 28 days of this date.

**6. Tatsfield Green Access: approve proposal for repairing surface to access road for Tatsfield Lodge and agree wayleave agreement for same**

It was proposed that the Parish Council should approve the quote the proprietor of Tatsfield Lodge wished to proceed with for repairing the access road over Tatsfield Green to the above residence. This was approved unanimously. It was further proposed that the Parish Council should formally ratify the right of the existing landowner to access his property using the access road, as given by a previous Parish Council according to minutes in 1908. This was also approved. It was further noted that land searches in the 1970s had detailed that Surrey County Council had accepted responsibility for the access road. It was proposed that the Parish Clerk should offer to produce a wayleave agreement for the owner of Tatsfield Lodge for a nominal sum of £200. This was agreed. The Clerk was instructed to proceed

**7. Expenditure: approve and pay invoice for additional work to Village Hall by DH Reeves.**

The Clerk requested that the final work on the Village Hall requested by Tony Dawkins and recently completed by DH Reeves & Co be paid – a sum of £75 + VAT. This was approved and the cheque signed.

**8. Volunteer Path Warden Scheme: discuss and agree response.**

The questions sent by Steve Mitchell of Surrey County Council and addressed briefly at the meeting on 10<sup>th</sup> September were discussed and the following responses were agreed:

1. Would you find it beneficial to attend a short (2 hours) training session on public rights of way and the legal powers available to parish/town councils to carry out maintenance work?

Yes, the Parish Council believe that this would be very beneficial.

2. Would you find it beneficial to have a 'Rights of Way - Guide for Parish/Town Councils' booklet. If you would, what particular issues would you find most useful?

Yes the Parish Council believe that it would be beneficial to have a booklet, but contents of this would be largely dependent on the outcome of the training as well as other expectations.

3. Do you have local volunteers who would be willing to carry out practical work on paths under either 1. the parish/town council's supervision and legal powers or 2. under the County Council's Volunteer Path Warden Scheme.”

The general approved response to the above question was 'possibly'. This would depend largely on the outcome of the training, whether materials would be provided to perform the practical work and other such questions.

The above responses were agreed by the members present. The Clerk was instructed to respond as required to Surrey County Council.

**9. Advertising: discuss and agree action ref excess advertising in the village and surrounds.**

It was proposed that the various categories of advertisements should be defined for discussion and agreement on action at the meeting in October. This was approved and Ian Mitchell was tasked with this. It was further proposed that the Clerk should investigate what had been agreed for village organisations by the previous Parish Council. This was approved.

**10. Parish Council vacancy: discuss and agree way forward.**

It was proposed that a campaign of awareness would be initiated over the coming months with an aim to advertising the vacancy on the Parish Council in the New Year. This was agreed.

**11. Surrey Highways Service Localism offer: discuss and agree way forward**

It was proposed that action on this item be deferred until the return of the Highways member Doug Massey as he had the most experience with the Lengthsman scheme and was best placed to advice members. This was agreed. It was noted that further information would be forthcoming following the SCAPTC meeting on 27<sup>th</sup> September that Ian Mitchell was attending.

**12. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency.**

The Clerk brought to the attention of the Chairman two letters.

The first related to an allegedly dangerous tree outside a property in Ricketts Hill Road. As this was deemed to be a possibly serious threat to health and safety the clerk was asked to refer this matter directly to Tandridge District Council, the manager of Tatsfield Green.

The second related to concerns about health and safety for riders and pedestrians on Lusted Hall Lane. The Clerk was asked to respond and acknowledge receipt and to place this on the agenda for discussion in October.

**13. Matters for Reporting or Inclusion of Future Agenda**

The Clerk noted that an offer for a photo opportunity was made by East Surrey Museum.

It was proposed that the Parish Council consider a Tatsfield Festival in 2013.

It was reported that the recent meeting on the Appraisal in Tatsfield had a team of around 12 people who had indicated willingness to proceed and that a meeting would be organised in the near future.

It was reported that there were concerns about tree stumps placed outside properties on Ricketts Hill Road becoming dislodged and dangerous to drivers. This needed investigation.

It was requested that a discussion on a land management system for Tatsfield be placed on a future agenda.

**The Meeting closed at 9.52 p.m.**

Item & page (20 Aug 2012)	Action	Who	Date by	Result
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress

Item & page (24 Sept 2012)	Action	Who	Date by	Result
4a+b, 73	Inform Tandridge District Council of the Parish Council's decisions	Clerk	30/9/2012	COMPLETE
5, 73	Circulate the new Declaration of Interest forms	Clerk	30/9/2012	COMPLETE
6, 73	Respond to Dr Benison ref Tatsfield Lodge as directed	Clerk	30/9/2012	COMPLETE
8, 73	Respond ref Volunteer Path Warden scheme as directed	Clerk	27/9/2012	COMPLETE
9, 74	Define advertising categories	Ian Mitchell	8/10/12	
9, 74	Circulate previous Parish Council's decision ref village organisations advertising on the village centre Green	Clerk	8/10/12	COMPLETE

**MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 26<sup>th</sup> September 2012 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell Mrs Nichola Stokoe

**In Attendance:** Mrs Ana Hughes (clerk)

And 0 parishioners

**1. Apologies: Mr Doug Massey**

**2. Declarations of interest (relating to items on the Agenda):**

The Chairman declared an interest in the grant item pertaining to the Allotments in item 5 as she is an allotment holder. At the time of the discussion of this item she removed herself from the meeting and only returned once the discussion and voting was completed.

**3. Agree and Sign the Minutes of the Last Meeting held on 28th May 2012**

The minutes of the meeting held on the 28<sup>th</sup> May 2012 were approved as a correct record and signed by the Chairman.

**4. First draft of 2013/14 Budget**

The Clerk had prepared a first draft of the budget. This was discussed in detail and changes proposed which would be presented at the next meeting of the Finance committee. It was agreed that the precept should remain unchanged at £38,000 and that increases should be made in provisions for Capital expenditure to budget for the replacement of the boiler in the Aileen McHugo Building as well as new benches on Westmore Green. It was also agreed that the Repairs and Maintenance budgets for non-recurring items should be increased following the recent meeting of the Green Spaces and Rights of Way advisory committee and estimated costs for maintenance to parish council assets coming from that. Final amounts would be confirmed by the Clerk through quotes and recommendations from the committee once these were presented to the Parish Council.

**5. Grant Requests for 2011/12:**

· Fairtrade Group - £100:

This request for pump action hot drink flasks for the Tatsfield Fairtrade Group was approved up to a maximum of £100.

· Dave Bishop – Christmas Carol Singalong for Village £350:

This request was approved as per the email received from Dave Bishop on 17th September 2012 up to a total of £350.

· Tatsfield Allotments and Community Gardens Group - £300-£400:

A motion to invoke Standing order 29a (Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business') was proposed by Nichola Stokoe and seconded by Ian Mitchell referent to Standing Order 1q (*No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3*), to ensure this item could be discussed as the Chairman had left the meeting due to a declared interest. This was adopted.

The Clerk confirmed £500 was available to expenditure on Tatsfield Allotments and Community Gardens in the current year's budget and this had not yet been allocated. This item was approved up to a total of £400 based on the emails and quotes received on 12 September 2012 and subject to the remaining monies being awarded by Surrey County Council.

Ian Mitchell proposed a motion to reinstate Standing Order 1q following completion of this item and the return of the Chairman to the meeting. This was seconded by Nichola Stokoe and adopted.

· St Marys Church - £750 grant towards new cemetery (in budget):

this item related to a request made to the Parish Council and approved in 2008 to allocate an amount equating to the number of households in Tatsfield annually in the financial budget under grants, for maintenance of new land provided for burials. This had been done in the current year's budget and it was agreed this amount should be awarded since a request for the grant had been received by the Parish Council.

The Clerk was instructed to inform relevant organisations and recipients of Parish Council decisions.

**6. Approval for expenditure: Backing for Ship Hill Noticeboard - circa £50 for materials + installation.**

The Clerk had received confirmation that the cost to install new backing, as requested by previous meetings of the Parish Council in September, would be £50. The finance committee approved this expenditure subject to confirmation that the notice board was sound enough to be repaired from the Desmond Bishop who would be performing the installation.

**7. Items for Discussion or Referral to Future Agendas.**

There were none.



**The Meeting closed at 9.50 p.m.**

<b>Item &amp; page (8 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
3, 1	To manage the set up and transfer of car park management funds amounts as agreed in the meeting.	Clerk	31/03/2012	In progress

<b>Item &amp; page (26 Sept 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 6	Update budget and circulate once quotes / estimates received	Clerk	16/10/12	COMPLETE
5, 6	Inform grant recipients of Parish Council decisions	Clerk	8/10/12	COMPLETE
6,7	Receive confirmation referent the Ship Hill notice board	Clerk	8/10/12	In progress

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9<sup>th</sup> July 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman, Mr Peter Kerry

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

And 9 parishioners.

1. **To receive APOLOGIES:** Ian Mitchell

1. **To receive DECLARATIONS OF INTEREST (relating to items on the agenda)** None.

3. **To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 11th June 2012**

The minutes of the annual meeting held on the 11<sup>th</sup> June 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

4. **To elect a VICE-CHAIRMAN and receive a signed Declaration of Acceptance of Office**

The Chairman called for nominations for Vice-Chairman. Nichola Stokoe proposed Douglas Massey seconded by Peter Kerry. There were no other candidates and Douglas Massey accepted the position by signing a Declaration of Acceptance of Office witnessed by the Clerk.

5. **To receive an Officer's REPORT ON ACTIONS OUTSTANDING SINCE THE PREVIOUS MEETING**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

## **6 PLANNING**

**(a) To determine the Parish Council's position on Appendix A following reports from the current planning team:**

- **TA/2012/805: Liscombe, Ricketts Hill Road, Tatsfield, TN16 2NA:** Demolition of existing garage, store and lobby. Erection of single storey side extension.

*It was proposed that the Parish Council should not comment. This was approved.*

- **TA/2012/725: Matopos, Johns Road, Tatsfield, TN16 2AP:** Erection of first floor front extension and installation of windows to both side elevations.

*It was proposed that the Parish Council should not object provided the additional net floor space created by the extension is not considered by the local planning authority as overdevelopment. This was approved.*

- **TA/2012/814: 25 Shipfield Close, Tatsfield, TN16 2AU:** Erection of first floor extension to front elevation. Conversion of existing integral garage to habitable room.

*It was proposed that the Parish Council should object on the grounds that the proposal appears to be overdevelopment of a semidetached 2 storey dwelling and therefore conflicts with planning policy BE12. It also brings into question future parking issues as the garage will be lost. This was approved.*

- **TA/2012/816: 2 Parkside Cottages, Rag Hill, Tatsfield, TN16 2LP:** Erection of single storey side extension (amended site address & description).

*It was proposed that the Parish Council should not comment. This was approved.*

- **TA/2012/850: 2 Clontievy Cottages, Grove Road, Tatsfield, TN16 2BA:** Erection of single storey side/rear extension and first floor side extension.

*It was proposed that the Parish Council should not comment. This was approved.*

- **TA/2012/877: 3 Rag Hill Close, Tatsfield, Surrey, TN16 2LR:** Erection of two storey extension to rear elevation, single storey extension to side elevation, new pitched roof to porch with part pitched roof to existing garage and replacement raised terrace to rear.

*It was proposed that the Parish Council should not comment providing the changes proposed fell within the accepted volume criteria. This was approved.*

- **2012/0112/DL: Moorhouse Sandpits:** Application Under Section 73 to continue the development for the importation of washed sugar beet soil, compost, peat and naturally occurring soils and blending thereof with indigenous sand, with storage and export of finished product approved by permission TA09/1285 without complying with Condition 14 (Erection of Signs).

*It was proposed that the Parish Council should not comment, in the absence of additional comments from the Tatsfield Bridleways Association. This was approved.*

The Clerk was instructed to proceed as detailed above and inform Tandridge DC of the Parish Council's decisions.

**(b) To appoint a planning team for July:** It was proposed that the team should be comprised of Doug Massey and Nichola Stokoe. This was agreed.

**(c) To receive a report on Neighbourhood Planning:** A report had been circulated on this matter prior to the meeting. It was noted that the District Council did not appear to be supportive of individual Parish Councils for this enterprise, and that it was likely to be extremely costly. It was proposed that the Clerk should contact Caterham, Chaldon and Whyteleafe Parish Councils who had submitted a plan together. This was approved. The Chairman proposed that the Parish Council should agree in principle to enable the committee to continue investigating and contacting local members of the community in this fact-finding phase before presenting actual costs and skill requirements. This was agreed.

## **7 FINANCE**

*(a) To authorize payments (including presentation of cheques) detailed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed.

*(b) To discuss and agree items requiring expenditure:*

- Grant request from East Surrey Museum : the Clerk reported that the Parish Council had given £250 in 2010/11. It was proposed that in the current climate of austerity a grant of £100 would be possible and that this could be reviewed towards the end of the financial year should any outstanding funds be still available. This was approved.
- Grant request from Citizen's Advice Bureau Oxted : It was proposed that a grant of £100 be provided at this stage and that this could be reviewed towards the end of the financial year should any outstanding funds be still available. This was approved.

*(c) To authorise payment in August of the Clerk's contracted hours of work for July (69.33 hours).*

It was proposed that the Clerk should in future be paid on the basis of 69.33 contracted hours each month, including August, and that the September payment should include expenses incurred in July and August as well as any hours worked above contracted hours. This would bring the Parish Council in line with other councils. This was approved.

## **8 HIGHWAYS & RIGHTS OF WAY**

**(a) Receive an update on Highways.** A report had been circulated by Doug Massey. Thanks were issued to Surrey Highways for the verge and hedge cutting underway as well as the repairs to Rag Hill.

**(b) Receive an update on Rights of Way and Footpaths:** the Parish Council ratified the request made by the Clerk on its behalf regarding the representation by David Hodge at the meeting of Tandridge Local Committee to discuss FP 25 on 29<sup>th</sup> June. It was reported that David Hodge had raised safety concerns and the provisions of the Equality Act 2010 and that the final decision by the Committee had been that once the order had been confirmed officers would assess and evaluate the need for the separation of riders and walkers and consult the landowner of the lower part of the path as well as Tatsfield Parish Council. The Parish Council thanked Councillor Hodge for his interpretation of the Clerk's request on their behalf.

## **9 NOTIFIED MATTERS**

**(a) To receive an update on Affordable Housing:** a report was circulated by the Chairman. Additional name suggestions were encouraged. It was noted that Tandridge District Council would have the final say in naming the development.

**(b) To receive an update on Community Web Development.** Peter Kerry noted that the final meeting of the Interweb group had taken place in June and that the first meeting of the Communications Advisory Committee would be taking place in September. Members were currently being nominated and further members were encouraged to come forward. It was hoped that this group would continue to raise the profile of communications and technology in the community. Mr Kerry also reported that following his research into providing training courses for older residents on internet use it had been decided this was best served by existing provisions in Oxted and Biggin Hill given that only 5 residents had expressed interest.

**(c) To receive a final update on the Parish Council's response to the consultation on Tatsfield Primary School admissions.** The Chairman reported that the Parish Council had responded formally through the Clerk supporting a Catchment and Tiered Sibling arrangement with transitional safeguards for children from outside the catchment area with siblings now attending the School. The Parish Council further supported the suggestion that the catchment area would be the parish boundary.

**(d) To discuss the current traffic safety concerns in Ricketts Hill Road:** update on meeting by Chairman with Ricketts Hill Road residents in June. The Chairman had circulated a report on this matter. A letter had also been received that afternoon requesting action from the Parish Council to discuss the erosion of Ricketts Hill Road

especially near the Millennium Wood. Surrey County Councillor David Hodge was given leave to speak by the Chairman and undertook to request a safety review from Surrey Highways.

**(e) To receive an update on Westmore Green Play Area Refurbishment :** Public Consultation from 6th / 7th July, including votes, comments and the meeting with Steve Hyder. A comprehensive report had been circulated, summarising the public consultation process and the results. It was reported that the overall winner with over 50% of votes had been Playground C by Wicksteed. A copy of Nichola Stokoe's report had also been sent to Steve Hyder and would be discussed on 10<sup>th</sup> July 2012 at a meeting at 2pm attended by Parrot and Parish Council representatives.

Thanks were expressed to the Parrot team and those who had provided constructive suggestions and comments summarised in the report and to be presented for discussion and possible inclusion into the winning design.

**(f) To discuss and decide on whether to adopt the new format Code of Conduct as issued by NALC / Tandridge District Council.** The Clerk was asked to update members on developments on this item. She reported that SCAPTC was recommending that Parish Councils should adopt the new Code of Conduct ratified by their local District Council where possible. As this was only due to be finalised on 19<sup>th</sup> July, the Chairman proposed that this item should be completed in September. This was agreed following confirmation by the Clerk that the existing Code of Conduct and registration of interests would continue to apply until the new code had been adopted.

**(g) To determine a course of action concerning the Notice board in Ship Hill.** The Clerk had provided details of the costs of replacing of the existing notice board following reports that it was no longer possible to pin items to the current board. It was proposed that the Clerk should investigate the costs of replacing the existing backing and that the Vice-Chairman would meet residents to attempt to assess the usefulness of this notice board.

**(h) To receive a report on 'Telehealth'** and discuss further action as required Peter Kerry had circulated a report and noted that a speaker might be invited to the 2013 Annual Parish meeting.

## **10 REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

**(a) To receive a report from the County Councillor:** the County Councillor reported that:

1- He had received a request from the Tatsfield Allotments and Community Gardens Group for help in providing electricity in the allotments and would be supporting this to the best of his ability.

2- Paynesfield Road repairs were on the current County Council list.

**(b) To receive a report from the District Councillor.** The District Councillor reported that:

1- Leaflets for the Recycling Roadshow were available and this needed highlighting to the Community where possible.

2- Tandridge Magazine provided information about a number of useful items and events in the community and was being distributed this week and was a useful tool for residents.

