

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 22nd April 2013
in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

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

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners.

1. Apologies:

Mrs Susan Smale

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

None

3. Approve and sign the MINUTES of the previous meeting held on 8th April 2013

The Minutes of the previous meetings held on 8th April 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

4. Planning:

a) TA/2013/304: Esher Cottage, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NG

Erection of single storey rear extension and alterations to existing roof. Installation of 2x roof lights.

It was proposed and agreed that the Parish Council is concerned that the cumulative increase in bulk over the original dwelling size proposed in this planning application may be disproportionate, but nevertheless considers the proposals to be an improvement to the appearance of the dwelling.

b) TA/2013/344: Holt Cottage, Kemsley Road, Tatsfield, Kent, TN16 2BH

Demolition of existing conservatory. Erection of single storey rear extension.

It was proposed and agreed that there was no objection to this proposal.

c) TA/2013/373: Greenacre, Manor Road

Entrance porch, dormer windows to front elevation

It was proposed and agreed that the response should state the Parish Council considered in view of the potential overlooking of neighbouring properties the Parish Council suggests that the applicant uses obscure glazing for the proposals in this planning application.

The Clerk was instructed to inform Tandridge Planning of these decisions.

5. Finance:

a) Ratify request from Appraisal team to spend £180 from their budget amount

The Chairman proposed and it was agreed that the Appraisal team's request should be ratified as per minutes of the 8th April 2013.

6. Parish Land:

a) Aileen McHugo Building: request to use for occasional First Aid training

The Chairman proposed and it was agreed that the Clerk should provide the terms and conditions to the enquiry for hiring the Parish Rooms as well as reinforce support for any village based courses involving Heartstart.

b) Westmore Green: agree final draft of License for Works at The End

The terms and conditions proposed for the final draft of the License of Works for The End were approved. They included the additional items requested by the owner of the property. It was noted that care should be taken regarding scaffolding on the path on Westmore Green. The Clerk to progress.

c) TACG: composting group request update

The Clerk noted that no feedback had yet been received from Tandridge planning.

7. CIL Infrastructure levy consultation: final agreement

The Chairman proposed and it was agreed that the final response should be submitted by the Clerk by midnight on 22nd April 2013 (as detailed in Appendix A).

8. 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 all Planning matters should be placed and discussed only on the agenda to ensure consultation with local residents was transparent. The Chairman thanked the Clerk but felt that the 2 planning consultations should still be considered under this item.

- **TA/2013/543 : Headley, Redhouse Road, Tatsfield, Surrey, TN16 2AB** Erection of first floor side extension.

The Chairman proposed and it was agreed no objection.

- **TA/2013/518: El Cumbre, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NF** Erection of car port to west elevation.

The Chairman proposed and it was agreed that the response should ensure the inclusion of a condition preventing the carport being converted into a garage in the future, given the dwelling had recently converted their garage into habitable accommodation.

The Clerk was instructed to proceed.

9. Matters for Reporting or Inclusion of Future Agenda

Ian Mitchell noted that the publicising of the Annual Parish Meeting should be examined as the attendance had been very poor.

Peter Kerry noted that the Communications Advisory Group had recently discussed Crime Reduction and Security tagging and that this should be referred to the Parish Council for the May meeting in the context of recent crime figures, given it was out of their remit.

He also requested that engagement with the public be on the next agenda in light of attendance at the Annual Parish meeting.

The Meeting closed at 9.10 p.m.

Item & page (28 Jan 2013)	Action	Who	Date by	Result
9, 7	Co-ordinate discussion	Doug Massey	28/2/2013	In progress
Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (25 Mar 2013)	Action	Who	Date by	Result
6b, 23	Rota for car park duties	Chair	8/4/2013	In progress
Item & page (22 Apr 2013)	Action	Who	Date by	Result
4a-c, 31	Inform Tandridge district council of decisions	Clerk	26/4/2013	COMPLETE
6a, 31	Inform enquiry of terms and conditions of hire	Clerk	30/4/2013	
6b, 31	Progress drafting the License of Works	Clerk	13/5/2013	in progress

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 9th May 2013 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 Mr Doug Massey

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies: Mrs Nichola Stokoe

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

Douglas Massey declared an interest in the item relating to the grant for the Fair-trade Association (Item 5). It was deemed that the Clerk could grant dispensation as adopted in the minutes of 12th November 2012 to allow the meeting to continue.