**(c) To receive a report from the Tatsfield Community Responders.** No report.

**(d) To receive a report from the Village Hall Management Committee** Nichola Stokoe had circulated a report on the recent meeting of this committee. A request for action on car parking matters from Little Acorns was discussed. The Chairman proposed that the Parish Council write to Little Acorns expressing the Parish Council's dismay at the verbal abuse received and supporting the proposed use of cones to assist in dissuading the inconsiderate parking by other users. This was agreed. It was noted that staff fears of being unable to move cars in an emergency could be resolved by parking them in other car park bays, although the car park bays themselves were not an emergency exit themselves. The Chairman to progress. The Parish Council was asked to provide a team for the Village Hall quiz night. The Vice Chairman agreed to consider this..

**(e) To receive a report from Tatsfield in Bloom:** the judging dates for South East in Bloom and Britain in Bloom were to be 17/7/2012 and 1/8/2012. The completed mosaic would be placed on the front of the Aileen McHugo Building shortly.

**(f) To receive a report regarding Biggin Hill Airport.** Nothing to report

**(g) To receive a report regarding the East Surrey Parishes Liaison Group.** No report was available.

**(h) To receive a report regarding Speed watch:** a recent outing in Ricketts Hill Road had caught 2 drivers in excess of 46 miles per hour, but it was found that most travelled at well under the speed limit.

**(i) To receive a report regarding the Tatsfield Fair-trade Steering Group:** it was reported that a further event was planned in the autumn on the Green to promote Fair-trade products.

**(j) To receive a report regarding the Oxted Citizen's Advice Bureau:** Peter Kerry had circulated a report on the recent AGM.

## **11 PARISH COUNCIL PROPERTY AND LAND**

**(a) To receive a report from the Green Spaces and Rights of Way Committee:** a meeting of this committee would take place in August or September and items already on the agenda, included the management of the Millennium wood.

**(b) Car Park and retained facilities:** The Clerk reported that no quote had yet been received for the kerb changes. The Chairman proposed that this item be shelved until the other car park matters had been resolved. This was agreed.

(c) **Tatsfield Community Games Area (TCGA):** Following an incident where an injury had taken place after someone had attempted to scale the fence to fetch a ball that had fallen outside the TCGA, the Clerk had ordered and taken possession of a key-safe. The Chairman had asked advice from the Police Community Support Officer before the meeting and recommended that the key-safe be installed next to the notice board. It would contain keys to the storage box and the gate to the field next to the TCGA should this ever be locked. The Chairman undertook to speak to the school staff who had asked for the gate to be locked, and to ask them to ensure that the lock was opened after school every day when they opened the main TCGA gate.

It was proposed that the Horticultural Society's request to close the TCGA for their annual lunch on 15<sup>th</sup> July was approved under the same conditions as the school's request in June. This was agreed and the Clerk instructed to inform the Horticultural Society.

(d) **Tatsfield Green:** The Clerk reported that a resident in Ricketts Hill Road had asked to be allowed to arrange parking on the verge of Tatsfield Green for a wedding in September, under the same conditions as allowed to the Horticultural Society in 2011 for their event. The Clerk was instructed to inform the resident that approval would be given subject to satisfactory ground conditions of the verge at the time and on condition that :

- any damage would be made good
- and that neighbours were made aware in advance.

The Clerk to proceed.

(e) **Westmore Green:** item addressed under 9e.

(f) **Pond:** nothing to report

(g) **Millennium Wood:** this would be included on the agenda of the first meeting of the Green Spaces and Rights of Way Committee.

(h) **Kemsley Wood:** Nothing new to report.

(i) **Aileen McHugo Building:** The Chairman reported that Little Acorns Pre-School had requested a key to use the Aileen McHugo Building as a safe area for children and staff in the case of inclement weather. This was discussed and it was agreed that the Aileen McHugo Building was not a suitable place of safety for the children in the case of an emergency. The Chairman proposed that she speak to Tatsfield Primary School which had an existing arrangement with the Village Hall as its place of safety in the event of inclement weather, to ascertain whether it would be possible for Little Acorns to use the school instead.

The Chairman reported that both tenants were now in place with signed tenancies and there was only 1 room in the building left without a full time lease.

(j) **Village Hall:** addressed under item 10d.

(k) **Tatsfield Allotments and Community Gardens:** nothing new to report.

## 12 MEETINGS TO ATTEND/CORRESPONDENCE

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported no meeting invitations had been received.

(b) **To discuss Correspondence received by the Clerk:** The Clerk informed members that she had received a letter of thanks from Peter Fuller for the 2012-13 grant to the Vern d 'Anjou Association.

## 13 ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.

The Clerk noted that members should consider information recently circulated regarding the impact of localisation support of Council Tax on Parish Councils. The Parish Council should expect to receive notification of consultation from the District Council in August or September on this matter.

## 14 MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA

The election of a Police and Crime Commissioner would take place in November and it was suggested that more information was needed on this matter. Peter Kerry proposed that the Police should be present at the Horticultural Show in the autumn and undertook to speak to Teresa Watts about this.

**The Meeting closed at 10.35 p.m.**

### Subjects raised in Public Adjournments

- 1- Request to Parish Council for assistance in the Christmas Carol singalong in December.
- 2- Dismay at local tennis coaching having been cancelled so abruptly and with little warning.
- 3- Thank you from the Parrot team for Parish Council support during the recent public consultation and throughout the process.
- 4- Cats eyes replacement in Limpsfield Road ?
- 5- Timber in seats around Tatsfield requires replacing
- 6- Why has the BT upgrade to broad-band been put back to September ?

7- Thank you for the recent highways repairs in Rag Hill

8- Abuse of Little Acorns staff in car park needs to stop – what is the Parish Council going to do ?

9- Is the access to the Moorhouse Chalkpit changing ?

10- Delight at the great community spirit in the recent Westmore Green Play area refurbishment project.

11-If the Parish Council decide eventually not to proceed with the Neighbourhood plan then they should carry on and use information gathered in this process to complete a Village Appraisal.

12- There is a need to look at changes to infrastructure requirements with all the new Tatsfield housing

13- Hanging baskets from Tatsfield in Bloom are causing problems to parents at the AMB

14- Information in the recycling leaflet distributed by Tandridge is very low quality.

<b>Item &amp; page (13 June 2011)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

<b>Item &amp; page (12 Dec 2011)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress

<b>Item &amp; page (12 Mar 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress

<b>Item &amp; page (16 Apr 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8d, 26	Investigate training courses for the older residents on internet access	P Kerry	14/5/2012	COMPLETE

<b>Item &amp; page (14 May 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
17f, 37	Commence registration process for Shaw Road triangle	N Stokoe	11/6	In progress

<b>Item &amp; page (9 July 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6a, 54	Update Tandridge planning on all items discussed and approved on Appendix A	Clerk	9/7 – 18/7	COMPLETE
7b, 55	Respond to grant applications	Clerk	31/8/12	COMPLETE
9d, 55	Organise a safety review / audit of Rickets Hill Road	D Hodge	31/8/12	COMPLETE
9g, 56	Investigate costs of new backing for Ship Hill notice board	Clerk	31/8/12	In progress
9g, 56	Meet with residents to discuss notice board	D Massey	31/8/12	In progress
10d, 56	Respond to Little Acorns request to address parking concerns	Chairman	13/7/12	COMPLETE
10d, 56	Arrange a quiz night team	D Massey	31/7/12	COMPLETE
11b, 56	Speak to school re unlocking the TCGA gate	Chairman	23/7/2012	COMPLETE
11b, 57	Inform the Horticultural Society of approval of their request	Clerk	13/7/2012	COMPLETE
11i, 57	Speak to school about Little Acorns request	Chairman	16/7/2012	COMPLETE

**MINUTES of a Meeting of Tatsfield Parish Council held on the 10<sup>th</sup> September 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman, Mr Ian Mitchell

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

And 5 parishioners.

**1. APOLOGIES: Mr Peter Kerry**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda) Nichola Stokoe declared a personal interest in one of the items under Item 6b.**

**3. MINUTES OF THE PREVIOUS MEETING held on 20<sup>th</sup> August 2012: agree and sign**

The minutes of the annual meeting held on the 20<sup>th</sup> August 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

**5. PLANNING**

**(a) To determine the Parish Council's position on Appendix A following reports from the current planning team: :**

- **TA/2012/1074:Gorse Down Farm, Ricketts Hill Road, Tatsfield, TN16 2NB** - Erection of agricultural barn with hardstanding.

*It was proposed that the Parish Council should **not object**. This was approved.*

The Clerk was instructed to proceed as detailed above and inform Tandridge DC of the Parish Council's decisions.

**(b) Planning team for September:** It was proposed that the team should be comprised of Susan Smale and Peter Kerry. This was agreed.

**(c) Neighbourhood Planning Committee: update.** There is a meeting planned to discuss the possibility of a Village Appraisal on 12<sup>th</sup> September 2012. This could be an important first step in starting the community consultation on whether to proceed with a Neighbourhood Plan for Tatsfield, which will be both costly and time consuming.

**6. FINANCE**

*(a) Authorize payments (including presentation of cheques) listed in Appendix B. These were approved in full and the cheques and invoices presented were signed.*

- Receipt of £7,000 for Easements in Bassetts development: The Clerk noted that this item had been received and so had the donation of £11,287 from the Tatsfield Allotments and Community Gardens Group. It was noted that the budgeted amount set aside for the maintenance project and still owing to All Building Works (ABW) had been further reduced with the final invoice from Tony Dawkins and the works he had requested after his 6 monthly follow-up inspection to the Village Hall and Aileen McHugo Building. The amount remaining of £783.00 would be kept in the budget for any further reparations relating to ABW's work.
  - Grant request from Crimestoppers and East Surrey Museum: it was proposed that the Parish Council should continue to support Crimestoppers and award a grant of £50. This was agreed. The amount of £100 agreed at the meeting on 9<sup>th</sup> July 2012 was supported by Ian Mitchell who explained the links between Tatsfield and the East Surrey Museum at the Chairman's request.
  - Grant request from Veterans Football group (£40): It was proposed that the Parish Council should approve the request for £40 to purchase new balls for the Tatsfield Veterans Football group. This was agreed.

*(b) To discuss and agree items requiring expenditure:*

The Clerk was instructed to proceed as detailed above and inform the relevant organisations of the Parish Council's decisions. It was noted that a formal request for the Parish Council's support for the Christmas celebrations had not yet been received and the Chairman would follow up.

- Grant applications for 2012/13 and 2013/14: The Clerk confirmed that emails had been sent to all Village Groups informing them of the availability of grants for this financial year and inviting applications for 2013/14.

(c) *Report on the Conclusion of the Audit 2011-12: present the report on Issues Arising from the Auditors.*

The Clerk reported that the audit had been approved with only minor comments and that these had already been implemented.

## 7. HIGHWAYS & RIGHTS OF WAY

(a) *Highways: receive update.*

Doug Massey noted in addition to his report that the Salt/Grit bin outside the old primary school was relocated (as agreed with SCC) by himself and a resident to a new location on 04 September. Doug Massey also proposed that wishes of a speedy recovery be sent to Angelo and that he would perform this on the Parish Councils behalf. This was agreed. It was noted that the lane widening work to the M25 to take place in the near future would need to be watched and that the Clerk would be meeting with a representative of the team, Suzie Keeley on 19<sup>th</sup> September.

(b) *Footpaths: response to SCAPTC email re Volunteer Path Warden Scheme.*

The Chairman agreed that a response would be formatted and proposed by the Supplementary meeting on 24<sup>th</sup> September.

## 8. NOTIFIED MATTERS

(a) **Affordable Housing: update.** The Chairman reported that Parish Council members were meeting with the building contractors on site on 11<sup>th</sup> September to see progress and that feedback from the latter indicated that building work had commenced on several plots. A theft of a digger from the site reported by Surrey Police would be investigated.

(b) **Community Web Development.** None available as the first meeting would be taking place on 17<sup>th</sup> September at 8pm at the Aileen McHugo Building Parish Rooms.

(c) **Ricketts Hill Road traffic Concerns: discuss and agree action on latest development from T Erbes.**

Following receipt of a further letter from Mr Erbes requesting Parish Council involvement, David Hodge noted that the matter would now be taken up by the County Council and that he had requested a revisit to the site. It was proposed that the Clerk should write to Mr Erbes on behalf of the Parish Council to inform him that this matter had been handed over to the County Council and that the single point of contact should now rest with them. This was agreed.

(d) **Westmore Green Play Area Refurbishment: update.** The Chairman reported that final dates were to be confirmed this week but it was foreseen that the new playground should be ready for use by the end of October, weather permitting.

(e) **Notice board in Ship Hill: update.** The Clerk reported that Desmond Bishop had supplied a quote for more suitable water-resistant backing for existing board and estimated it at £50. This would be put to the Finance Committee on 26<sup>th</sup> September and the Clerk would confirm whether the board as a whole was in a usable state.

## 9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS

(a) *County Councillor: receive report.*

1- He had received a request from the Tatsfield Allotments and Community Gardens Group for around £2447 to install electricity on site. He requested partial assistance from the Parish Council to help in securing the bulk of the grant. The Chairman advised that the Allotments group should email and request this from the Parish Council through the Clerk.

2- A detailed report and advice sheet on winter maintenance would be forthcoming shortly.

3- The Parish Council were asked to assist in ensuring all parents were aware of the Surrey County Council policy on non-payment of school transport to Oxted School in 2013.

4- A Guide to Local Community price list was compiled to assist in assessing repair / maintenance costs.

(b) *District Councillor: receive report.*

1- Received complaints once again for the lack of collection of recycling at The Ship. Bob David is following this up

2- Feedback from the recent organisers of the recycling road-shows in Tatsfield was of positive responses from residents. This had not been backed up by feedback to Bob David from residents.

3- Planning changes announced by Government had not provided any actual details although they intend to push the legislation through by the end of the month.

(c) *Tatsfield Community Responders.*

Phil Clarke reported that the new Triage system meant that calls to local responders had on the whole reduced. Three new responders were still awaiting training. The new Westerham scheme was now live. Phil Clarke is proposing to set



up an Emergency Life Support Scheme in Tatsfield sponsored by the British Heart Foundation, this would offer First Aid Courses to the community and a number of other initiatives such as Paediatric course and assistance to the school were also in the planning stages. The Parish Council offered support to the initiative. Mr Clark indicated that Parish Council support would be requested shortly for this initiative.

(d) *Village Hall Management Committee. There were no items to discuss.*

(e) **Tatsfield in Bloom: receive report.** It was reported that judging had proceeded in July and August and decisions on South East in Bloom were awaited on 12<sup>th</sup> September and Britain in Bloom in October.

(f) **Biggin Hill Airport: receive report.** Ian Mitchell noted in addition to his report that anyone who wished to complain should do so by email to the airport.

(g) **East Surrey Parishes Liaison Group: receive a report.** No report was available.

(h) **Speed watch: receive a report.** Groups continued to operate locally.

(i) **Tatsfield Fair-trade Steering Group: receive report.** A tent offering Fair-trade products had operated successfully outside Linda's on 1<sup>st</sup> September. Further initiatives would be announced in the Parish Magazine.

(j) **Oxted Citizen's Advice Bureau:** no report available.

## 10. PARISH COUNCIL PROPERTY AND LAND

(a) **Green Spaces and Rights of Way Committee:** First meeting is planned for 25<sup>th</sup> September and a report would be available for the October meeting.

(b) **Car Park and retained facilities:** It was proposed that the Clerk should obtain quotes for Disabled parking signs. This was approved.

(c) **Tatsfield Community Games Area (TCGA):** Nichola Stokoe had issued a report suggesting consideration of lighting for the TCGA following recent awards to Caterham for their planning application. It was noted that this would be in contradiction of all previous Parish Council decisions. The Chairman proposed that this item should be included in the Appraisal questionnaire should this proceed. This was approved.

(d) **Tatsfield Green:** It was noted that no damage had been done to the Green following the approval in July for parking there for a wedding in September. A request from a resident would be addressed by Ian Mitchell and Nichola Stokoe reference the possible resurfacing of an access road over the Green. It was agreed that the Parish Council needed a copy of the quote the resident had obtained.

(e) **Westmore Green:** This item would be reported through Item a) in the future.

(f) **Pond:** This item would be reported through Item a) in the future.

(g) **Millennium Wood:** This item would be reported through Item a) in the future.

(h) **Kemsley Wood:** This item would be reported through Item a) in the future.

(i) **Aileen McHugo Building:** It was reported that a new full-time tenant was ready to take residence in Room 2 and the tenancy agreement was signed and witnessed by the Clerk. It was expected that the tenancy would start on 1<sup>st</sup> October, subject to the Declaration and tenancy received by the Clerk within the timescale required.

It was further reported that a new License agreement was needed for Kestrel's, who would be starting in the Parish Rooms 2 hours every Wednesday afternoon. Changes were made to the License at the meeting to include the hours of use and it was signed. It was proposed that the Clerk would send the changed document to Kestrels for signature before the start date of 12<sup>th</sup> September. This was approved.

(j) **Village Hall:** Nothing to report

(k) **Tatsfield Allotments and Community Gardens:** nothing new to report.

## 11. MEETINGS TO ATTEND/CORRESPONDENCE

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

1-SCAPTC AGM: 27th September 2012, 09:15 - 13:00 at The Martineau Hall, Dorking Halls, Reigate Rd Dorking – Ian Mitchell to attend

2-The Surrey Hills Society Annual General Meeting and Harvest Supper: 20th October 2012 Bocketts Farm, Young Street, Leatherhead, KT22 9BS – no attendees available.

3-TVSC Network Lunch/AGM, Thursday 27 September 2012, Warlingham Methodist Church Hall – Sue Smale

4- Superfast Broadband in Surrey meeting: 12th September 11.30am – 1.00pm. Grand Hall, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN – I Mitchell to attend if deemed relevant to Tatsfield.

(b) **To discuss Correspondence received by the Clerk:** An anonymous letter of complaint had been copied to the Parish Council and addressed to Tandridge District Council planning complaining of possible breach of conditions of planning for Squirrel's Den in Westmore Road. The Clerk had contacted Tandridge planning who reported that a Tandridge officer had been assigned to check this.