3. Agree and Sign the Minutes of the Last Meeting held on 13th March 2013

The minutes of the meeting held on the 13th March 2013 were approved as a correct record and signed by the Chairman.

4. To consider the Draft accounts before their presentation to the internal auditor on 24th May including the figures

The figures presented by the Responsible Financial Officer for submittal to the internal auditor, including draft Statutory Annual return figures were agreed.

The Chairman requested investigation into an amount shown in the Income and Expenditure account of £51 for the car park maintenance account to confirm whether this was related only to an out of date version.

The Chairman proposed and it was agreed that a note explaining the difference in the statutory annual return figures in box 7 (£75,468) and the figure of £75,467 which would be obtained by subtracting the totals of boxes 1,2 and 3 from the totals of 4,5 and 6, due to rounding differences.

The Chairman proposed and it was agreed to follow the Clerk's advice of using the figure in box 7 and making a change to box 6 in the annual return figure submitted to the auditors, given the difference was solely down to rounding totals in the software used.

The Chairman proposed and it was agreed that the Clerk should record a further note expressing dissatisfaction at the difference due to the software.

5. Grant Requests for 2013/14:

• **Vern d'Anjou association - deferred from previous meeting**

The Chairman proposed and it was agreed to plan an event with the Vern d'Anjou Association which would increase awareness of the association's work and the twinning process and open this up to more members of the Tatsfield community.

• **St Catherine's Hospice - based in Crawley. Requesting £200**

This was agreed following research submitted by the Clerk on services offered and available to Tatsfield residents.

• **Ridge Radio - requesting support**

The Chairman proposed and it was agreed that this matter should be referred to the Communications Advisory Group to research benefits and submit a recommendation.

• **Fair-trade Association: £200 for renewal and Feb 2014 event**

This was agreed.

• **Tatsfield Composting Group: £300 towards service / repairs of machines**

This was agreed subject to receipt by the Clerk of a copy of the most up to date accounts.

• **Oxtd CAB: requesting support 2013-14**

The Chairman proposed and it was agreed a grant of £200 for the excellent support this organisation gave to the community.

The Clerk was instructed to proceed on the above items as required.

6. Rent Reviews:

• **Agree Final figures for rent reviews for Ground Floor.**

The Chairman proposed and it was agreed that the base rent of all ground floor tenancies should be increased in line with the increase for the first floor – 3.3% on rental and 15% on the service charge / utilities element. Subject to final confirmation of figures by the Clerk, this was likely to increase the total rent to £1600 per annum which was still incredibly reasonable for the facilities offered.

The Clerk was instructed to draft letters proposing these increases but taking into account the deposits made by tenants in Rooms 1 and 2 which would cover these increase.

7. Aileen McHugo building:

• **Electricity upgrade staged payments**

The Chairman proposed and it was agreed that 2 staged payments would be made to Kells Electrical Services for the electricity project underway on the Ground Floor. The first payment of £1800 would cover the materials and had been made in May. The second would be the balance of the work and would take place upon completion and satisfactory agreement by Doug Massey and Peter Kerry.

• **Bookings for Parish Rooms - Clerk delegated authority**

The Chairman proposed and it was agreed that the Clerk should have full authority to make bookings of the Parish Room unless she had concerns about the authenticity of the proposed organisation or if the proposed bookings were on a long term or regular basis.

8. Payment of Clerk's basic salary as standing order on a given monthly date.

The Chairman proposed and it was agreed that the Clerk's basic salary for her contracted monthly hours should in future be paid by standing order on the 9th of the month or thereabouts with additional hours paid in arrears by cheque as currently in force.

9. Parish Council insurance renewal

The Chairman proposed and it was agreed to adopt the Clerk's advice of agreeing a 3 year deal with current insurers Aviva (through Came and Company) and change the renewal date to October thereby securing an overall reduction of 12% until October 2016.

10. Items for Discussion or Referral to Future Agendas.

None.

The Meeting closed at 9.37 p.m.

Item & page (9 May 2013)	Action	Who	Date by	Result
4, 5	Complete accounts with the notes and provide explanation of discrepancy (£1)	Clerk	24/5/2013	
5, 5	Inform organisations of Parish Council decision	Clerk	27/5/2013	COMPLETE
6,5	Draft letters informing tenants of proposed increase in rent.	Clerk	10/5/2013	In progress

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 3rd June 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, Mrs Nichola Stokoe, Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners.

1. Apologies: Mr Martin Westerman, Mr Peter Kerry

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

None

3. Approve and sign the MINUTES of the previous meeting held on 13th May 2013

The Minutes of the previous meeting held on 13th May 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

4. Minutes of Finance Committee Meeting on 9th May 2013 – receive and approve.

The minutes of the Finance Committee meeting on 9th May 2013 were received and approved.

5. Planning:

- **TA/2013/658: 2 Rag Hill Close, Tatsfield, TN16 2LR** Erection of first floor extension to front elevation.

It was proposed and agreed there was no objection.

- **TA/2013/637 38 Lusted Hall Lane, Tatsfield, TN16 2AE** Formation of vehicle crossover.

It was proposed and agreed that there was no objection and to comment that the application would increase safety by encouraging cars to park off the road.

The Clerk was instructed to inform Tandridge Planning of these decisions.

6. End of year accounts: consider final versions for approval at full council – including Notes to the accounts.

A change to the notes to the accounts for item 1 (Assets) were requested as some of the details were incorrect. The Clerk to action. The Chairman proposed and it was agreed that once these changes were made these annual accounts would be signed off and approved at the coming meeting on 10th June. The internal auditor's report was received and approved – there were no proposals for improvements and all processes and financial controls were deemed satisfactory.

7. Westmore Green:

- request for Picnic on the Green – sponsorship from Parish Council

The Chairman proposed and it was agreed that the Parish Council should support this proposal through a grant of £300 to be paid on presentation of invoices to the Clerk up to that value. The Clerk was asked to inform Dave Bishop of this decision. The Clerk was also asked to thank Mr Bishop for his initiative in proposing and organising this event for the community in light of previously organised and successful events.

8. Request for new sign from Fairtrade Group

The Chairman proposed and it was agreed that this was a sound request in principle but until all village signs had been assessed and reviewed she proposed an interim measure of using a sticker on existing signs. The Parish Council's review would take the Fairtrade Group's proposals into account.

9. Upgrading Footpath no 25 to Bridleway status

The chairman proposed and it was agreed that a response confirming the original objection should be re-iterated together with a request for assurance that a provision for the safety of pedestrians using this footpath was to be taken. The Clerk to proceed.

10. Signing of agreements:

- License of Works for The End: this was signed and would be retained by the Clerk until signed paperwork and payments as well as the go ahead from Tandridge planning had been received from Mr Iredale.
- Tenancy agreement for Room 1 with Chartwell Cancer Trust Ltd: the tenant had returned the agreement and declaration and the Parish Council signed their copy to be returned to Chartwell Cancer Trust together with the invoice.

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

Ian Mitchell drew attention to the recently received result of the consultation on Tandridge's Planning policy and agreed to summarise this for the main meeting on 10th June.

The Meeting closed at 9.10 p.m.

Item & page (3 June 2013)	Action	Who	Date by	Result
5, 39	Contact Tandridge Planning with decisions	Clerk	7/6/2013	COMPLETE
7, 39	Inform Dave Bishop of grant for proposed picnic on the Green	Clerk	7/6/2013	COMPLETE
9, 39	Object to modification order	Clerk	8/7/2013	
10,39	Return Chartwell tenancy agreement	Clerk	6/6/2013	COMPLETE

**MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 24th June 2013
in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00pm**

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

In Attendance: Mrs Ana Hughes (Clerk)

And 4 parishioners.

1. Apologies: Mr Doug Massey, Mrs Nichola Stokoe

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

Ian Mitchell declared an interest in Item 4 but considered it to be negligible.

3. Approve and sign the MINUTES of the previous meeting held on 10th June 2013

The Minutes of the previous meeting held on 10th June 2013 were approved and signed by the Chairman as an accurate record along with their appendices where relevant.

4. Planning:

- **TA/2013/725: Thistledown, Shaw Road, Tatsfield, Nr Westerham, Kent, TN16 2BX** Use of former chicken shed as a single dwelling and use of surrounding land for ancillary residential use (Certificate of Lawfulness for an Existing Use) *Proposed and agreed that the Parish Council had no comment*

The Clerk was instructed to inform Tandridge Planning of this decision.