## 12. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.

None

### 3. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA

It was noted that advertisements displayed in the Village Centre relating to various village organisations and the Ship pub needed to be looked at, as well as the advertising by Parkwood Golf Club.

**The Meeting closed at 10.33 p.m.**

Subjects raised in Public Adjournments
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- 1-The ragwort in The Meadow was causing concern to livestock owners. When was Surrey County Council going to act?
- 2- Should details of the Volunteer Path Warden scheme be placed in the parish magazine?
- 3-Check with contractors as to whether waste from the proposed M25 roadworks would be brought into the district through Junction 6?
- 4-English Rural had contributed as agreed to the cost of water supply to the Allotments.
- 5-Concern regarding the corrosion of Millennium Wood. This would be looked at by Surrey County Council as per D Hodge's request.
- 6-Can the Parish Council clarify what happens should the fence between Bassetts and the Village Hall become unsafe during the current building works.

Item & page (12 Mar 2012)	Action	Who	Date by	Result
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress

Item & page (9 July 2012)	Action	Who	Date by	Result
9g, 56	Meet with residents to discuss notice board	D Massey	31/8/12	In progress
10d, 56	Arrange a quiz night team	D Massey	31/7/12	COMPLETE

Item & page (20 Aug 2012)	Action	Who	Date by	Result
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress

Item & page (10 Sept 2012)	Action	Who	Date by	Result
5a, 65	Inform Tandridge DC of Parish Councils decisions	Clerk	12/9/2012	COMPLETE
6b, 65	Inform organisations of Parish Council's grant awards	Clerk	17/9/2012	COMPLETE
6b, 65	Follow up request for Parish Council support for Christmas Carols	Chairman	14/9/2012	COMPLETE
b, 66	Agree response to Volunteer Path Warden Scheme proposal	All	21/9/2012	In progress
8c 67	Write to Mr T Erbes ref Parish Councils report	Clerk	17/9/2012	COMPLETE
8e, 67	Confirm state of Ship Hill noticeboard as repairable overall	Clerk	21/9/2012	In progress
10b, 68	Quotes for disabled parking signs	Clerk	21/9/2012	In progress
10i, 68	Send changed License document to Kestrels	Clerk	11/9/2012	COMPLETE

**DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 16<sup>th</sup> October 2012 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell Mrs Nichola Stokoe Mr Doug Massey

**In Attendance:** Mrs Ana Hughes (clerk)

And 0 parishioners

**1. Apologies: None**

**2. Declarations of interest (relating to items on the Agenda):**

The Chairman declared a personal interest in item 7 pertaining to the Tatsfield Composting Group as she was a Tatsfield Horticultural Society member. The Vice-Chairman declared a personal interest in item 5 as he was the Parish Council representative to the Fair-trade group and in item 7 as he is a Tatsfield Horticultural Society member. Both were present but did not vote.

**3. Agree and Sign the Minutes of the Last Meeting held on 26th September 2012**

The minutes of the meeting held on the 26<sup>th</sup> September 2012 were approved as a correct record and signed by the Chairman.

**4. Proposed Virement to increase Grants budget for 2012/13 from Rates budget**

It was proposed that a Virement be approved for a transfer of £500 from the Rates budget for 2012/13 to the Grants budget 2012/13 as the former was not going to be used this year at all and there were a number of additional requests expected for grants from local organisations. This was approved and the Clerk to expedite.

**5. Grant Requests for 2012/13:**

· Fair-Trade Group: the Clerk reported that this had not yet been received but was expected shortly. It was agreed that the 2013/14 request would be discussed under item 7.

**6. Draft Budget 2013/14: review and agree changes**

**Green Spaces and Rights of Way committee – new budget heading:**

The Clerk had changed the budget as per the agreed items from the meeting on 26<sup>th</sup> September. It was proposed that the Green Space and Rights of Way advisory committee should have its own budget heading with an initial budget of £1,000 as indicated by Jon Allbutt. This was approved. It was also proposed that the amounts currently budgeted for Capital Expenditure (£5,500) and Repairs and Maintenance Non-Recurring (£2,800) appeared adequate at this stage but may be subject to change before the budget was approved in December should additional information become available. This was also approved.

The proposed budget was then approved for presentation to the main Parish Council meeting on 12<sup>th</sup> November 2012.

**7. Grant Requests 2013/14:**

· Tatsfield Composting Group: the Clerk had received a request from Tatsfield Composting Group for £300 to be included in the 2013/14 grants budget. This was agreed.

· Tatsfield in Bloom: The Clerk had not yet received a final request from Tatsfield in Bloom and would follow up on this item for the coming financial year, however an amount of £1,000 was briefly discussed.

· Fair-Trade Group: the amount of £200 requested for an event in February 2014 was agreed as included in the Grants budget for 2013/14.

The Clerk was instructed to inform the organisations of the Parish Council's decision in this matter.

**8. Approval for expenditure:**

· PAT testing on small items in Aileen McHugo Building: estimated £45. It was proposed that the exact legal requirements for PAT testing of appliances for tenants' use of the building should be investigated. Doug Massey agreed to look into this. It was proposed that the Clerk should arrange a mutually agreeable date with the electrician once the Parish Council had considered feedback from Doug's research. This was approved.

· Electricity bill to Tatsfield School: It was proposed that further investigation into the background of the alleged agreement for the Parish Council to pay a portion of the car park electricity, as this was not reflected in the Tatsfield Community Games Area Management Agreement. The Clerk and members to investigate.

**9. Items for Discussion or Referral to Future Agendas.**

None.

**The Meeting closed at 9.00 p.m.**

Item & page (8 Mar 2012)	Action	Who	Date by	Result
3, 1	To manage the set up and transfer of car park management funds amounts as agreed in the meeting.	Clerk	31/03/2012	COMPLETE

<b>Item &amp; page (26 Sept 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6,7	Receive confirmation referent the Ship Hill notice board	Clerk	8/10/12	In progress

<b>Item &amp; page (16 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 8	Put through the Virement agreed	Clerk	31/10/2012	
7, 8	Inform organizations of Parish Council decisions	Clerk	31/10/2012	COMPLETE
7,8	Follow up Tatsfield in Bloom's grant request	Clerk	31/10/2012	COMPLETE
8, 8	Feedback on legal requirements for PAT testing	D Massey	20/10/12	COMPLETE
8, 8	Investigate electriccity bill background	Clerk	26/11/12	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 22<sup>nd</sup> October 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Martin Westerman  
Mr Peter Kerry Mr Doug Massey

**In Attendance:** Mrs Ana Hughes (Clerk)

And 0 parishioner.

**1. Apologies: Mr Ian Mitchell**

**2. Declarations of Interest (relating to items on this agenda):**

None.

**3. To approve and sign the MINUTES of the previous meetings held on 8<sup>th</sup> October 2012**

The Minutes of the previous meetings held on 8<sup>th</sup> October 2012 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

(a) TA/2012/1223: Liscombe, Ricketts Hill Road, Tatsfield, TN16 2NA. Erection of single storey rear extension.

*It was proposed that the Parish Council respond stating that having examined this planning application and the history behind it in detail, there are circumstances in which a modified version of this application would not need planning permission and that therefore the Parish Council do not object. This was approved.*

(b) TA/2012/1235: 23 Westmore Road, Tatsfield, Surrey, TN16 2AY. Erection of single storey extension to rear elevation. (Certificate of Lawfulness for a Proposed use or development).

*It was proposed that the Parish Council should not comment on the above planning application as there was no reason to believe that it would not comply with Permitted developments rules. This was approved.*

The Clerk was instructed to convey the Parish Council's decisions on the above planning applications to Tandridge District Council.

**5. Surrey County Council Offer to Parish and Town Councils: discuss and agree final response.**

Doug Massey proposed that the final version of the response be deferred to the November meeting as he was waiting for clarification from Surrey County Council on a number of matters. This was agreed.

**6. Advertising :**

(a) Approve 'season ticket' offer for advertising on Parish Council land: discuss and agree conditions and key village organisations.

The Chairman proposed that the report circulated on this matter with recommendations for approval of the general principle of offering a season ticket to key organisations be approved. This was agreed. It was further proposed that the list of season ticket organisations would be agreed at a later date. This was also approved.

(b) Request for banner on side gates of Village Hall: discuss and decide way forward.

The request for a banner to be placed on the Village Hall gates was approved as long as the size of the banner did not contravene planning regulations and it was placed up to 2 weeks before the event and removed at most a week after the event. The proposed start date was 5<sup>th</sup> November. This was approved. The Clerk was instructed to inform the applicant.

**7. Tatsfield Green: agreed and sign Wayleave agreement for Tatsfield Lodge**

The wayleave agreement was signed and dated and witnessed by the Clerk. The Clerk was instructed to return the copy wherein the map had not been signed by the resident, to him with a letter requesting this signature on his copy and then further requesting registration of the wayleave.

**8. Risk Assessments: assign and agree completion date**

Martin Westerman agreed that Risk Assessments were his responsibility. The Clerk was asked to obtain an up to date form for the Aileen McHugo Building. The Clerk agreed to find a document from the Parish Councils insurance company relating to risk assessments and circulate this.

**9. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency.**

The Chairman brought a letter from Tatsfield School PTA to the attention of the members. A request was made for use of the cones at their annual fireworks night on 9<sup>th</sup> November and for early closure of the Community Games area for this event. This was agreed and it would be ratified at the meeting on 12<sup>th</sup> November.

**10. Matters for Reporting or Inclusion of Future Agenda**

The Clerk drew the attention of members to moss on the walkways beside the Village hall which could be dangerous once colder weather and more slippery conditions arise. It was suggested that the Clerk might contact Karcher to enquire about hiring a yard sweeper. It was further suggested that Doug Massey would examine the walkway. It was proposed that following receipt of 2 quotes for new boilers that a third quote be obtained from British Gas together with the possibility of a maintenance contract. The Clerk agreed to progress this.

**The Meeting closed at 9.33 p.m.**

<b>Item &amp; page (20 Aug 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress

<b>Item &amp; page (22 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a, 81	Inform Tandridge District Council of the Parish Council's decisions	Clerk	24/10/2012	COMPLETE
6b, 81	Inform the applicant for their advertising banner request approval	Clerk	29/10/2012	COMPLETE
7, 81	Return the signed wayleave with Parish Council instructions	Clerk	29/10/2012	COMPLETE
8, 81	Obtain forms and circulate	Clerk	29/10/2012	COMPLETE
10, 82	Obtain quotes from British Gas	Clerk	9/11/2012	In progress

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 26<sup>th</sup> November 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Martin Westerman  
Mr Peter Kerry Mr Doug Massey Mr Ian Mitchell

**In Attendance:** Mrs Ana Hughes (Clerk)  
Mr Bob David (District Councillor)

And 0 parishioner.

**1. Apologies: None**

**2. Declarations of Interest (relating to items on this agenda):**

Doug Massey declared an interest in Item 4c. He took no part in the discussion or voting on this item.

Susan Smale declared an interest in item 12 but the Clerk deemed the dispensation agreed on 12 November to be applicable to this case. She did not vote on this item.

**3. To approve and sign the MINUTES of the previous meetings held on 12<sup>th</sup> November 2012**

The Minutes of the previous meetings held on 12th November 2012 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

(a) TA/2012/1332: *The Bounds, Westerham Road, Westerham, Surrey, TN16 2EU. Erection of single storey side extension.*

*Response approved as no objection.*

(b) TA/2012/1364: *My Ladys Cottage, Hillside Road, Westerham, Surrey, TN16 2NH Erection of single storey extension to side elevation*

*Response approved as no comment at this stage.*

(c) TA/2012/1437: *Green Gables, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB Demolition of garage and boiler room. Erection of two storey side and rear extension. Incorporating Juliet balconies. Dormer windows to front roof slope. Erection of 1.7m high sliding gates and alteration to driveway*

*Response approved to request an extension and discuss on 10<sup>th</sup> December.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions

**5. Consultation on Permitted Development Rights: agree response.**

The Chairman proposed that the responses should be submitted as detailed in Appendix A to these minutes

This was agreed and the Clerk instructed to respond as detailed in Appendix A.

**6. Fire alarm proposals: discuss upgrade proposals and agree way forward**

Doug Massey stated these were still being examined and this would be presented at the January meeting.

**7. Surrey County Council Offer to Parish and Town Councils: discuss and agree final response.**

Doug Massey requested that this item be deferred to January and this was agreed. The Clerk was instructed to inform Surrey County Council that the Parish Council had expressed an interest but were not yet ready to make a formal bid.

Communications Advisory Committee: update

Peter Kerry presented a report from the last meeting. It was noted that there could be financial implications for moving notice boards should this be required.

**8. Local Council Tax support scheme: agree parish council involvement**

The Chairman proposed and this was agreed that there would be no formal parish council response but that each member should be encouraged to respond providing individual opinions.

**9. Storage facility for Highways items: discuss options**

Doug Massey offered to provide a briefing note in a future meeting on this matter to be considered.

**10. Aileen McHugo Building: discussion and final decision on boiler servicing and maintenance contract**

The Chairman proposed and it was agreed that Kent Domestic Boilers should be invited to service the existing boiler and provide a gas safety certificate. It was further agreed that decisions on a maintenance contract and whether to replace the existing boiler would await further analysis.

**11. Tatsfield Allotments and Community Gardens: ratify decision regarding container and update from Clerk**

The Chairman proposed that the decision made on 12<sup>th</sup> November relating to the request from the Tatsfield Horticultural Society be ratified, subject to the information requested by Geoffrey Finch at Tandridge District Council being supplied by the Tatsfield Horticultural Society. This was approved. The Chairman also proposed and this was agreed that the Clerk ascertain whether anyone in the Allotments Group had contacted Surrey Highways as per their Road Opening Licence No ROL0117/TAN requirement and to proceed as required by this document should no contact yet have been made.

**12. Affordable Housing development: decision on name proposed by Tandridge District Council.**

The Chairman proposed and it was approved that the Clerk should inform Tandridge District Council that the Parish Council's preferred name for the new Affordable Housing site would be Gresham Close. The response should explain that of the other options proposed, The Dell was already an existing residence in the village and Homefield Close was the historic name of a nearby field but not the one the site was being built on.

**13. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency.**

The Chairman noted the work and concerns of Dawn Forrester-Groom regarding her recent work on the pond and the collation of opinions from the village. She proposed that this matter should be referred with urgency to the Green Spaces and Rights of Way committee with a recommendation for discussion and presentation of options to the Parish Council. The Chairman proposed and it was agreed that any decisions regarding the pond would take into account public opinion expressed, professional advice and cost implications.

The Chairman proposed that the Parish Council should allow an advertisement request from Silver Magpie Fairs for the craft fair in the Village Hall on 9<sup>th</sup> December. This was rejected. Ian Mitchell proposed and it was agreed that permission be given for a banner to be placed on the flower bed to the right of the village hall as long as the other Parish Council policy requirements were met.

**14. Matters for Reporting or Inclusion of Future Agenda**

A number of items were proposed for future agendas:

- Future planning status of Tatsfield
- Clacket Lane works – are they being completed?
- Shaw Road triangle possessory title has been awarded – the Parish Council should now look at claiming other parcels of land such as Hays Pasture
- Village hall bollards and the car park
- Risk assessments
- Consultative document regarding admissions for Tatsfield School

**The Meeting closed at 9.45 p.m.**

<b>Item &amp; page (22 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
10, 82	Obtain quotes from British Gas	Clerk	9/11/2012	COMPLETE

<b>Item &amp; page (26 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 90	Inform Tandridge District Council of decisions	Clerk	28/11/2012	COMPLETE
5, 90	Respond to consultation	Clerk	5/12/2012	COMPLETE
7, 90	Inform Surrey County Council of Parish Council's current status	Clerk	5/12/2012	COMPLETE
10, 91	Provide briefing note on options	D Massey	31/12/2012	In progress
11, 91	Inform Kent Domestic boilers of decision	Clerk	3/12/2012	COMPLETE
12, 91	Proceed as instructed	Clerk	10/12/2012	COMPLETE
13, 91	Inform Tandridge District Council as detailed	Clerk	5/12/2012	COMPLETE



**MINUTES of a Meeting of Tatsfield Parish Council held on the 8<sup>th</sup> October 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman (late), Mr Ian Mitchell

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

And 5 parishioners.

**1. APOLOGIES: Mr Peter Kerry**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Susan Smale declared an interest as an allotment holder, in Item 11g on the agenda and left the room at the start of this item's discussion, returning once the discussion and voting had been completed.

**3. MINUTES OF THE PREVIOUS MEETING held on 24<sup>th</sup> September 2012: agree and sign**

The minutes of the supplementary meeting held on the 24<sup>th</sup> September 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. MINUTES of FINANCE COMMITTEE MEETING held on 26th September 2012 - receive and approve**

The minutes and recommendations were duly received and approved.

**5. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table. Nichola Stokoe noted under her action relating to Shaw Road registration that a land registry site visit was due to take place at the site shortly.

**6. PLANNING**

**(a) To determine the Parish Council's position on Appendix A following reports from the current planning team: :**

• **TA/2012/1223- Liscombe, Ricketts Hill Road, Tatsfield, TN16 2NA.** Erection of single storey rear extension. *It was proposed that as this site had a complicated planning history and that an extension had been agreed with the Tandridge planning officer in charge of the application and this would be discussed and agreed at the Supplementary meeting on 22<sup>nd</sup> October. This was approved.*

The Clerk was instructed to place the planning application for discussion at the meeting on 22<sup>nd</sup> October. **Planning team for October:** It was proposed that the current team should continue as Ian Mitchell was going to be absent for much of the month. This was agreed.

**(b) Neighbourhood Planning Committee: update:** It was reported that the first meeting of the appraisal team would take place on the 9<sup>th</sup> October and 13 people were expected. This was expected to be the first step in organising roles and responsibilities for the appraisal project, an important step in the public consultation process for a Neighbourhood plan.