5. Parish Council Property:

- Pitch enquiry – discussion and decision

The Chairman proposed and it was agreed that a trial should take place by the mobile pizza business Federicci Ltd for a period of 6 weeks starting at the beginning of August at the front of the Village Hall subject to the following conditions:

- 1) **The proposed date to be confirmed as soon as possible**
- 2) **Details of Public Liability and Employers Liability insurance to be provided at least 3 weeks before the start of the trial together with confirmation of the Food Hygiene certificate**
- 3) **The van (no more than 4metres in length) to be parked in front of the Village Hall, at the rear of forecourt on the left in front of metal gates**
- 4) **No obstruction of the exit from the Village Hall stage**
- 5) **The bollards at the front would need to be lowered and raised to let the van in and out – the Clerk would provide instructions on doing this and a key and training would also be provided prior to the start of the trial**
- 6) **A sign would be provided by Federicci Limited instructing driving customers to park in the school / village car park**
- 7) **Pitch timings from 16.00 – 21.00, including set up and clearing**
- 8) **A bin would be provided by Federicci Ltd and rubbish would be cleared from the site at the end of the pitch time**
- 9) **Any concerns should be reported immediately to the Clerk and discussed by both sides**
- 10) **No charge during the 6 week trial but should the trial be successful and continue beyond the 6 week period a charge of £30 per pitch would be incurred by Federicci Ltd payable to Tatsfield Parish Council**
- 11) **The Parish Council would review the trial at the end of the 6 week period together with Federicci.**

The Clerk was instructed to confirm these conditions and to inform Tatsfield Primary School.

6. Tatsfield Communications Advisory Committee (TCAC):

- **Business link levy:** the Parish Council agreed the proposed 10% levy on Parish Magazine rates for placing business links on the website in addition to adverts in the magazine. This would need to be monitored carefully by the TCAC and has been cleared with Surrey County Council.
- **Scout fete presence:** the Chairman proposed and it was generally agreed that the Parish Council should attend the scout fete, focusing on the appraisal with assistance from the Chair of the Appraisal committee. A rota and attendance would be agreed shortly.
- **Engagement with public**– suggested approaches. Peter Kerry presented the TCAC draft list of suggestions for engagement (Appendix A attached). The Chairman proposed and it was generally agreed the following:
 - Item 1 and 2 were duly noted.
 - Item 3 needed to be further discussed – it was noted that the Parish Council was different to the Village and therefore should be perceived as such.
 - Item 4 – the Parish council would be represented at the scout Fete. The Chairman noted that a parish council presence by individual councillors at village events was just as important as a formal delegation at large events, making each councillor more approachable and that this was largely already happening.

- Item 5: a repeat of Tatsfield week was welcomed. Peter Kerry was asked to confer with Eileen Pearce who had last organised it in 2004.
- Item 6: minutes were required to adhere to statutory obligations.
- Item 7: the notion of using photos was welcomed.
- Item 9: the Chairman invited a volunteer to undertake this
- Item 8 and 10: the Chairman welcomed any volunteers to present notes however these needed to be carefully worded to ensure they were a true reflection of events and achieved the desired impact.
- Item 11: this would be considered further but would need councillor time
- Item 12: a revisit to this item needed to be considered at a later stage
- Item 13: this was welcomed.
- Item 14: the Clerk noted that this item was already in place – tatsfieldpc@talk21.com was the only point of contact and the telephone number for contact with the Clerk was widely available.
- Item 15 and 16: these were acknowledged and the Chairman encouraged Peter Kerry to move these items forward.
- Printing of questionnaire: £650 to Silver Pines and £34 to Roger Pearce.

7. Finance: approve expenditure

These items were approved to be taken from the Appraisal budget.

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

The Chairman proposed the approval of a fund-raising event to raise funds for Hospice in the Weald to take place in the Village Hall and car park on 6th July 2013. The organiser – Cameron Chorley – requested use of the car park for a bouncy castle and BBQ.

Approval was agreed in principle, subject to the Clerk confirming details for the BBQ and Public Liability Insurance details provided re the bouncy castle with the insurers Came and Company. The location of the BBQ and bouncy castle needed to be provided to the clerk before final approval.

9. Matters for Reporting or Inclusion of Future Agenda

Ian Mitchell drew attention to the recently received result of the consultation on Tandridge's Planning policy and agreed to summarise this for the main meeting on 10th June.

The Meeting closed at 9.10 p.m.

Item & page (3 June 2013)	Action	Who	Date by	Result
9, 39	Object to modification order	Clerk	8/7/2013	COMPLETE
Item & page (24 June 2013)	Action	Who	Date by	Result
4, 48	Inform Tandridge planning of decision	Clerk	01/7/2013	COMPLETE
5, 48	Confirm trial for Federicci Limited re Pizza pitch	Clerk	01/7/2013	COMPLETE
7, 49	Confer with Eileen Pearce about Tatsfield Week (TWEEK)	Peter Kerry	22/7/2013	
7, 49	Action feedback through Twitter and Face book and a suggestion box at Linda's	Peter Kerry	31/7/2013	
8, 49	Confirm approval for Hospice in the Weald fundraising as soon as details received from insurance and C Chorley.	Clerk	3/7/2013	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th April 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 Ian Mitchell,
Mr Martin Westerman

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

And 6 parishioners.

1. APOLOGIES: Mr Peter Kerry, Mr David Hodge (Surrey County Councillor)

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

None

3. MINUTES OF THE PREVIOUS MEETING held on 25th March 2013: agree and sign

The minutes of the supplementary meeting held on the 25th March 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:**

- **Boundary View, Hillside Road, Tatsfield, TN16 2NH**

Conversion of garage into habitable accommodation and erection of single storey infill extensions to front and rear elevations.

No objection unless the cumulative effect of all previous planning applications would result in a dwelling size over and above permitted increases based on the original residence in 1968.

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

(b) **Planning team for April:**

The team for planning for April will be Susan Smale and Peter Kerry.

(c) **Neighbourhood Planning Development Committee / Appraisal Team: agree final draft of questions**

The Chairman proposed and it was agreed that the word 'expensive' in Q35 would be replaced with 'extensive'.

The Chairman proposed and it was agreed that the whole questionnaire should be submitted for comment to Tandridge District Council using Bob David as an intermediary and that the covering note could request focus on the planning questions with a cut off date for feedback.

Ian Mitchell proposed and it was agreed that any of the small changes remaining would be emailed to the Appraisal group that week.

The Chairman proposed and it was agreed that a formal quotation from Warwick for initial preview consultation on the final questionnaire could be requested. The expected costs were around £180 and well within the approved budget of £3,000.

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:**

- Request from TVCC colts for assistance towards purchase of a mobile net - £850 total.

The Clerk noted that a revised figure of £550 had been submitted in more recent correspondence. The Chairman proposed and it was agreed that the Parish Council should support this local sporting group and a grant of £550 was approved.

- Quote for lighting refurbishment in Aileen McHugo Building - circa £5,000

Doug Massey proposed and it was agreed that this quote should be accepted in its final format as circulated. This would significantly improve and bring up to modern lighting standards the whole of the ground floor of the Aileen McHugo Building.

The Clerk was instructed to inform recipients.

(c) Audit: update

The Clerk noted that a new auditor Alison Hillman was taking over from John Roberts (who was retiring) and had performed the audit the previous year. It was agreed that she should be appointed and the audit date for the internal audit was fixed at 24th May 2013.

7. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update.

Doug Massey noted that the Surrey Highways Localism initiative was still under development and he would continue to monitor progress.

(b) Footpaths: update. Nothing to report.

8. NOTIFIED MATTERS

(a) Affordable Housing: update

The Chairman noted that in addition to her report that the weather was continuing to have an impact on the development and final date was now set for 7th June. There was still no date for the Parish Council's input into the process and this was being monitored. The Chairman proposed and it was agreed to approve the English Rural request for the Gresham Close to be a flagship development. An event to commemorate this was being organised for 5th June 2013.

(b) Communications Advisory Committee: feedback on report

The Chairman proposed and it was agreed that the Communications Advisory committee should consider whether the Media Friendly mark was relevant to the Parish Council given that most of the pre-requisites were actually fulfilled by the village website and use of media sites such as facebook and twitter. Additionally how much extra work would this give to the Clerk and how much benefit to the Parish Council was it likely to have. The Clerk was instructed to proceed.