**7. FINANCE**

*(a) Authorize payments (including presentation of cheques) listed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed. The Chairman reported that a grant from a previous Parish Council to the Tatsfield Horticultural Society was to be returned as the purpose of the grant had never been completed.

*(b) To discuss and agree items requiring expenditure:*

- **Towel / hand drying system:** an automated hand drying system was expected to be in the region of £900 including installation per dryer. A towel hand drying system was less hygienic overall but costs were exceedingly lower with the unit costing between £18 and £100 for the dispenser and towels costing around £24 for 2400. It was proposed that the clerk should obtain definitive quotes for the towel dispensing system and these would be approved at the meeting in October. This was agreed.

*(c) Authorise setting up a Chairman's Allowance: in accordance with LGA 1972 S15(5) through Virement in the 2012/13 budget of £350 from the Rates budget to the Chairman's Allowance budget.*

This was regarding the Parish Council's offer of hospitality for those attending the opening ceremony of the new Westmore Green playground at the end of October. Following a discussion on this item it was proposed that the Clerk

should investigate whether the expenditure this item was intended for could be done under Section 137 expenditure of the Local Government Act 1972 or any other power. This was agreed.

## **8. HIGHWAYS & RIGHTS OF WAY**

(a) *Highways: discuss and agree response to Surrey Highways Localism proposal.*

The response which was due by the end of October and would include a more in depth to the Volunteer Path Warden scheme offerings was currently being finalised and would be available to be discussed and agreed at the Supplementary meeting on 22<sup>nd</sup> October.

(b) *Footpaths: Volunteer Path Warden scheme – discuss in depth response.*

This item is covered under Item 8a).

## **9. NOTIFIED MATTERS**

(a) *Affordable Housing: update.*

A report was received and progress on the project was noted.

(b) *Communications Advisory Committee:*

a report was received and noted with the next meeting due to take place on the 29<sup>th</sup> October 2012.

(c) *Westmore Green Play Area Refurbishment: update.*

A report was received and progress approved. The Chairman reported that the opening ceremony was booked for 27<sup>th</sup> October 2012 and invitations had been issued to those attending the ceremony, including a representative from the Parish Council (Nichola Stokoe), the Community (Kevin Arnold), Steve Hyder from Tandridge District Council, the County Councillor David Hodge and other key contributors to the project. A Team GB long distance and cross country runner with links to Tatsfield – Elle Baker – had agreed to open the playground. This was met with approval.

(d) *Notice board in Ship Hill: update.*

The Clerk reported that there had as yet been no feedback from Desmond Bishop but that he had been informed to proceed should the board be in a repairable state.

(e) *Bridleways Association:*

concern re safety of riders and walkers in Lusted Hall Lane. Following discussion of this item at the Supplementary meeting in September, the Chairman proposed that she would facilitate a meeting between the landowners and the Bridleways Association to discuss the possibility of the construction of a path as detailed in the letter, over their land. This was approved.

(f) *Commercial Advertising:*

discuss definitions and agree action on various categories. Various possible categories were discussed. It was proposed that the report and the matters discussed should be considered and placed on the agenda in November for discussion. This was agreed.

(g) *Assets of Community Value: discussion and next steps.*

Following a discussion on this matter it was proposed that the Parish Council should set up a list with assets considered to be valuable to the community, subject to change and input from the Village appraisal. This was agreed to be discussed at the November meeting.

(h) *Ricketts Hill Road: tree stumps in front of houses becoming dangerous to drivers.*

This was discussed and it was proposed that Doug Massey should contact Surrey Highways regarding guidance on marking verges and sides of the road. This was agreed.

(i) *Land Management system: discuss and consider next steps.*

It was proposed that this was an excellent way of mapping Parish Council land and assets as well as community items of interest and that the price of £48 was a very good deal therefore the Parish Council should agree to purchase the system. This was agreed.

(j) *East Surrey Museum: discuss photo opportunity offer.*

It was proposed that the Clerk should write to Beverly Connolly to accept her offer on behalf of the Chairman and arrange a date for the cheque presentation. This was agreed.

## **10. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) *County Councillor: receive report.*

No report was available.

(b) *District Councillor: receive report.*

1- The new recycling and refuse collection system has apparently increase recycling by 20% in its first month and that there had been positive feedback from Tatsfield Village to refuse and recycling collectors overall.

2- No further action on the planning liberalisation reported at the September meeting from the government.

3- A meeting had been arranged at the WI Hall on 7<sup>th</sup> November 2012 at 7.30pm for all candidates to the new Police and Crime Commissioner post. All are encouraged to attend.

4- The Cabinet meeting of Surrey County Council on 29<sup>th</sup> September did not change the priority routes on winter maintenance for Tatsfield village. There was a mention of Tatsfield Village being included in a trial for provision of information boards re road closures in cases of extreme weather. Doug Massey agreed to confirm this.

(c) *Village Hall Management Committee:*

Nichola Stokoe reported that the Village Hall may be looking to liaise with the Parish Council regarding refuse collection. The Clerk agreed to assist with information obtained in 2010 when the Parish Council was also considering this option.

(d) *Tatsfield in Bloom.*

It was reported that Tatsfield Village won a Silver Gilt award in the large village category for Britain in Bloom and that a celebration evening was taking place to give thanks to those involved.

(e) *Biggin Hill Airport:*

Ian Mitchell reported that the meeting of the group would be taking place the following week.

(f) *Speed watch. Nothing to report.*

**(a) Tatsfield Fair-trade Steering Group:** Thanks were issued to the Parish Council for their grant approved at the Finance Committee meeting.

## **11. PARISH COUNCIL PROPERTY AND LAND**

(a) *Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood): update.*

The initial meeting had reported back with a good attendance by various village representatives. It was expected that funds would be requested from the Parish Council for tree surveys, tree planting, constructing a protective cage for the Jubilee Oak and purchasing nesting boxes. It was proposed that the committee needed to submit estimates to the Clerk by 15<sup>th</sup> October. This was approved.

(b) *Tatsfield Green: approval and signature of Wayleave for access over Tatsfield Green to Tatsfield Lodge.*

It was proposed that this item be referred to the supplementary meeting as the Clerk had not yet received approval for the Wayleave document wording from the resident. This was approved. The Clerk was asked to follow up with the resident by 12<sup>th</sup> October.

(c) *Car Park and retained facilities.*

The stain on the car park is still present and requires removing by Keith Masters' team. Doug Massey proposed that he would speak to Mr Masters. This was agreed.

(d) *Tatsfield Community Games Area (TCGA):*

It was proposed that a further meeting with the school be considered to discuss mutual assistance regarding the Tatsfield Community Games Area.

(e) *Aileen McHugo Building: update.*

It was proposed that the heating should be placed on constant and individual radiators turned down to give power to tenants to control their own heating. This was agreed. It was proposed that the Clerk should investigate prices and differences for lockable mail boxes and name plates to be placed outside the building. This was agreed.

(f) *Village Hall: nothing to report.*

(g) *Tatsfield Allotments and Community Gardens:*

The Chairman left the room as she had declared an interest in this item and the Vice-Chairman took the chair. It was proposed that the Clerk should write to the Chairman of the Tatsfield Horticultural Society requesting confirmation that Condition 4 of the Planning Permission for the Composting at the Allotments site is being enforced on the Parish Council's behalf. This was agreed. The Chairman returned and took the chair once more.

## **12. MEETINGS TO ATTEND/CORRESPONDENCE**

**(a)** To agree attendance at **Meetings** to which Parish Councillors are invited.

1-Surrey Hills Society AGM: 20/10/12 Bocketts Farm, Young Street, Leatherhead - none to attend

**(b)** To discuss **Correspondence** received by the Clerk: A letter from residents at Ricketts Hill Road had complained that a tree overhanging their property on Parish Council land was a danger. The Clerk had referred the matter to Steve Hyder at Tandridge who managed the trees and Parish Council common land. Steve Hyder had visited the site and his professional tree surgeons had reported that the tree was healthy and no action was required. The Clerk was awaiting a report confirming this matter. The letter further requested assistance from the Parish Council in tidying the debris left by the trees in front of the property. The Chairman proposed to write a letter explaining that it was not Parish Council policy to manage the land in this manner. This was agreed.

**13. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.**

None

**14. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA**

None

**The Meeting closed at 10.14 p.m.**

Subjects raised in Public Adjournments
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- 1- Trees down in Millennium Wood near the permissive bridle path and 2 further along the track into the wood from the Green
- 2- Is the training for the Volunteer Path Warden Scheme only for Parish Councillors?
- 3- Is there any progress on Church Farm Lane?
- 4- Advertisements that are put up too early and then not removed after the event are extremely frustrating. The advertisement on Church Lane is dangerous.
- 5- Hedge is dangerous in Church Lane – Bob David to check whether it belongs to the church.
- 6- Thank you to the Parish Council for the grant for the Christmas Carols event

Item & page (12 Mar 2012)	Action	Who	Date by	Result
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	In progress

Item & page (9 July 2012)	Action	Who	Date by	Result
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Item & page (20 Aug 2012)	Action	Who	Date by	Result
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress

Item & page (10 Sept 2012)	Action	Who	Date by	Result
7b, 66	Agree response to Volunteer Path Warden Scheme proposal	All	21/9/2012	COMPLETE
8e, 67	Confirm state of Ship Hill noticeboard as repairable overall	Clerk	21/9/2012	In progress
10b, 68	Quotes for disabled parking signs	Clerk	21/9/2012	COMPLETE

Item & page (8 Oct 2012)	Action	Who	Date by	Result
7b, 75	Quotes for towel hand drying system	Clerk	18/10/2012	In progress
8a, 76	Finalise response to Surrey County Council	Ian Mitchell / Doug Massey	22/10/2012	
9e, 76	Facilitate meeting	Chairman	31/10/2012	In progress
9g, 76	Set up a list of Assets of Community Value	All	12/11/2012	In progress
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress
9i, 76	Contact Beverly Connolly to arrange date for East Surrey Museum cheque presentation	Clerk	22/10/2012	In progress
10c, 77	Liaise re refuse collection options	N Stokoe / Clerk	31/10/2012	COMPLETE
11b, 77	Follow up with resident	Clerk	12/10/2012	COMPLETE
11e, 77	Obtain quotes and prices for name plates and postage trays	Clerk	12/10/12	COMPLETE
11f, 77	Contact Tatsfield Horticultural Society	Clerk	12/10/12	COMPLETE

**MINUTES of a Meeting of Tatsfield Parish Council held on the 12<sup>th</sup> November 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman, Mr Ian Mitchell

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

And 7 parishioners.

**1. APOLOGIES: Mr Peter Kerry**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Susan Smale declared an interest as an allotment holder, in Item 11g on the agenda. The dispensation approved in Item 5 applied once this item was reached but she did not take part in the discussion or vote.

**3. MINUTES OF THE PREVIOUS MEETING held on 22<sup>nd</sup> October 2012: agree and sign**

The minutes of the supplementary meeting held on the 22<sup>nd</sup> October 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. MINUTES of FINANCE COMMITTEE MEETING held on 16th October 2012 - receive and approve**

The minutes and recommendations were duly received and approved.

**5. Dispensations from the requirements of Section 31(4) of the Localism Act 2011: To consider passing the following resolution: *In accordance with Section 33 of the Localism Act 2011, delegated authority be granted to the Clerk to grant dispensations to Councillors for periods of up to 4 years from the requirements of Section 31(4) of the Act to avoid situations where the transaction of business would be impeded given the number of Councillors who would otherwise be prohibited from participating in the items of business concerned.***

The Clerk explained the above which had been received following her request on this matter to the Monitoring Officer at Tandridge District Council. The Chairman proposed the above resolution. It was approved unanimously.

**6. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

**7. PLANNING**

(a) *Appendix A:*

- **TA/2012/1322: 14 Shipfield Close, Tatsfield, TN16 2AU Erection of first floor side and single storey rear extensions (amended plans).**

No objection.

- **TA/2012/1320: 104 Paynesfield Road, Tatsfield, TN16 2BQ Erection of single storey side extension and erection of four dormer windows to the rear roof slope to create habitable accommodation.**

No objection.

- **TA/2012/1332: The Bounds, Westerham Road, Westerham, Surrey, TN16 2EU Erection of single storey side extension.**

It was proposed that further investigation was required and that the Clerk should request an extension for this planning application until after the Supplementary meeting. This was approved.

- **TA/2012/1364: My Lady's Cottage, Hillside Road, Westerham, Surrey, TN16 2NH Erection of single storey extension to side elevation.**

It was proposed that further investigation was required and that this planning application should be reviewed at the Supplementary meeting. This was approved.

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

(b) *Planning team for November:*

The team for planning for November will be Ian Mitchell and Martin Westerman.

(c) *Neighbourhood Planning Committee: update*

It was proposed that a meeting for the appraisal group should be organised for the first week in December. This was agreed and Ian Mitchell to organise. It was further proposed that the appraisal should proceed as agreed and that

further thought would be given to planning questions in the coming weeks. This was agreed. It was noted that a decision would need to be made between a Neighbourhood Plan and a Design Statement.

## **8. FINANCE**

(a) *Authorize payments (including presentation of cheques) listed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed. The Clerk reported that a grant from a previous Parish Council to the Tatsfield Horticultural Society had been returned as reported by the Chairman in the meeting on 8<sup>th</sup> October.

(b) *To discuss and agree items requiring expenditure:*

- Gutter repair work by DH Reeves for maintenance project repairs: £107.68 + VAT. This was approved and the Clerk confirmed the updated photographs and details on this matter would be sent to DH Reeves with her email confirming acceptance of the quote.
- Eurofire proposals for Fire Alarm: £1028 + VAT. Replacement of the heat detector in the boiler room (£95 plus VAT and installation) was agreed. It was also agreed that Doug Massey should review the other suggestions in the quote by Eurofire for upgrading the system and this would be re-visited at the supplementary meeting on 26 November.
- Towel hand-Drying System: It was agreed that the towel hand drying system and quotes as detailed in the briefing note be accepted.

The Clerk was instructed to inform the relevant parties of the Parish Council's decision and to proceed with the towel hand-drying system purchase.

(c) *Draft budget 2013/14: present draft for comments.*

As no comments were forthcoming, the Chairman proposed that the draft budget as recommended by the Finance Committee and examined by members be approved and that this should be presented for final approval in December. This was agreed.

## **9. HIGHWAYS & RIGHTS OF WAY**

(a) *Highways: discuss and agree response to Surrey Highways Localism proposal.*

Doug Massey issued thanks on behalf of the Parish Council to David Hodge and Surrey Highways officers for the repairs to Church Lane and the hedge and tree cutting in Ship Hill. Doug Massey reported that a final draft response to Surrey Highways Localism proposal should be available for approval at the meeting on 26<sup>th</sup> November and proposed this should be deferred until that time. This was agreed

(b) *Footpaths: Volunteer Path Warden scheme – discuss in depth response.*

This item was covered under Item 9a).

## **10. NOTIFIED MATTERS**

(a) *Affordable Housing: update.*

The Chairman had no update other than work was progressing as expected.

(b) *Communications Advisory Committee:*

Peter Kerry was not available to provide his report on the recent meeting of this committee and it was agreed this would be covered at the supplementary meeting on 26<sup>th</sup> November.

(c) *Westmore Green Play Area Refurbishment: final update.*

The Chairman confirmed the opening had been a success and that a final meeting with Steve Hyder to complete arrangements for the plaque was to take place shortly.

(d) *Notice board in Ship Hill: final update.*

The Clerk reported that this had now been completed.

(e) *Bridleways Association: update.*

The Chairman stated contact had been made with the landlords and she was awaiting feedback from them regarding proposals for a bridleway and pathway along Lusted Hall Lane as discussed.

(f) *Commercial Advertising on Parish Council land: update.*

It was proposed that the list of key organisations should be compiled focusing on those village groups which arrange regular events open to the general public. This was approved and it was to be completed in December.

(g) *Land Behind Tatsfield School 'The Meadow': agree next steps.*

The Chairman noted that the Parish Council did not yet own this land and that full responsibility for its maintenance was currently in the hands of Surrey County Council. It was proposed that the Parish Council should continue to pursue enquiries regarding what the cost to the community would be should the land be purchased for the community's use. This was agreed.

(h) *Local Council Tax support scheme: agree parish council involvement.*

It was proposed and agreed that this item be finalised at the supplementary meeting on 26<sup>th</sup> November as not enough information was available for a decision to be made at this meeting.

## **11. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

*(a) County Councillor: receive report.*

- 1- Three roads in Tatsfield had been selected for upcoming repairs and complete resurfacing in the next 18 months: Approach Road, Ricketts Hill Road and the top end of Paynesfield Road. The latter was being delayed as it had been identified that there were issues under the ground in Paynesfield Road.
- 2- Surrey County Council are snow ready and looking forward to receiving feedback from Tatsfield on the warning signs and jackets that would be delivered shortly. Mr Hodge confirmed Tatsfield was a test site for this equipment and if successful this could be rolled out to other parish areas.
- 3- He requested that the County's school transport policy be reinforced to parents to ensure no further issues such as the recent Oxted School transport appeal which had taken place for year 7 children in 2011/12 would occur.
- 4- A grant of around £300 was to be made to the Tatsfield Horticultural Society Composting Group.

*(b) District Councillor: receive report.*

- 1- The full consultation on Tatsfield School admissions procedures would be available shortly.
- 2- Residents were causing great problems with the recycling area near the Ship and this could lead to the recycling facilities being withdrawn should this continue. Bob David would be making another appeal in the parish magazine.
- 3- The new recycling and refuse collection scheme continued to be a big success with large increases in food and other item recycling.
- 4- The recently organised Police and Crime Commissioner meeting had been a great success with a good turnout.
- 5- An open session with the local MP Sam Gyimah had been arranged for 30 November 2012 at the WI hall and all were invited to attend.

*(c) Village Hall Management Committee (VHMC):*

The report circulated asked that the Parish Council contact Ryan Leisure to book the 18-24 monthly maintenance for the Village Hall floor as agreed and budgeted for by the Parish Council. It was proposed by the VHMC that the half term week in May would be a suitable time. This was approved and the Clerk instructed to proceed.

*(d) Tatsfield in Bloom.*

It was reported that plans for the coming year were underway.

*(e) Biggin Hill Airport:*

A report was received. Concern for the apparently bad relations between the airport and Bromley Council were noted.

*(f) Speed watch.*

It was proposed that as the project was likely to be dormant over the winter months this item should be left off the agenda until the spring. This was agreed.

*(g) Tatsfield Fair-trade Steering Group:*

Doug Massey reported that the Fair-trade week 26<sup>th</sup> February 2013-3<sup>rd</sup> March 2013 had events taking place in the village and the Village Hall had been booked for a chocolate themed event as in 2012.

## **12. PARISH COUNCIL PROPERTY AND LAND**

*(a) Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood): agree list of points that have been referred to committee for discussion.*

It was noted that the next meeting of this committee was to take place on 27<sup>th</sup> November and the Chairman proposed that a list of items the Parish Council had delegated to this committee needed to be agreed and submitted to the committee. This was agreed. The Chairman noted that Tatsfield Green outside Tatsfield Lodge was the only location identified by the committee for the planting of the Royal Oak. Further opinions were required before a final decision took place. The pond clearance was scheduled shortly.

*(b) Parish Council Car Park and retained facilities: condition of pathway.*

Doug Massey reported that this appeared acceptable and not a risk to the general public at the present. This would be monitored over the winter months.

*(c) Tatsfield Community Games Area: winter opening arrangements.*

The Chairman proposed that winter opening arrangements be put in place. This was agreed and the Clerk to inform Tatsfield School.

*(d) Aileen McHugo Building: boiler service and maintenance; name plates.*

Doug Massey proposed to provide a briefing on the different boiler maintenance and service options as provided by the Clerk for agreement at the supplementary meeting in November. This was agreed. The Chairman proposed that the request from the tenant in Room 2 to cover over the sink for use as a work surface be agreed as long as this could be reversed easily should the tenant leave. This was agreed and the Clerk instructed to notify the tenant.

(e) Village Hall: covered under item 11c.

(f) Tatsfield Allotments and Community Gardens:

this item was covered under 14 as it had not been received in time for inclusion on the agenda.

### **13. MEETINGS TO ATTEND/CORRESPONDENCE**

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

1- Steering Group for Caterham, Chaldon and Whyteleafe Neighbourhood Plan on 21st November 2012: Sue Smale to attend

2- Surry Rural Partnership Conference that is being held on Thursday 29 November 2012 at Dorking Halls from 9.30 am – 3.00 pm

3- Surrey Local Councils Update - 4th December 2012 at East Horsley Village Hall the Management Committee – it was agreed this should be attended by member to be confirmed.

(b) To discuss **Correspondence** received by the Clerk:

- Thanks from Surrey Crimestoppers for grant.
- Letter ref Wayleave for The End. The Clerk had taken action as per delegated powers and had referred the potential purchaser to Hedley's for clarification of his query regarding the Wayleave at this property, following recommendations by members. It was **agreed** that the Clerk should follow this matter up with Hedley's in early December.

### **14. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.**

The Clerk notified the meeting that the Chairman of the Tatsfield Horticultural Society had requested permission for an additional container donated to them recently to be placed at the furthest southern end of the site, (turning left as you enter the main gate), about 1 metre out from the perimeter fence, at the end of the roadway. The Chairman proposed that this matter be investigated by the Clerk regarding Permitted Development on the site and that a response be issued by the Clerk indicating the Parish Council's concerns at the short notice and imminent installation of the container without time for consultation with the planning authority. This was approved.

### **15. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA**

None

**The Meeting closed at 9.55 p.m.**

#### **Subjects raised in Public Adjournments**

- 1- Thank you for removal of logs as reported in the previous meeting but one still remained in the Millennium Wood, across from Tatsfield Green.
- 2- Is there an update on the walking / riding route proposed in Lusted Hall Lane?
- 3- Can the sign for the Christmas Carol sing-along be placed on the Village Green as usual on the 1<sup>st</sup> December?
- 4- Would the Parish Council be able to accept on behalf of the community an original painting by a now deceased local artist and bequeathed by his son and could it be displayed in the Aileen McHugo building for the community to enjoy?
- 5- Are guide dogs legally entitled to stay in hotels that refuse entry to normal dogs?
- 6- Can something be done about the trees in front of the Bakery car park?
- 7- The water currently running down across the pathway from the local garage could become a serious hazard in winter.
- 8- Which side is the proposed extension for TA/2012/1364?
- 9- Can a copy of the draft budget be made available to the public?



<b>Item &amp; page (20 Aug 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7, 63	Proceed with possessory claim for Shaw Road triangle	N Stokoe	10/09/2012	In progress
<b>Item &amp; page (10 Sept 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8e, 67	Confirm state of Ship Hill noticeboard as repairable overall	Clerk	21/9/2012	COMPLETE
<b>Item &amp; page (8 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7b, 75	Quotes for towel hand drying system	Clerk	18/10/2012	COMPLETE
8a, 76	Finalise response to Surrey County Council	Ian Mitchell / Doug Massey	22/10/2012	Deferred to 26/11
9e, 76	Facilitate meeting	Chairman	31/10/2012	In progress
9g, 76	Set up a list of Assets of Community Value	All	10/12/2012	In progress
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress
9i, 76	Contact Beverly Connolly to arrange date for East Surrey Museum cheque presentation	Clerk	22/10/2012	COMPLETE

<b>Item &amp; page (22 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
10, 82	Obtain quotes from British Gas	Clerk	9/11/2012	In progress

<b>Item &amp; page (12 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7a, 83	Inform Tandridge Planning of decisions	Clerk	14/11/2012	COMPLETE
7c, 83	Arrange Appraisal meeting for first week in December	I Mitchell	23/11/2012	
8b, 84	Briefing note regarding Fire alarm quote	D Massey	26/11/2012	
8b, 84	Inform parties of Parish Council decisions on quotes	Clerk	16/11/2012	COMPLETE
8b, 84	Arrange purchase and installation of new hand towel drying system	Clerk	30/11/2012	In progress
11c, 85	Contact Ryan Leisure to book floor maintenance	Clerk	30/11/2012	In progress
12d, 85	Briefing note regarding boiler option	D Massey	26/11/2012	
13b, 85	Follow up The End query with Hedley's	Clerk	5/12/2012	
14, 85	Investigate TACG query and respond to Tatsfield Horticultural Society	Clerk	16/11/2012	In progress

**DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 10<sup>th</sup> December 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mrs Nichola Stokoe, Mr Martin Westerman, Mr Ian Mitchell, Mr Peter Kerry

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

And 7 parishioners.

**1. APOLOGIES: Mr David Hodge and Mr Douglas Massey**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Susan Smale declared an interest as an allotment holder, in Item 11f on the agenda. The dispensation approved at the meeting on 12 November 2012 applied to this item.

Peter Kerry declared an interest in item 11g when Hay's Pasture was mentioned.

**3. MINUTES OF THE PREVIOUS MEETING held on 26<sup>th</sup> November 2012: agree and sign**

The minutes of the supplementary meeting held on the 26<sup>th</sup> November 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

**5. PLANNING**

(a) *Appendix A:*

- **TA/2012/1437: Green Gables, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB** Demolition of garage and boiler room. Erection of two storey side and rear extension. Incorporating Juliet balconies. Dormer windows to front roof slope. Erection of 1.7m high sliding gates and alteration to driveway.

*Proposed and agreed to object on the basis of disproportionate increase as detailed in policy RE8.*

- **TA/2012/1509: Smokey Mountain, Approach Road, Tatsfield, TN16 2JT** Formation of two dormer windows to front and back roof slopes and conversion of existing loft and garage into habitable accommodation.

*No comment.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

(b) *Planning team for November:*

The team for planning for November will be Nichola Stokoe and Doug Massey.

(c) *Neighbourhood Planning Committee: update*

Ian Mitchell reported agreement had been made on the prioritisation of appraisal questions and that the recent appraisal group had agreed to consult with Tandridge planning officers once the planning section of the appraisal had been completed to ascertain relevance for a neighbourhood planning exercise.

(d) *Future planning status of Tatsfield:*

Ian Mitchell informed members that the new consultation on Green Belt and settlement villages was due out in January and that it was intended that Tatsfield's settlement area remain as is. He proposed and it was agreed that the Parish Council should encourage residents to respond to the consultation.

**6. FINANCE**

(a) *Authorize payments (including presentation of cheques) listed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed. The Clerk reported that the final 5% donation for the pathway had been received from the Allotments group.

(b) *To discuss and agree items requiring expenditure:*

- Grant request from Tatsfield Parish Magazine: it was proposed and agreed that the grant be increased to £100.
- Car park flower bed quote: approximately £120. The Chairman proposed and all agreed that planting proposals be approved apart from those between Bassetts and the Aileen McHugo building, which meant expenditure of approximately £50 which could then be reviewed in the new year.

The Clerk was instructed to inform the relevant parties of the Parish Council's decision and to proceed as required.  
(c) *Budget 2013/14: approve final budget and precept.*

The Chairman proposed that the draft budget be approved, but that the precept amount be increased to £40,000 to account for Local Council Tax developments and possible capping limits in the coming financial year. The Chairman also proposed that the budget and precept approval be subject to possible review following advice from NALC and SALC. These involved the Local Council Tax plans from the district council which meant final decisions on the precept might only be possible in early February. Both proposals were approved.

## **7. HIGHWAYS & RIGHTS OF WAY**

(a) *Highways: update.*

The Chairman proposed and it was agreed that for item 7 a full update would be deferred to the January meeting with the return of the vice-chairman.

(b) *Footpaths: update. This item was covered under Item 7a).*

## **8. NOTIFIED MATTERS**

(a) *Affordable Housing: update.*

The Chairman's report noted that progress was continuing and the go-live date of April 2013 was still the aim. She confirmed that English Rural would be organising any opening ceremony but that the Parish Council would be involved. The Chairman also noted that Gresham Close was the preferred option out of those provided by Tandridge District Council for the new development.

(b) *Westmore Green Play Area Refurbishment: final update.*

The Chairman confirmed Surrey County Council still had to confirm their satisfaction with the plaque and then this would be completed.

(c) *Commercial Advertising on Parish Council land: list of key organisations for season ticket.*

The Chairman confirmed the full list circulated would be sent to the Clerk for processing and this would include the main village organisations such as Horticultural Society, Vern d'Anjou Association, Tatsfield in Bloom, Art Group, Scouts and St Mary's church, who held regular village events open to all. It was noted that this would be a work in progress.

(d) *Assets of Community Value: agree list.*

The Chairman proposed to defer this item for further discussion and this was agreed. It was noted that community involvement through the appraisal should be considered.

(e) *Tatsfield School admissions: discuss consultative document.*

The Chairman proposed and it was agreed that member should investigate the document and encourage residents to provide responses and that the Parish Council's response would be agreed at the January meeting,

## **9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) *County Councillor: no report as David Hodge could not attend.*

(b) *District Councillor: receive report.*

1- The Ship recycling area was still being misused with large amounts of commercial and other waste being left there. Mr David feared that Tandridge District Council would remove the facilities if these continued to be abused by residents and further appeals would be made in the Village Magazine.

2- What are the Parish Council's thoughts on the desirability of having a Village War Memorial?

(c) *Village Hall Management Committee (VHMC):*

Nichola Stokoe conveyed the Village Hall Management Committee's thanks for the speedy booking of the hall maintenance for May 2013. She issued a request for raffle tickets to be purchased to support the Village Hall.

(d) *Tatsfield in Bloom.*

It was reported that plans for the coming year were still underway.

(e) *Tatsfield Fair-trade Steering Group:*

The Clerk noted a thank you letter had been received and this would be addressed under item 11b.

## **10. PARISH COUNCIL PROPERTY AND LAND**

(a) *Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood, bridleways): update from meeting on 27/11/12.*

The Chairman proposed and it was agreed that the update would be provided at the coming meeting given that the vice-chairman was absent and he had chaired the meeting. She noted that the committee had expressed an interest in electing their own chairman and this was likely to take place when they met again on 22<sup>nd</sup> January 2013.

(b) *Parish Council Car Park and retained facilities:*

The Chairman proposed that the Parish Council adopt the recommendations made by Doug Massey in his briefing note regarding the retractable bollards in the car park which in summary recommended no use of the retractable bollards without prior approval and subsequent presence of a Parish Council member and the financing of a suitable barrow or trolley for moving heavy items by users of the village hall. These were unanimously approved and Nichola Stokoe would be presenting this with Doug Massey at the meeting on 2<sup>nd</sup> January 2013.

(c) *Tatsfield Community Games Area: no update.*

(d) *Aileen McHugo Building:*

- Kestrel Children Services notice given for Parish Room: the Clerk informed the meeting that the month's notice for Kestrel's use of the Parish Room was up on 22<sup>nd</sup> December 2012. Arrangements were being made for keys to be handed back. It was proposed and approved that the Clerk should suggest that Linda Smith from Kestrel Children Services could provide a small piece updating interested parties on their whereabouts for the future in the Tatsfield Parish Magazine.
- Management: doorbell, nameplates, towel drying system. The Chairman noted that she was still awaiting final costs for the nameplates which would be placed outside the building and be changeable if new tenants came along in the future, and on each individual door. Costs were likely to be around £200 and this figure was provisionally approved. The Clerk was instructed to purchase a radio controlled door bell and proceed with the purchase of the towel system and bins as detailed in the previous meeting, now that agreement from Goldservice had been received regarding the removal of rubbish from the paper towel disposal.

(e) *Village Hall: covered under item 11c.*

(f) *Tatsfield Allotments and Community Gardens: update regarding container / Road Opening License.*

The Clerk noted that no further feedback had been received from Mr Finch re the new container. She had also confirmed that there had been no communication with Surrey Highways to inform them of completion of works as stipulated on the Road Opening license, but that Steve Cunnah had confirmed none was required as the works were not going to be done to Surrey Highways standards and therefore responsibility for repairs on the entrance would always remain with the Parish Council.

(g) *Application for registration of title on currently unclaimed parcels of land: agree strategy*

The Chairman proposed and it was agreed that the Parish Council should produce a list of previously claimed parcels of land and that a priority should then be assigned to each item. Hay's Pasture was mentioned as a likely candidate for the next registration. It was noted that a tree survey on currently registered parcels of land should be arranged for 2013.

(h) *Risks assessments: update.*

Martin Westerman noted that the risk assessments for the Village Hall and Aileen McHugo Building had been completed. Land ones remained outstanding and would be completed in early 2013.

## **11. MEETINGS TO ATTEND/CORRESPONDENCE**

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

1- SURREY LOCAL COUNCIL'S UPDATE - 4th December 2012 at East Horsley Village Hall 9.15am. Ian Mitchell noted that he had not been able to attend.

(b) To discuss **Correspondence** received by the Clerk:

- Thanks from Tatsfield Fair-Trade Steering group for grant and for Parish Council support in the past, and requesting support for the future re-application for Fair-trade status in 2013.

## **12. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.**

None

## **13. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA**

The Chairman reported that the cheque to East Surrey Museum had been formally handed over.

**The Meeting closed at 9.45 p.m.**

### **Subjects raised in Public Adjournments**

- 1- When will it be known who is going to be chosen to populate the new Affordable Housing development?
- 2- Has anything happened on Church Hill re the hedge being cut by the church?
- 3- Why is the timber trail on the outside of the new play area and why is there no pathway, which makes it very slippery when the ground is muddy?

<b>Item &amp; page (8 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 76	Finalise response to Surrey County Council	Ian Mitchell / Doug Massey	22/10/2012	Deferred to 14/1
9e, 76	Facilitate meeting	Chairman	31/10/2012	In progress
9g, 76	Set up a list of Assets of Community Value	All	10/12/2012	Deferred 12 list of village organisations for season ticket and encourage residents to provide responses and that the Parish t tho
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress

<b>Item &amp; page (12 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7c, 83	Arrange Appraisal meeting for first week in December	I Mitchell	23/11/2012	COMPLETE
8b, 84	Briefing note regarding Fire alarm quote	D Massey	26/11/2012	In progress
11c, 85	Contact Ryan Leisure to book floor maintenance	Clerk	30/11/2012	COMPLETE
12d, 85	Briefing note regarding boiler option	D Massey	26/11/2012	
13b, 85	Follow up The End query with Hedley's	Clerk	5/12/2012	COMPLETE
14, 85	Investigate TACG query and respond to Tatsfield Horticultural Society	Clerk	16/11/2012	COMPLETE

<b>Item &amp; page (26 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
10, 91	Provide briefing note on options	D Massey	31/12/2012	In progress

<b>Item &amp; page (10 Dec 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 93	Inform Tandridge planning of Parish Council decisions	Clerk	12/12/12	COMPLETE
6b, 93	Instruct as stipulated by the Parish Council	Clerk	31/12/2012	COMPLETE
8c, 94	Provide clerk with list of village organisations for season ticket	Chairman	31/12/2012	
8e, 94	Parish Council response	Chairman	14/1/2013	
10b, 94	Update Village Hall on Parish Council decisions	N Stokoe	2/1/2013	COMPLETE
10d, 94	Invite Kestrels to place information in Parish Magazine	Clerk	20/12/2012	COMPLETE
10d, 94	Purchase door bell and towel drying system	Clerk	20/12/2012	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 28<sup>th</sup> January 2013  
in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Sue Smale (in the chair) Mrs Nichola Stokoe Mr Martin Westerman  
Mr Peter Kerry Mr Doug Massey Mr Ian Mitchell

**In Attendance:** Mrs Ana Hughes (Clerk)  
Mr Bob David (District Councillor)

And 3 parishioners.

**1. Apologies: None**

**2. Declarations of Interest (relating to items on this agenda):**

Susan Smale declared an interest in item 10 but the Clerk deemed the dispensation agreed on 12 November to be applicable to this case.

**3. Approve and sign the MINUTES of the previous meeting held on 14th January 2013**

The Minutes of the previous meetings held on 14th January 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

a) *TA/2012/1378: Woodlands, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB*

Erection of replacement dwelling and conversion of garage to ancillary accommodation - application to extend time limit for implementation of permission TA/2009/1043.