(c) Annual Parish Meeting: confirm agenda and final preparations

The agenda was approved with a small change to item 3 and roles were assigned.

(d) Westmore Green Play area : sign update

The Chairman proposed and it was agreed that the Clerk should contact Steve Hyder and propose a temporary sign if the main one was not available in the next week or so.

(e) CIL Infrastructure levy consultation: agree draft response.

The Chairman proposed that the following be considered as responses:

Question 1: On the assumption that the assessment is based on expert advice the Parish Council suggests adoption of the more conservative end of the suggested range.

Question 2: No comment as this would not really impact on Tatsfield given the generally small size of local building developments.

Question 3: No comment

These were agreed and to be finally approved on 22nd April.

(f) Community Right to Bid: discuss and agree exercising this right in the community

The Chairman proposed and it was agreed that the Clerk should approach Tandridge to discuss the inclusion of the Old Ship on a list of assets of community value in the first instance. This was agreed. It was noted that this item should be further discussed and the list could be added to at a later stage.

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

(a) County Councillor:

No update available as the County Councillor was in purdah.

(b) District Councillor: receive report.

1- Bob David hopes to hear soon on the possible addition of the White House and Old Ship to the Tandridge District Council list of buildings of character.

2- Tatsfield School Admissions was approved by the full council and will be implemented from September 2014. There is no news on whether there are any problems with admissions for Tatsfield children for this school year in September, as letters only go out to parents on 17th April.

3- Hustings have been arranged in the WI Hall for 16th April 2013 with all candidates attending.

4- Bob David will be requesting that the Planning Committee in Tandridge rejects the recommendation of officers in Tandridge planning for refusal of the resubmitted Green Gables plans.

(c) Tatsfield Community Responders: update

Formal thanks from Phil Clark on behalf of the Responders for the recent Parish Council grant offer.

(d) Village Hall Management Committee: update

Nichola Stokoe proposed that the Parish Council agrees in principle to the request for a sign indicating the location of the Village Hall on the back of the same, as well as a possible finger board sign in the car park. This was approved in principle.

(e) Airport.

The next meeting would be held on 18th April.

(f) Tatsfield in Bloom

A village spring clean would be held on 13th April 2013.

(g) Vern D'Anjou Association: update

Nichola Stokoe reported that the visit had been a positive experience with excellent organisation and communication from the Vern d 'Anjou committee. The Chairman suggested Parish Council representation should be considered at the May meeting.

(h) Tatsfield Fair-trade Steering Group

Doug Massey reported that the Fair-trade tent would be present on the green in front of Linda's on 13th April.

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.

The next meeting had not yet been booked and Doug Massey would inform the Clerk when it was to be arranged.

(b) Parish Council Car Park and retained facilities:

- Bulky Rubbish timing changes: update

The Clerk reported that she had not yet received confirmation regarding the morning times for remaining bulky rubbish collections in September and November. Bob David was asked to follow up as District Councillor and agreed

(c) Westmore Green:

- The End : discuss requests and agree action

The Chairman proposed that the Parish Council agree to change the License for Works to Mark Iredale and to grant his request for a temporary security fence and the use of a city crane as per his email in March, with conditions to be drafted and circulated for final agreement. This was approved. The Clerk to proceed.

- Request from Scouts to hold annual Fete on green : 7/7/2013

This request was approved.

(d) Tatsfield Community Games Area: update

The Chairman confirmed that Mike Lambert had agreed to continue on a self employed basis performing his tasks in the Community Games area and to be reimbursed for an hour a week for this work. Car park duties rota would be circulated as agreed in the March supplementary meeting.

(e) Aileen McHugo Building: name plates to be installed

The Clerk noted the name plates were awaiting installation.

(f) Village Hall: update

Covered under item 9d.

(g) Tatsfield Allotments and Community Gardens:

- Certificate of Lawfulness update for Water storage tank

This had been approved and received by the Clerk and circulated to the Allotments group in time for them to receive their grant. The Chairman proposed and it was agreed that thanks to Bob David and the Tandridge Planning team for their prompt response were in order.

- Shelter request for composting group

The Clerk noted that the relevant documents had been sent to Mr Finch from Tandridge planning for his initial thoughts but no feedback was available as yet.