*Response approved as no comment.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions

b) *Tandridge consultation on Green Belt villages and local planning*

Members reviewed reports issued by Ian Mitchell on the consultation currently on-going to update the planning policy for Tandridge District Council. These included proposals for definition of Tatsfield as a settlement (or Defined Village in the new policy proposals). The Chairman proposed and it was agreed that these be considered by a group of members to include the Chair, Ian Mitchell, Nichola Stokoe and Martin Westerman. The Chairman proposed and it was agreed that the group should report back at the February meetings with a response.

**5. Approve expenditure:**

a) *Attendance at Councillors briefing on 23/2/13 £87.50 + VAT and travel costs.*

*Approved.*

b) *Replacement light fittings for Aileen McHugo building: estimate in progress.*

Doug Massey noted that the electrician had surveyed the building and would be submitting a recommendation and costs based on his visit for changing the lighting following the new use as offices.

**6. Biggin Hill airport: update**

Ian Mitchell noted that relations between London Borough of Bromley and the Airport management appeared to be improving. He noted that he had delivered official thanks at their recent meeting for their support of the Westmore Green Play area refurbishment. This was supported.

**7. Communications Advisory Committee: update**

Peter Kerry noted that a draft strategy was in circulation and that a complete report would be made at the February meeting.

**8. Budget 2013-14 and precept**

The Clerk reported that she had received confirmation from Tandridge Finance that the Director's recommendations to the Resources Committee were that the full government grant of £40,000 should be allocated to local Parish Councils to make up any possible shortfall in the implementation of the new benefits scheme. The Clerk noted that an amount of £2,400 had been allocated to Tatsfield should this be required. The Chairman proposed and it was agreed that the budget and precept of £40,000 be agreed and finalised. The Clerk was instructed to inform Tandridge Finance of the Parish Council's precept for 2013-14.

**9. Storage facility plans: discuss requirements and agree next steps**

Doug Massey proposed and it was agreed that a discussion was needed to determine how much space was required and to make a list of all items requiring storage. He agreed to lead the discussion.

**10. Tatsfield Allotments and Community Gardens: update**

The Clerk reported that she had received a verbal report that the planning officer would be recommending that no planning permission be required for the new container. No written confirmation had yet been received.

**11. Approve the terms of a temporary licence to be granted to the owner of The End, Westmore Green for access by building contractors.**

The Chairman proposed and it was agreed that the terms of the temporary license put forward by Nichola Stokoe and Ian Mitchell following their meeting with the future owners of The End be approved. This included the following conditions:

- The right to erect scaffolding on Parish Council land for a period of 14 weeks (Westmore Green);
- An agreement to make good any damage to the Green to the reasonable satisfaction of the Parish Council following the same taking photos of the Green before works commence;
- The right to scrape the access surface to create a 250mm deep level and insertion of MOT type 1 stone approved by the Parish Council before insertion;
- On completion of the development to roller the access road;
- Agree to pay the drafting costs of the license – estimated at £450;
- To pay £1,000 to the Parish Council as a retainer until the repair works are completed to the satisfaction of the Parish Council as insurance against the developer going into receivership;
- To adhere to the covenants and restrictions within the current Deed of Access;

The Clerk was instructed to inform the future owners of the Parish Council's decision.

#### **12. Vacancy on Parish Council: agree next steps**

The Chairman proposed and it was agreed that the draft notice circulated by the Clerk should be issued on 7<sup>th</sup> February 2013.

#### **13. Winter weather: snow clearance**

The Chairman noted that a debrief meeting would be held (date to be confirmed) regarding the recent winter weather and suggested the Parish Council should consider a response when content was made available. It was noted the recent response within the village to the winter weather had been extremely successful under the leadership of the Vice Chairman and all agreed. The Vice Chairman issued thanks to all community volunteers, Surrey County Council and Tandridge District Council for their assistance.

#### **14. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

The Chairman noted a request for funds from the Green Spaces and Rights of Way committee had been received which was estimated at around £200 to be spent on equipment for refurbishment of the pond. This was approved subject to receipt of invoices.

#### **15. Matters for Reporting or Inclusion of Future Agenda**

Martin Westerman noted that the recent risk assessments might require a small amount of expenditure to rectify potential risks.

It was proposed that the carpet in the Parish Room needed replacing. It was agreed to consider this at the next meeting.

**The Meeting closed at 9.45 p.m.**

<b>Item &amp; page (28 Jan 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a, 7	Inform Tandridge planning of Parish Council decisions	Clerk	31/1/2013	COMPLETE
8, 7	Inform Tandridge Finance of precept amount	Clerk	31/1/2013	COMPLETE
9, 7	Co-ordinate discussion	Doug Massey	28/2/2013	
11,8	Inform potential owners of The End of Parish Council decision	Clerk	6/2/2013	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 25<sup>th</sup> February 2013  
in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mr Doug Massey (in the chair) Mrs Nichola Stokoe Mr Martin Westerman  
Mr Peter Kerry Mr Ian Mitchell

**In Attendance:** Mrs Ana Hughes (Clerk)  
Mr Bob David (District Councillor)

And 0 parishioners.

**1. Apologies: Mrs Susan Smale**

**2. Declarations of Interest (relating to items on this agenda):**

Doug Massey declared an interest in item 4a and took no part in either discussion or voting on this matter.

**3. Approve and sign the MINUTES of the previous meeting held on 11th February 2013**

The Minutes of the previous meetings held on 11th February 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning:**

a) TA/2012/1437: Green Gables, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB Demolition of garage and boiler room. Erection of two storey side and rear extension. Incorporating Juliet balconies. Dormer windows to front roof slope. Erection of 1.7m high sliding gates and alteration to driveway. (Amended plans) - ratification of decision on 11/2/2013

The chairman proposed and it was agreed that the decision to withdraw the objection due to new plans addressing Parish Council concerns discussed at the previous meeting on 11<sup>th</sup> February 2013 be ratified .

b) TA/2012/1683: Land at Cudham Road, Tatsfield, TN16 2ND Erection of storage building.

*Response approved as no objection.*

c) TA/2012/1480: Manor Croft, Cudham Road, Tatsfield, TN16 2NJ Insertion of double glazed window to west elevation. (Retrospective)

*Response to regret retrospective nature of the planning application and to object unless the window is replaced by obscure glazing and is not capable of being opened below 1.7m above the floor of the relevant room agreed.*

d) TA/2013/128: Brackenhurst, Broomlands Lane, Limpsfield, RH8 OSP Erection of first floor rear extension and single storey infill extension to existing covered area at rear (amended description).

*Response approved as no objection.*

e) TA/2013/195: The Orchards, Westmore Green, Tatsfield, Surrey, TN16 2AG Erection of 2 single storey extensions to north west flank elevation incorporating new entrance porch, hallway & integral garage.

*Response approved as no objection.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

f) *Tandridge consultation on Green Belt villages and local planning policies - final draft*

Nichola Stokoe proposed and it was agreed that additional input be sought from a planning officer from Wealdon District Council Mr Patrick Coffey on the wording in bold proposed in policy DMP11 Part B - *In all circumstances, infilling, redevelopment and other forms of development must be in character with the village, **or part of it**, and will be subject to any other relevant Development Plan policies.*

Ian Mitchell proposed and it was agreed that the remainder of the proposed response be accepted as presented at the meeting on 11<sup>th</sup> February 2013, subject to any change arising from the consultation.

**5. Parish Land:**

a) *Repairs and maintenance work description*

The Clerk was instructed to ascertain a clearer idea of time taken by the current contractor for the Parish Council Mike Lambert in the performance of his duties in the car park and Community Games Area. It was noted that a consultation with the school and Goldservice Cleaning would be appropriate once a clearer idea on the time required for clearing duties in the 2 areas was available.

b) *Tatsfield Green pathway approval for maintenance*

Doug Massey proposed and it was agreed that the clearing of weeds along the pathway on Tatsfield Green and the digging of grips on Rag Hill be approved for action by Jon Allbutt and volunteers.

**6. Parish Council representation to Vern d'Anjou Association**

The Clerk was instructed to request an update from Peter Fuller and ascertain whether any use of the Aileen McHugo building would be required for the visit from Verne in April 2013.



## 7. **TVSC meeting: report**

The Chairman proposed and it was agreed that Peter Kerry should enquire further as to benefits available to Tatsfield residents and obtain leaflets to distribute if services available locally.

## 8. **Winter weather: snow clearance.**

The Chairman noted that the debrief at Tandridge District Council would be taking place in March and that he was still trying to find out when the salt bins would be refilled.

## 9. **Tatsfield School admissions: update**

It was noted that Surrey Council Cabinet would be voting shortly on whether to accept the recommendations based on the recent School Admissions consultation, supporting the position agreed by Tatsfield Parish Council regarding school admissions to Tatsfield School. Full Council voting would take place in March,

## 10. **Car Park: request from Village Hall user to cook food outside during their booking.**

The Chairman proposed and it was agreed that the BBQ should be allowed subject to the following conditions:

- User to be responsible for damages or claims arising from the cooking activity
- The event should not be open to the general public
- All rubbish and items associated with the cooking of food to be removed at the end of the event
- Fire precautions to be observed
- The cooking should be concluded by 9pm and due consideration to local residents given during the event

The Clerk to proceed.

## 11. **Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

None

## 12. **Matters for Reporting or Inclusion of Future Agenda**

The report from the Communications Advisory Committee was considered and the following items were agreed pending ratification at the meeting in March, based on the recommendations in Annex A of the report:

1. The Parish Council agreed to consider this should the existing board be replaced
2. Preference for encouraging people to request notices for the existing board –Clerk should place a poster in the noticeboard informing potential users of this facility
3. A spare map exists and could be used if necessary.
4. Advise to wait until the Royal Oak planting decisions have been completed
5. Recommend waiting until demand is established based on the response to 2.
6. Requires further thought.
7. In principle this is supported although dependent on the specific locations and their willingness to assist.

The Chairman suggested that the strategy in Annex B required more consideration and that this should be adjourned to the meeting in March.

The recently received quote from Niall Kells regarding the change to the lighting in the Aileen McHugo Building needed discussing with him and the Chairman and Peter Kerry would arrange to do this and present their findings at the next meeting.

## **The Meeting closed at 10.05 p.m.**

<b>Item &amp; page (28 Jan 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
9, 7	Co-ordinate discussion	Doug Massey	28/2/2013	In progress
11,8	Inform potential owners of The End of Parish Council decision	Clerk	6/2/2013	COMPLETE
<b>Item &amp; page (25 Feb 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a-e, 15	Inform Tandridge Planning of Parish Council decisions	Clerk	1/3/2013	COMPLETE
4f, 15	Contact Patrick Coffey to ask for advice on wording	Nichola Stokoe	11/3/2013	in progress
5a, 15	Contact Mike Lambert to ascertain hours	Clerk	5/3/2013	COMPLETE
6, 15	Contact Peter Fuller and request update	Clerk	1/3/2013	COMPLETE
7, 16	Contact Age UK	Peter Kerry	11/3/2013	in progress
10,6	Inform Village Hall of Parish Council decision	Clerk	1/3/2013	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 25<sup>th</sup> March 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

**Present:** Mrs Susan Smale (in the chair) Mr Doug Massey Mr Martin Westerman  
Mr Peter Kerry

**In Attendance:** Mrs Ana Hughes (Clerk)

And 0 parishioners.

**1. Apologies: Mrs Nichola Stokoe, Mr Ian Mitchell**

**2. Declarations of Interest (relating to items on this agenda):**

None

**3. Approve and sign the MINUTES of the previous meeting held on 11th March 2013**

The Minutes of the previous meetings held on 11th March 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

**4. Planning: None**

**5. Finance:**

a) *Ratify grant request from Tatsfield Responders*

The Chairman proposed and it was agreed that the amount of £266.40 for purchase of items for the Tatsfield Responders as discussed and agreed under the emergency item at the previous Parish Council meeting be ratified.

b) *Purchase of new Local Council Administration volume*

The Chairman proposed and it was agreed that the Clerk should pre-order the new volume of Local Council Administration by Charles Arnold-Baker due out in December 2013 to take advantage of financial offers available. This was likely to be around £75.

**6. Parish Land:**

a) *Car Park and TCGA duties - final decision*

The Chairman proposed and it was agreed that the Clerk should write to Mr M Lambert formally thanking him for his work as a contractor to the Parish Council and his offer to continue to perform duties in the Community Games area on a voluntary basis.

The Chairman proposed and it was agreed that the current situation regarding the car park and community games area duties and tasks should be monitored on a month by month basis at this stage and be divided amongst members, with Doug Massey volunteering to lower and raise the bollards and grease as required.

The Chairman would come up with a proposed rota.

b) *Little Acorns shed: decision ref request for new shed.*

The Chairman proposed and it was agreed that approval would be given to Little Acorns for a new shed and a change of placement, with the following conditions:

- To provide details of the shed including size and materials before purchase
- To provide details of the proposed location
- To approve the use of flagstones as a base to site the shed as they would enable future movement if necessary
- That the new location of the shed does not block any access to the Village Hall or surroundings – i.e. manholes
- That non-flammable materials are used as far as possible and anti-climb paint is placed on the roof with an accompanying warning sign of its use.

The Clerk was instructed to proceed.

c) *Request to use Westmore green and AMB toilets from Green Belt Relay*

The Clerk noted this even had been cancelled so did not require discussion.

d) *Request to use Tatsfield Community Games Area (TCGA) on 8/6/13*

The Chairman proposed and it was agreed that this request be approved, subject to a warning of closure being placed on the gate at least 24 hours prior to the event and that the Community Games area be left in a suitable state when the event was completed, with rubbish removed and all equipment replaced safely.

The Clerk was instructed to proceed.

**7. CIL Infrastructure levy consultation: discuss**

The Chairman proposed and it was agreed that a draft response should be considered at the Parish Council meeting on 8<sup>th</sup> April 2013.

**8. Digital Councils report: update**

Peter Kerry noted that the report was going to be considered by the next Tatsfield Communications Advisory Committee on 24<sup>th</sup> April 2013. The Chairman requested further information regarding the Social Media Friendly mark.

**9. Correspondence: thank you from Vets Footballers for the Parish Council Grant**

The Clerk noted that she had received an official thanks for the Parish Council's Grant for the purchase of their footballs, and £15 had been returned and would be deposited in the Parish Council's account shortly.

**10. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

None

**11. Matters for Reporting or Inclusion of Future Agenda**

The Chairman noted that a request had been received by the Clerk for a grant to the Cricket Club for a mobile net. The Chairman noted further that the Clerk had been asked to request information regarding the Tatsfield Youth Project's grant of £380 to the Cricket Club before their winding up in 2011. Once this had been received the request could be considered further by the Parish Council.

It was suggested that the Clerk should send an official note of thanks to PCSO Matthew Nottidge before he moves to his next position for all of his assistance and interest in the village.

**The Meeting closed at 9.14 p.m.**

<b>Item &amp; page (28 Jan 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
9, 7	Co-ordinate discussion	Doug Massey	28/2/2013	In progress
<b>Item &amp; page (25 Feb 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
<b>Item &amp; page (25 Mar 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6b, 23	Rota for car park duties	Chair	8/4/2013	In progress
6c-e, 23	Inform of Parish Council decisions	Clerk	31/3/2013	COMPLETE
7, 23	Produce draft response for CIL consultation	All	8/4/2013	In progress

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> January 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman, Mr Ian Mitchell, Mr Peter Kerry

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

And 6 parishioners.

**1. APOLOGIES: None**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Susan Smale declared an interest as an allotment holder, in Item 10f on the agenda. The dispensation approved at the meeting on 12 November 2012 applied to this item.

**3. MINUTES OF THE PREVIOUS MEETING held on 10<sup>th</sup> December 2012: agree and sign**

The minutes of the supplementary meeting held on the 10<sup>th</sup> December 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

**4. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

**5. PLANNING**

(a) Appendix A:

- **TA/2012/1565: Tatsfield Cottage, Ricketts Hill Road, Tatsfield, TN16 2NA Demolition of existing rear projection and erection of single storey rear extension (Certificate of Lawfulness for a proposed development)**

It was proposed and accepted that the Parish Council should not make a comment on this planning application.

- **TA/2012/1625: Land at Moorhouse Sandpit, Westerham Road, Limpsfield, Surrey, TN16 2ET Use of land for the resiting of an existing ready-mixed mortar mill (Certificate of Lawfulness for an Existing Use)**

It was proposed and accepted that the Parish Council should not make a comment on this planning application.

- **TA/2012/1651: Sunnybank Lodge, Old Lane, Tatsfield, TN16 2LH Conversion of garage to habitable accommodation.**

It was proposed and accepted that the Parish Council should not object to this planning application.

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

(b) *Planning team for January:*

The team for planning for November will be Sue Smale and Peter Kerry

(c) *Neighbourhood Planning Committee: update*

Ian Mitchell reported that the next appraisal meeting would take place on 23<sup>rd</sup> January 2013 and the appraisal team reported that the appraisal questions were being finalised for approval.

**6. FINANCE**

(a) *Authorize payments (including presentation of cheques) listed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed.

(b) *To discuss and agree items requiring expenditure:*

- SLCC Regional Conference Attendance – 6/2/2012 in Brighton £69 + VAT + travel costs

The request from the clerk to attend the regional conference as part of continued professional development was approved.

(c) *Budget 2013/14: approve final budget and precept – change to Appraisal budget item.*

The increase to the appraisal item to cover estimated costs for the appraisal from £2000 to £3000 was approved. It was confirmed that grants would also continue to be researched.

The Chairman proposed and it was agreed that the clerk be instructed to inform Tandridge finance that the Parish Council would not be able to confirm the precept amount until they had informed the Parish Council of their final plans for localisation of Council tax and the impact of these had been assessed.

## **7. HIGHWAYS & RIGHTS OF WAY**

(a) *Highways: update.*

Doug Massey proposed and it was agreed that the Parish Council should defer any decision on entering into a partnership arrangement with Surrey County Council for the Parish Council to take on responsibility for certain Highways works until such time that the issue of adequate storage/operating facilities and administrative structures has been addressed.