(h) Risks assessments: update

No update as Jon Allbutt was away.

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. – to be determined.

2- TVSC Network Lunch: 18 April 2013 12.00 at Woldingham Village Hall – no one available

(b) to discuss Correspondence received by the Clerk:

All correspondence had been covered under other agenda items

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 IN FUTURE AGENDA

Only those covered under other agenda items.

Matters raised under Public adjournment:

- 1- Would the Parish Council be thinking of sponsoring an event similar to the Picnic on the Green last year?
 2- What is happening about the water leaking down Approach Road? Has Tandridge done anything about enforcing things?
 3- What does the Community Right to Bid actually mean for the Community?

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
7c, 18	Invite attendees to Annual Parish Meeting	Clerk	20/3/2013	COMPLETE
10c, 19	Progress request to Bassetts	Chairman	8/4/2013	COMPLETE
10c, 19	Letter to Mark Stokoe	Clerk	20/3/2013	COMPLETE
Item & page (8 Apr 2013)	Action	Who	Date by	Result
5a, 25	Provide feedback to Tandridge planning	Clerk	16/4/2013	COMPLETE
6b, 25	Inform TVCC and Kells Electrical of Parish Council decisions	Clerk	16/4/2013	COMPLETE
8b, 26	Request feedback from Communications Advisory Committee	Clerk	16/4/2013	COMPLETE
8d, 26	Contact Steve Hyder	Clerk	12/4/2013	COMPLETE
8f, 26	Contact C Moore re adding to Assets of Community Value	Clerk	18/4/2013	COMPLETE
10c, 27	Agree and send proposal for License to M Iredale	All / Clerk	12/4/2013	COMPLETE

MINUTES of the Annual Meeting of Tatsfield Parish Council held on the 13th May 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, Mr Ian Mitchell, 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 4 parishioners.

1. ELECTION OF CHAIRMAN

Susan Smale asked for nominations for Chairman from the members present. Mr Ian Mitchell proposed Susan Smale and this was seconded by Doug Massey. There were no other contenders and all were in agreement with the proposal. Susan Smale was duly elected as Chairman for the year.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN:

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

3. APOLOGIES: Mrs Nichola Stokoe

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

None

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5. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 22nd April 2013

The minutes of the supplementary meeting held on the 22nd April 2013 were approved and signed by the Chairman as a correct record.

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

The Chairman proposed and it was agreed that the 2 existing committees continue in the coming year: the Finance Committee, whose members would be comprised of the Chairman, Ian Mitchell, Nichola Stokoe and Doug Massey; and the Neighbourhood Plan Development Committee, whose members would be Ian Mitchell, Nichola Stokoe and Doug Massey.

7. Proposal for and agreement on Terms of reference for committees

The Chairman proposed and it was agreed that the current Terms of Reference for these committees would continue unchanged.

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

The Chairman proposed and it was agreed that the 2 existing advisory groups / sub-committees should continue: the Communications Advisory Committee, chaired by Peter Kerry and the Green Spaces and Rights of Way advisory group, chaired by Doug Massey. The Chairman proposed and it was agreed that the members accept the Appraisal Group, chaired by Roger Pearce and comprised mostly of residents with 2 parish councillors (Ian Mitchell and Nichola Stokoe). This group would remain in existence until the completion of the Village Appraisal in 2013.

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

Peter Kerry proposed and it was agreed to change item 6 of the Communication Advisory Committee Terms of Reference to *'The Village website and other social media will be part of the overall responsibility of the Communications Committee.*

No other changes were proposed and the clerk was instructed to change and circulate the document.

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

The Chairman proposed and it was agreed that the current roles and responsibilities would remain unchanged and that a review of the representatives for the Fair-trade group, Tatsfield in Bloom, Vern d'Anjou Association and Youth, Health and Wellbeing would be deferred to the next parish council meeting, either a supplementary or in June.

11. Review of leases and property agreements

The Clerk noted that the Parish Council entered into single year tenancy agreements for each of the Ground Floor rooms with Chartwell Cancer Trust Ltd (Room 1), Howard & Sons (Room 3) and Biggin Words Ltd (room 2). An existing lease for the first floor is still in place with IQ Financial Services Ltd.