(b) *Footpaths: update. Nothing to report.*

## **8. NOTIFIED MATTERS**

(a) *Affordable Housing: update.*

It was noted that Tandridge District Council would hold a meeting in January to be arranged with Parish Council attendance to discuss the next steps in the affordable housing allocation process.

(b) *Westmore Green Play Area Refurbishment: final update / CCTV for protection.*

The Chairman noted that recent thefts from the Whyteleafe play area required additional vigilance and awareness from residents to ensure unusual activity was reported to the police.

(c) *Tatsfield School admissions: finalise consultation response.*

The Chairman proposed and it was agreed that the Parish Council should instruct the clerk to respond to the Surrey County Council consultation supporting the proposal to 'to introduce a catchment so that siblings and other children living within the catchment are given priority ahead of those who do not, but to phase this in so that families with children already at the school are protected and to approve the proposed catchment area being the Tatsfield Parish boundary.

(d) *Surrey Needs Analysis report: discuss involvement and agree next steps.*

Peter Kerry noted that the Parish Council should keep an eye on this process as it could be useful for local voluntary, community and faith organisations.

## **9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) *County Councillor:*

- 1- Parish Councils are likely to have their precepts capped in 2014/5.
- 2- Surrey County Council's council tax will be revealed on 25/1/13.
- 3- Surrey County only receives £20 per head for public health and this is the lowest in England for any county council. Westminster receives £100 per head.
- 4- Surrey County Council has launched 'Switch and Save' and all residents are encouraged to sign up to the initiative which was available until 25<sup>th</sup> February 2013. The provider offering the best deal to Surrey residents who had signed up would be selected by auction on 26<sup>th</sup> February 2013.
- 5- Daily gritting runs were commencing this week with the forecast of icy weather to come.

(b) *District Councillor: receive report.*

- 1- Recent figures have shown the benefits of the new recycling system which overall has been a success.
- 2- Bob David has requested that the White House and Old Ship be placed on Tandridge District Council's 'Buildings of Character' listing.
- 3- What are the Parish Council's thoughts on the desirability of having a Village War Memorial?

(c) *Village Hall Management Committee (VHMC):*

Nichola Stokoe reported that she was still awaiting costings for the trolleys offered by the Parish Council following the December meeting and that these should be available in February.

(d) *Tatsfield in Bloom.*

It was reported that Tatsfield would be entering South East in Bloom competition this year.

(e) *Tatsfield Fair-trade Steering Group:*

Doug Massey noted that the Annual General Meeting for Fair-trade had been attended by the Tatsfield group and that there would be further events in February and March.

## **10. PARISH COUNCIL PROPERTY AND LAND**

(a) *Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood, bridleways): update from meeting on 27/11/12.*

Doug Massey noted the main points from the last meeting focusing on the developments of proposals for revised planting scheme for the pond and creating a strategy for managing the Greens and Open spaces.

The next meeting would take place on 22<sup>nd</sup> January 2013.

(b) Parish Council Car Park and retained facilities: nothing to report.

(c) Tatsfield Community Games Area: nothing to report.

(d) Aileen McHugo Building:

- Tenancy query from new parties - agree strategy and general approach.

The Chairman proposed and it was agreed that the Parish Council should welcome new enquiries whilst maintaining previous commitment to supporting new businesses. The Chairman proposed and it was agreed that the Clerk and members should investigate other rent prices in the surrounding area in time for the rent review for the first floor tenancy in March. She also suggested that any increase in rent was more likely to be to the service charge element given the recent and future expected price rises for utilities. This was also agreed.

- Fire alarm proposals

Doug Massey proposed and it was agreed that the Parish Council agree to maintain and make improvements to the fire alarm system when necessary to maintain it in good, safe working order. This would mean that the recent proposals by the alarm maintenance company should not be agreed and no immediate work was necessary.

(e) Village Hall: covered under item 11c.

(f) Tatsfield Allotments and Community Gardens: update.

The Chairman proposed that the Clerk should send a response to Andrew Gibbons' request for further information regarding the items to be stored in the new storage container, with input from the Horticultural Society and members where required. This was agreed to be done as soon as possible.

(g) Risks assessments: update.

Martin Westerman noted that the risk assessments for the Village Hall and Aileen McHugo Building had been completed and would be emailed to the Clerk following consultation with Doug Massey reference to fire risk assessment comments. The Chairman proposed and it was agreed that the risk assessments relating to Parish Council land should be passed to the Green Spaces and Rights of Way advisory committee for completion.

## 11. MEETINGS TO ATTEND/CORRESPONDENCE

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

1- TVSC network lunch Lingfield & Dormansland Community Centre High Street, Lingfield, Surrey RH7 6AB at 12.15 – none to attend

2- Police Commissioner Public meeting : 5th February at the Barn Theatre, Oxted between 7pm-9pm. Ian Mitchell, Sue Smale and Nichola Stokoe attending

3- SLCC Regional Conference Attendance - 6/2/2013 in Brighton – Clerk attending

(b) To discuss **Correspondence** received by the Clerk:

- Correspondence received regarding The End and access road

The Clerk noted that a meeting had been set up following correspondence received from the proposed buyers of The End to discuss plans for the access road and this was taking place on 17<sup>th</sup> January 2013 at 7.30pm in the Parish Rooms.

## 12. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.

None

## 13. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA

Ian Mitchell reported giving thanks to the Biggin Hill airport for their generous contribution to the Westmore Green play area. Ian Mitchell also noted that it appeared relations were going to improve between London Borough of Bromley and Biggin Hill Airport.

**The Meeting closed at 9.55 p.m.**

Subjects raised in Public Adjournments	
1-	Progress on the footpath / bridle-path in Lusted Hall Lane – this is going to be taken to Mr Whelan
2-	Can the Parish Council provide a grant to a resident's association which will be formed for Maesmaur Road ?
3-	Complaints have been heard about litter on the new play area
4-	What is going to be done regarding the destruction of the verge on Ship Hill?
5-	Tatol bed has been damaged on the corner
6-	Thanks to the Parish Council and all who were involved in the Christmas Singalong – the next one has been booked for 20 <sup>th</sup> December 2013.
7-	Thanks for the donation of the Christmas tree
8-	The Parish Council should make sure that the post-construction landscaping contractor for the new affordable housing development is controlled and managed.

<b>Item &amp; page (8 Oct 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 76	Finalise response to Surrey County Council	Ian Mitchell / Doug Massey	22/10/2012	COMPLETE
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress
<b>Item &amp; page (12 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8b, 84	Briefing note regarding Fire alarm quote	D Massey	26/11/2012	COMPLETE
12d, 85	Briefing note regarding boiler option	D Massey	26/11/2012	In progress
<b>Item &amp; page (26 Nov 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
10, 91	Provide briefing note on options	D Massey	31/12/2012	In progress

<b>Item &amp; page (10 Dec 2012)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8c, 94	Provide clerk with list of village organisations for season ticket	Chairman	31/12/2012	In progress
8e, 94	Parish Council response	Chairman	14/1/2013	COMPLETE

<b>Item &amp; page (14 Jan 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 1	Inform Tandridge Planning of Parish Council responses	Clerk	23/1/2013	COMPLETE
6c, 1	Inform Tandridge Finance of Parish Council position re precept	Clerk	18/1/2013	In progress
8c, 2	Respond to the Tatsfield school consultation as instructed	Clerk	22/1/2013	COMPLETE
10d, 2	Investigate rental prices and possible increase to service charge	Clerk / all	11/3/2013	In progress

MINUTES of a Meeting of Tatsfield Parish Council held on the 11<sup>th</sup> February 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Martin Westerman, Mr Ian Mitchell,  
Mr Peter Kerry

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

And 7 parishioners.

**1. APOLOGIES: None**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Susan Smale declared an interest as an allotment holder, in Item 10g on the agenda. The dispensation approved at the meeting on 12 November 2012 applied to this item.

Doug Massey declared an interest in TA/2012/1437 which was discussed under item 12. He took no part in the discussion or voting on this item.

**3. MINUTES OF THE PREVIOUS MEETING held on 28<sup>th</sup> January 2013: agree and sign**

The minutes of the supplementary meeting held on the 28<sup>th</sup> January 2013 were approved and signed by the Chairman as a correct record.

**4. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table. The Chairman agreed to address the item outstanding relating to a list of advertisers.

**5. PLANNING**

(a) Appendix A:

- **TA/2012/1286: 19 Shipfield Close, Tatsfield, Surrey, TN16 2AU Erection of cabin to rear garden.** (Certificate of Lawfulness for a Proposed use or development)

*It was proposed and accepted that no comment should be the Parish Council's response.*

- **TA/2013/35: Moorhouse Tile Works, Westerham Road, Moorhouse, Surrey TN16 2ET** Use of buildings for the manufacture and storage of tiles and ancillary activities (Certificate of Lawfulness for an Existing Use)

*It was proposed and accepted that no comment should be the Parish Council's response.*

- **TA/2013/36: Moorhouse Tile Works, Westerham Road, Westerham, TN16 2ET** Use of buildings without compliance with named occupancy conditions on permissions GOR/1618, GOR/466/73, TA76/758/1167R, TA84/0723, TA87/992 and TA91/273 (Certificate of Lawfulness for an Existing Use in Breach of Conditions)

*It was proposed and accepted that no comment should be the Parish Council's response.*

- **TA/2013/117: Adelaide, Lusted Hall Lane, Tatsfield, TN16 2NL** Conversion of integral garage to habitable accommodation. (Certificate of Lawfulness for a Proposed Development)

*It was proposed and accepted that no comment should be the Parish Council's response.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

(b) *Planning team for February:*

The team for planning for February will be Ian Mitchell and Martin Westerman.

(c) *Neighbourhood Planning Committee: update*

No update.

(d) *Appraisal Team: update*

Ian Mitchell noted that the next meeting is on 28<sup>th</sup> February and that questions are being fine tuned and finalised.

(e) *Tandridge Local Plan consultation - including the future of Tatsfield's Settlement Area : discuss and agree*

The team agreed at the last supplementary meeting had produced a list of responses to the Tandridge Local Plan consultation presented for consideration to members. The Chairman proposed that the wording in the responses be



used as a basis to formulate a formal response to be agreed at the Supplementary meeting in February and subsequently to be submitted to Tandridge District Council. This was approved unanimously.

## **6. FINANCE**

(a) *Authorize payments (including presentation of cheques) listed in Appendix B.*

These were approved in full and the cheques and invoices presented were signed. The Clerk noted that the two Cambridge Building Society investment accounts had received interest totalling £62.68 as at 31 December 2012 as detailed in Appendix B.

(b) *To discuss and agree items requiring expenditure:*

- Attendance at Digital Councils and Engagement Conference in Winchester - £50 + VAT + travel  
Peter Kerry's request to attend this conference was approved.
- Lighting quote change for Aileen McHugo Building – this had not yet been received and was likely to be available for the supplementary meeting.
- Pond maintenance - £200 maximum. An estimate by Doug Massey for equipment to clear excess growth in the pond was approved up to the budget of £200.
- Expenses for shared responsibilities on car park and TCGA: The Chairman proposed and it was agreed that the Clerk should set up a meeting with the school to discuss the 2 parties' contributions to the shared facilities of the car park and Tatsfield Community Games Area (TCGA). The Clerk was asked to request the breakdown and calculations for the electricity bill for the car park and the Parish Council would supply Tatsfield School with costs of maintaining the TCGA.
- Name plate for front of Aileen McHugo Building – estimated £127.50 + VAT. The Chairman's circulated proposals for name plates was agreed and the clerk instructed to proceed with the order.

## **7. HIGHWAYS & RIGHTS OF WAY**

(a) *Highways: update.*

Doug Massey noted in addition to his report that he would be attending the Tandridge District Council's debrief meeting on the recent winter weather on 21<sup>st</sup> March 2013 and welcomed other members or points to raise.

(b) *Footpaths: update. Nothing to report.*

## **8. NOTIFIED MATTERS**

(a) *Affordable Housing: update*

The Chairman noted in addition to her report that the meeting to confirm proposed entrants to the new housing and their connections to Tatsfield had been set for the 8<sup>th</sup> April and requested availability of members to assist in the process. Ian Mitchell proposed and it was agreed that the draft rental agreement needed a specific mention of the Parish Council's role in the section relating to 'Procedure'. The Chairman to proceed.

(b) *Annual Parish Meeting: agree date and guest speaker*

The Chairman proposed and it was agreed that an invitation be issued to the newly elected Police and Crime Commissioner for Surrey – Kevin Hurley – to be the guest speaker. It was proposed and agreed that the 10<sup>th</sup> and 17<sup>th</sup> April be initially proposed as possible dates and should these not be possible then either Tuesdays or Wednesdays in May could be offered. The Clerk to proceed.

(c) *Communications Advisory Committee: update*

A number of recommendations and a draft strategy for the Village website had been circulated and required Parish Council response. Peter Kerry proposed and it was agreed that this should be addressed in the supplementary meeting on 25<sup>th</sup> February.

(d) *War Memorial: discuss proposal and next steps*

The Chairman proposed and it was generally agreed that the parish council would in principle promote the establishment of a war memorial should strong public support be evident and due consideration to costs of establishing and maintaining such an edifice. Peter Kerry noted that a plaque was already in place at the church. The Parish Council agreed that this should be addressed initially through the appraisal.

## **9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) *County Councillor:*

Nothing to report

(b) *District Councillor: receive report.*

1- Tandridge took about 1 week to catch up on all the refuse and recycling following the recent severe weather. It appears to now all be up to date.

2- The proposed change to the admissions to Tatsfield School will be discussed and agreed on 26<sup>th</sup> February. Should the change be approved this will take place from 2014. However the 2013 September intake has yet to be concluded and there may be admissions challenges for Tatsfield residents this year as well.

3- The decision on increases or freeze to the council tax will be made on 12<sup>th</sup> February 2013.

(c) *Tatsfield Community Responders: update.*

The Clerk had not received an update.

(d) *Village Hall Management Committee:*

- Discuss and agree the potential cost and sharing of a scaffolding tower with the VHM.

The Chairman proposed and it was generally agreed that the Parish Council would be interested in considering any information once the Village Hall had made clearer plans and costings on this matter.

- Discuss and agree the costs for a trolley for the Village Hall - estimated around £200

The Vice Chairman proposed that the trolley requested by the Village Hall Management Committee should include brakes. This was agreed with one exception. The Chairman proposed that a price of up to £200 should be approved to enable the Clerk to proceed with the purchase once the Village Hall Management Committee had included the change to the proposed specification by the Parish Council. This was agreed with one exception.

(e) *Airport.*

Ian Mitchell noted that a scholarship had been created for 18-25 year olds interested in becoming pilots. Peter Kerry proposed this should be included on the village website. This was approved.

(f) *Tatsfield in Bloom*

It was reported that progress was continuing, weather permitting. The Clerk was asked to confirm the amount of the Parish Council's grant to Tatsfield in Bloom for 2013-14.

(g) *Tatsfield Fair-trade Steering Group*

Doug Massey reported that the event being held on 3<sup>rd</sup> March 2013 required registration and all in the village were invited. The Clerk confirmed invitation had been received and circulated.

## **10. PARISH COUNCIL PROPERTY AND LAND**

(a) *Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood, bridleways): update from meeting on 22/1/13.*

Doug Massey thanked the Parish Council on behalf of the committee for the approval to purchase the pond clearing equipment. He also noted that recommendations for the pond were due to be received shortly and would be considered by the Committee. It was noted that the royal oak should be planted in the spring and the current recommendation was for it to be placed on Tatsfield Green on Ricketts Hill Road although there was another location which would be more remote but also suitable.

(b) *Greens :*

- Tatsfield Green: fencing in Ricketts Hill Road

The Chairman noted that a complaint had been received and responded to regarding an area outside a residence in Ricketts Hill Road that had been fenced off on Tatsfield Green. The Parish Council had been aware of the matter and were satisfied that the fencing would be removed once the grass seed it was protecting had grown sufficiently, which was likely to be in the spring. She proposed and it was agreed that a sign be put up on the fencing to this effect. The Clerk to proceed.

- Westmore Green: request for use on 27/4/13 by Fair-trade Steering Group

This request was approved unanimously. The Clerk to proceed.

(c) *Parish Council Car Park and retained facilities:*

- Bulky rubbish dates – the Clerk noted that the dates of 16 March; 11 May; 14 September; 30 November had been agreed with Keith Masters of Tandridge District Council and the Village Hall. The Chairman thanked the clerk for drawing the stain still on the parking space near the Aileen McHugo Building to Mr Masters's attention.
- Approve motion to Delegate authority to Vice-Chairman following consultation with at least 3 members to agree request to lower bollards for event at Village Hall – the Chairman proposed the above motion and it was agreed under exceptional circumstance. She also proposed and it was agreed that the Clerk should be the first point of contact in all related matters.

(d) *Tatsfield Community Games Area: update*

Nothing to report.

(e) *Aileen McHugo Building:*

The Chairman proposed that the request from the tenant in Room 3 for removal of their sink as well as a pole to open the Velux window be approved. This was agreed. A further request to repair the light in the cupboard under the stairs in that room needed to be referred to the Parish Council's electrician. The Clerk to proceed.

(f) Village Hall: update

This item was covered under item 9d.

(g) Tatsfield Allotments and Community Gardens: Tandridge Planning response re container and storage condition

The Clerk noted that she had received written confirmation from Tandridge planning that no planning application was needed for the new container with conditions. The Chairman proposed and it was agreed that the Horticultural Society be required to confirm acceptance of the conditions and that the Parish Council should revisit this annually. Nichola Stokoe proposed and it was agreed that the Parish Council request written confirmation annually of compliance with all the planning condition for the allotments issued by Tandridge planning since its inception.

The Clerk to proceed.

(h) Risks assessments: update

It was noted that the land risk assessments remained outstanding and the Chairman confirmed these to be the responsibility of the Green Spaces & Rights of Way Committee. The Committee was also asked to provide a risk assessment for the pond. The Clerk noted these needed to be completed by 31 March 2013.

## 11. MEETINGS TO ATTEND/CORRESPONDENCE

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

1- 23/2/2013 - Programme Councillors Briefing 23 February 2013 Reigate Manor Hotel Nichola Stokoe to attend

2- 26/2/2013 - Rights of Way Training Wotton Village Hall, Wotton, Nr. Dorking Surrey. 10-12.30 – Doug Massey to attend

3- 14/02/13 - TVSC Network Lunch to be held at 12.15 at Lingfield & Dormansland Community Centre, High Street, Lingfield, Surrey RH7 6AB.- Social care theme, No attendees.

(b) To discuss **Correspondence** received by the Clerk:

Covered under previous items

## 12. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.

### TA/2012/1437 Green Gables, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NB

The Chairman proposed that in light of new plans submitted by the applicant addressing the previous objection by the Parish Council (agreed on 10 December 2012) that this should be reconsidered and withdrawn. This was approved and the Clerk was instructed to inform Tandridge planning of the new decision.

## 13. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA

None

**The Meeting closed at 10.05 p.m.**

Subjects raised in Public Adjournments				
1- Thanks to all who helped with Dave Bishop's surprise party for his wife.				
2- Thanks to all who have helped clear paths and fill pot holes				
3- When are the grit bins going to be refilled ?				
4- Bench on Tatsfield Green needs repairing.				
5- Path on Tatsfield Green needs spraying and cuts need re-opening				
6- Concern that Gresham Close project is eliminating communal spaces previously agreed ?				
7- Has the Parish Council been in contact with the Vern d 'Anjou Association ?				
8- Concern for lack of communication from Tatsfield Responders – Parish Council needs to support them				
9- Need to agree storage area for equipment.				
10- Hedge in Church Lane still needs cutting back				
Item & page (8 Oct 2012)	Action	Who	Date by	Result
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress
Item & page (26 Nov 2012)	Action	Who	Date by	Result
10, 91	Provide briefing note on options for boiler	D Massey	31/12/2012	In progress
Item & page (10 Dec 2012)	Action	Who	Date by	Result
8c, 94	Provide clerk with list of village organisations for season ticket	Chairman	31/12/2012	In progress
Item & page (14 Jan 2013)	Action	Who	Date by	Result
10d, 2	Investigate rental prices and possible increase to service charge	Clerk / all	11/3/2013	In progress

Item & page (28 Jan 2013)	Action	Who	Date by	Result
9, 7	Co-ordinate discussion on storage facility	Doug Massey	28/2/2013	

Item & page (11 Feb 2013)	Action	Who	Date by	Result
4a, 9	Inform Tandridge planning of Parish council decisions	Clerk	13/2/2013	COMPLETE
4e, 9	Finalise response to Local Planning consultation	I Mitchell, S Smale, N Stokoe, M Westerman	25/2/2013	
6b, 10	Request meeting with school to discuss shared facilities	Clerk	28/2/2013	COMPLETE
8a, 10	Propose change to wording in draft rental agreement	Chairman	1/3/2013	
8b, 10	Agree date with Kevin Hurley for APM attendance and arrange with Village Hall	Clerk	20/2/2013	COMPLETE
9f, 11	Inform Tatsfield in Bloom of approved grant for 2013-14	Clerk	28/2/2013	In progress
10b, 11	Produce sign for fenced area in Ricketts Hill Road	Clerk	18/2/2013	
10b, 11	Inform Fair trade groups of request.	Clerk	15/2/2013	COMPLETE
10g, 11	Confirm requirements with Tatsfield Horticultural Society	Clerk	25/2/2013	In progress

**DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 11<sup>th</sup> March 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Douglas Massey, Mrs Nichola Stokoe, Mr Ian Mitchell,  
Mr Peter Kerry

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

And 9 parishioners.

**1. APOLOGIES: Mr Martin Westerman, Mr David Hodge (Surrey County Councillor)**

**2. DECLARATIONS OF INTEREST (relating to items on the agenda):**

Nichola Stokoe declared a personal interest in item 10c and the matter under address in item 12. She took no part in either the discussion or the voting on these items.

**3. MINUTES OF THE PREVIOUS MEETING held on 25<sup>th</sup> February 2013: agree and sign**

The minutes of the supplementary meeting held on the 25th February 2013 were approved and signed by the Chairman as a correct record.

**4. Officer's report on actions outstanding since the previous meeting**

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

**5. PLANNING**

(a) *Appendix A:*

• **TA/2013/128: Brackenhurst, Broomlands Lane, Limpsfield, RH8 OSP**

Erection of first floor rear extension and single storey infill extension to existing covered area at rear (amended description).

*As no further information was forthcoming the previously agreed response of no objection was approved.*

• **TA/2013/260: Allotments, Approach Road, West More Green, Tatsfield, Surrey**

Installation of free standing water storage tank. (Certificate of Lawfulness for a Proposed use or development)

*It was proposed and accepted that no comment should be the Parish Council's response – the Parish Council is the applicant for this planning application.*

The Clerk was instructed to inform Tandridge District Council of the Parish Council's decisions.

(b) *Planning team for March: The team for planning for March will be Nichola Stokoe and Doug Massey.*

(c) *Neighbourhood Planning Development Committee / Appraisal Team: update*

Ian Mitchell noted that the appraisal team would be meeting on 14<sup>th</sup> March and they continued to work on completing the questions.

(d) *Tandridge Local Plan consultation - including the future of Tatsfield's Settlement Area : discuss and agree*

Ian Mitchell proposed and it was agreed that the Parish Council should propose to include the whole of Westmore Green in the definition of Tatsfield as a Defined Village (response to DMP11) based on the Parish Council's registered ownership. It was also proposed that additional wording be drafted for the response to DMP11 following consultation with P Coffey as agreed at the previous meeting on 25<sup>th</sup> February. This was unanimously approved and the Clerk was instructed to submit the final wording before the deadline of 15<sup>th</sup> March 2013.

**6. FINANCE**

(a) *Authorize payments (including presentation of cheques) listed in Appendix B.*

*These were approved in full and the cheques and invoices presented were signed.*

(b) *To discuss and agree items requiring expenditure:*

- Quote for hedge cutting: £440. From Lloyd Gulley to cut hedges beside Village Hall and Maesmaur Corner – approved.
- Quote for TCGA grass cutting: £240. For Tatsfield Community Games area by Lloyd Gulley – approved.
- Grant for Tatsfield in Bloom: £1,000 requested.

This was approved for 2013/14.

(c) Approve increase to Clerk salary to SCP 18 - hourly rate of £8.919 following successful Annual review backdated to 1 February 2013

The Chairman proposed and it was approved that this increase be agreed.

## **7. HIGHWAYS & RIGHTS OF WAY**

(a) Highways: update.

Doug Massey noted that he was still waiting confirmation of the salt bins re-filling from Surrey Highways.

(b) Footpaths: update. Nothing to report.

## **8. NOTIFIED MATTERS**

(a) Affordable Housing: update

The Chairman noted that the original time-table was still in place and that the changes requested at the meeting in February 11<sup>th</sup> had been implemented.

(b) Communications Advisory Committee: discuss and agree recommendations and strategy

Peter Kerry noted that the next meeting for the committee would take place on 12<sup>th</sup> March 2013.

The responses to the Communications Advisory Committee's Annex A report discussed at the meeting on 25<sup>th</sup> February were agreed in full.

The Chairman proposed that the members agree the general points proposed in the strategy in Annex B, with the proviso that more work was needed to define a final strategy. This was approved.

(c) Annual Parish Meeting: confirm arrangements

The date of 17<sup>th</sup> April and times of 7.00 refreshments for a 7.30pm start were agreed.

The Chairman instructed the Clerk to send out invitations to the usual attendees and to include Inspector Angie Austin.

(d) Parish Council Vacancy: notification of no response to notice - co-option now open.

The Clerk noted that Tandridge District Council had confirmed they had not received a request for election therefore the Parish Council was free to co-opt to fill the vacancy.

(e) Westmore Green Play area : sign update

The Chairman noted that Steve Hyder was expecting the sign to be delivered to him this coming week and the Clerk should confirm.

(f) Discuss and approve motions:

- to appoint a consultant to formally advise the Parish Council on health and safety aspects associated with environmental management of Parish Council land.
- To consider the appointment of Jon Allbutt to the position of consultant as detailed above.

The Vice-Chairman proposed that these proposals be adopted. These were agreed in principle, with the proviso that the Clerk should check whether the Parish Council would be placed in an untenable position following their adoption.

## **9. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS**

(a) County Councillor:

The following update was sent to the Clerk who noted it when requested by the Chairman:

- 1- Cabinet agreed the school admissions arrangements proposed for Tatsfield School and these will now go to Full Council on 19th March for approval.
- 2- Paynesfield Rd is on the schedule to be done from 1 April - much concern over damaged pipes under the road which has caused delay.
- 3- More roads to be done will reported in the March Tatsfield News
- 4- PURDAH will be in place from 25th March so he has to be careful when I come again. Bob David will probably organise a Hustings in the Village which would be helpful for the Surrey County Council Election.
- 5- Surrey County Council won the Council of the Year award from IESE and is in the final for the Local Government Award for Council of the Year.

(b) District Councillor: receive report.

- 1- Tatsfield School Admissions was approved by the Cabinet and will be presented to the full Council next week.
- 2- Bob David plans to organise a public Hustings for the County Council elections at the end of April in the WI Hall

Recycling and refuse is progressing mainly well but Biffa is still missing some houses out in Tatsfield.

*(c) Tatsfield Community Responders: update*

The Clerk had received a report from Phil Clarke requesting assistance from the Parish Council and providing an update on the progress of the responders in Tatsfield. There was some good news regarding the start of the HeartStart course. The Chairman agreed that the responders request for financial assistance was urgent and would be considered under item 12.

*(d) Village Hall Management Committee: update*

Nichola Stokoe's report highlighted a hole in the hedge to the side of the Old Police House. The Chairman agreed that the parish council needed to approach the owners to discuss.

Following a further incidence with the bollards, Doug Massey once again re-iterated the Parish Council's previous decision that the bollards should not be used under any circumstances and that emergency services could gain access without the need for bollards being lowered. Nichola Stokoe proposed and it was agreed that this would be discussed offline with members of the Village Hall Management committee.

*(e) Airport.*

No update.

*(f) Tatsfield in Bloom*

Bob David thanked the Parish Council for the grant approved this meeting. He reported that Whelan's had also recently agreed to provide £1000 in grants to the organisation.

*(g) Vern D'Anjou Association: update and plans*

Peter Fuller had provided an update and welcomed a possible Parish council member as representative on the Vern d'Anjou association committee. A programme of events for Easter hosting was presented. Mr Fuller outlined proposals for parish council assistance in the following financial year and the clerk confirmed these would be discussed at the Finance Committee meeting on 13<sup>th</sup> March.

*(h) Tatsfield Fair-trade Steering Group*

Doug Massey reported that a successful talk and display had been held at the Village Hall on 3<sup>rd</sup> March and that a good amount of funds had been raised by the sale of Fair-trade goods.

## **10. PARISH COUNCIL PROPERTY AND LAND**

*(a) Green Spaces and Rights of Way Committee (including Tatsfield and Westmore Greens, Pond, Kemsley Wood, Millennium Wood, bridleways): update from meeting on 5/3/13.*

The Vice-Chairman requested that 2 items be considered for funding:

- 1- £500 required for Pond replanting.
- 2- £250 required for the protection of the Royal Oak.

The Chairman proposed and it was agreed that the amounts should be approved in principle but be referred to the Finance Committee for final approval.

*(b) Parish Council Car Park and retained facilities:*

- Proposal from Whelan's re 'cementing with a gravel surface the narrow strip on the Village Hall side of the fence with Bassetts'. It was clarified that the original proposal had come from the Tatsfield in Bloom group. The Chairman proposed that the Parish Council approve the proposal as detailed above. This was agreed.
- Bulky Rubbish timing changes: clash with Village Hall events and bookings. The Clerk noted that the times for the March and May collections had now been reverted back to the 7.30-10.45am. The Chairman proposed and it was agreed that the Clerk should write and request that all rubbish collections should revert to the morning times as above.
- proposal to request developers at Bassetts to make good any damage to Westmore Green upon completion of works opposite site entrance. The Chairman proposed the above and it was agreed. The Chairman agreed to progress.
- Hot air balloons: request for launching from Westmore Green. The Chairman proposed and it was agreed that the Parish Council agree to a request for ad-hoc launching of a hot air balloon by Mark Stokoe, subject to the general conditions of the use of Westmore Green as well as :
  - The need for proof of insurance, risk assessment performed before each launch to be provided to the Clerk ;
  - The responsibility for contacting Biggin Hill airport to be on Mark Stokoe
  - The assumption that this is for hobby purposes only.

*(c) Westmore Green:*

The Clerk was instructed to inform Mark Stokoe with a letter outlining the Parish Council's agreed conditions.

*(d) Tatsfield Community Games Area: update*

The Clerk confirmed that Mike Lambert would be continuing Community Games area duties on a voluntary basis from 1 March 2013.

The Chairman proposed and it was agreed that the matter of the car park should be discussed further at the supplementary meeting on 25<sup>th</sup> March.

(e) *Aileen McHugo Building:*

Doug Massey confirmed that a meeting with Nial Kells to discuss and clarify the lighting quote for the ground floor would take place on 12<sup>th</sup> March 2013.

(f) *Village Hall:*

- Front of Village Hall: request for use on 18/5/13 from 9.45am from Tatsfield Horticultural Society.

This was approved and the Clerk instructed to inform the Tatsfield Horticultural Society.

(g) *Tatsfield Allotments and Community Gardens: Certificate of Lawfulness update for Water storage tank*

The Clerk noted that the Certificate of Lawfulness required for the new water storage tank by Surrey Leader who was supplying the Allotments group with a grant had been received and a response was needed before 31<sup>st</sup> March 2013 therefore a watch would be kept over the next week.

(h) *Risks assessments: Village Hall: update*

The Chairman proposed and it was approved that this needed to be addressed as soon as possible by the Green Spaces Committee.

## 11. MEETINGS TO ATTEND/CORRESPONDENCE

(a) To agree attendance at **Meetings** to which Parish Councillors are invited.

- 1- Surrey Local Forum: Dorking Halls on Tuesday 21st May 2013 from 0930 registration 1500 close. None so far.
- 2- Parishes and Other local organisations meeting: 19th April 2013 10-12 Farnham Town Council Office, South Street, Farnham, Surrey, GU9 7RN – Clerk to request meeting notes.

(b) To discuss **Correspondence** received by the Clerk:

Covered under previous items.

## 12. ANY OTHER BUSINESS WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED AT THE MEETING AS A MATTER OF URGENCY.

The Chairman proposed and it was agreed that the Parish Council should contribute at least half of the total spend on equipment for the Tatsfield Responders. Doug Massey further proposed and it was agreed that the Parish Council should fund the entire amount of £266.40. This would then be ratified at the supplementary meeting. The Clerk to inform Phil Clarke.

The Chairman proposed and it was agreed that a request to advertise the Tatsfield has Talent event on 23/3/2013, with an A-board placed on the village island on 18<sup>th</sup> March and to be removed by 25<sup>th</sup> be approved.

## 13. MATTERS FOR REPORTING OR INCLUSION OF FUTURE AGENDA

None

**The Meeting closed at 10.10 p.m.**

Subjects raised in Public Adjournments	
1-	Has the Parish Council completely forgotten the fact that Tandridge ignored the suggestions made by the Parish Council in their response to the first round of consultations for the Green belt settlement areas?
2-	How can someone bid for the Affordable Housing properties?
3-	What is the actual name for the Bassett's development going to be? are they going to remove the 'Village' element which is currently on their advertising board?
4-	The Christmas carols extravaganza will take place on 20 <sup>th</sup> December 2013 and will Jon Albutt be able to look at a fir tree which has been offered to the village for this please ?

<i>Item &amp; page (8 Oct 2012)</i>	<i>Action</i>	<i>Who</i>	<i>Date by</i>	<i>Result</i>
9h, 76	Contact Surrey Highways re marking verges	Doug Massey	22/10/2012	In progress
<i>Item &amp; page (26 Nov 2012)</i>	<i>Action</i>	<i>Who</i>	<i>Date by</i>	<i>Result</i>
10, 91	Provide briefing note on options for boiler	D Massey	31/12/2012	In progress
<i>Item &amp; page (28 Jan 2013)</i>	<i>Action</i>	<i>Who</i>	<i>Date by</i>	<i>Result</i>
9, 7	Co-ordinate discussion on storage facility	Doug Massey	28/2/2013	



Item & page (11 Feb 2013)	Action	Who	Date by	Result
4e, 9	Finalise response to Local Planning consultation	I Mitchell, S Smale, N Stokoe, M Westerman	25/2/2013	COMPLETE
8a, 10	Propose change to wording in draft rental agreement	Chairman	1/3/2013	COMPLETE
8b, 10	Agree date with Kevin Hurley for APM attendance and arrange with Village Hall	Clerk	20/2/2013	COMPLETE
9f, 11	Inform Tatsfield in Bloom of approved grant for 2013-14	Clerk	28/2/2013	COMPLETE
10b, 11	Produce sign for fenced area in Ricketts Hill Road	Clerk	18/2/2013	In progress
10g, 11	Confirm requirements with Tatsfield Horticultural Society	Clerk	25/2/2013	COMPLETE
Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (11 Mar 2013)	Action	Who	Date by	Result
5a, 17	Inform Tandridge Planning of Parish Council decisions	Clerk	15/3/2013	COMPLETE
5d, 17	Submit final response to DMP11	Clerk	15/3/2013	COMPLETE
7c, 18	Invite attendees to Annual Parish Meeting	Clerk	20/3/2013	In progress
10b, 19	Request confirmation of morning bulky rubbish times	Clerk	25/3/2013	COMPLETE
10c, 19	Progress request to Bassetts	Chairman	8/4/2013	
10c, 19	Letter to Mark Stokoe	Clerk	20/3/2013	