The Parish Council also has a lease in place for the land on Approach Road used for Allotments with Whelan Homes Ltd as well as a lease with Surrey County Council for the land surrounding the Tatsfield Community Games Area. These are both long term leases.

An agreement is currently in place with the Allotments Group / Horticultural Society for management of the Allotments on behalf of the Parish Council.

12. Review of Standing Orders and Financial Regulations

The Chairman proposed and it was agreed that both items should remain unchanged following extensive reviews the previous year, but that the financial regulations may require review later in the year should legislation come into effect relating to cheque signatories.

13. 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 Councils position on [Appendix A](#):

- **TA/2013/518: El Cumbre, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NF** Erection of car port to west elevation.

The chairman proposed and it was agreed that the decision made at the April supplementary meeting under item 8 should be ratified as follows: *'The response should ensure the inclusion of a condition preventing the carport being converted into a garage in the future, given the dwelling had recently converted their garage into habitable accommodation.'*

- **TA/2013/543: Headley, Redhouse Road, Tatsfield, Surrey, TN16 2AB** Erection of first floor side extension.

The chairman proposed and it was agreed that the decision made at the April supplementary meeting under item 8 should be ratified as follows: *'No objection'*.

(b) Planning team for May.

Ian Mitchell proposed and it was agreed that planning should be undertaken by a single member each month with the option to request help if too many applications were made in that member's month. The first member would be Ian Mitchell.

(c) Neighbourhood Planning Development Committee / Appraisal Team:

It was noted that a meeting to discuss the current testing of the questionnaire would take place on 30th May 2013. A final version of the questionnaire would then be produced for printing and sending out to residents.

The Chairman requested a copy of the quote from the supplier for the Clerk.

15. FINANCE

(a) To authorize payments (including presentation of cheques) detailed in [Appendix B](#)

These were agreed and signed. The Clerk noted that the payment referring to Brokers Network Ltd would involve a new 3 year agreement with Aviva resulting in a 12% saving over 3 years and the next payment would be due on 1 October 2014.

(b) To discuss and agree items requiring expenditure:

None

(c) To receive a report on the Internal Audit progression

The Clerk noted that the Finance Committee had approved the draft accounts to be submitted to the internal auditor on 24th May 2013 and she expected final accounts to be available at the end of May for approval in June 2013.

16. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update.

Doug Massey noted there was nothing of significance to report.

(b) Footpaths: update.

The Chairman reported that Footpath 21 had been upgraded and new stiles and handrail had been added. She proposed and it was agreed to thank the rights of way team in Surrey.

17. NOTIFIED MATTERS

(a) Affordable Housing.

The Chairman reported that letters should have been received by prospective new tenants for handover in mid-June and that the parish council had performed their input as requested by Tandridge District Council.

(b) Tatsfield Communications Advisory Committee (TCAC): engaging with the public

Peter Kerry noted that the attendance at the Annual Parish Meeting had been very low and that new ways of engaging with the public needed consideration. The Chairman proposed and it was agreed this should be passed to the Communications Advisory committee for discussion and reporting back to the parish council in due course.

(c) Westmore Green Play area : update

The Chairman noted that the new sign had been installed and had been very well received.

(d) Crime reduction and security tagging: discussion

The police liaison meeting had touched on this matter. The Chairman proposed and all agreed a meeting with the police to address safety and tagging would be pursued further.

18. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS

(a) County Councillor:

1- The Cabinet would be meeting on 28th May 2013 to consider funding options enabling local parish councils to perform tasks relating to highways. The County Councillor is keen that Tatsfield should be involved with other local parish councils.

2- Paynesfield Road repairs are a high priority but Surrey Highways intend all utilities companies to be present for assistance when they start therefore a date is still to be confirmed.

3- A 5 year plan for Project Horizon should be available soon.

(b) District Councillor: receive report.

1- Bob David noted that the White House had been added to the Tandridge District Council list of buildings of character but he would be pursuing reasons why the Old Ship had not been successful.

2- Bob David's recommendation to the planning committee to overturn the planning officer's proposal for rejecting Green Gables' planning application had been approved.

3- Local elections have produced few changes: 34 conservatives, 6 liberal democrats and 2 independents in Tandridge.

4- No problems with Tatsfield children entry to Tatsfield School were expected in September 2013.

5- Bob David will be making a formal request to the Parish council to start looking for a new Affordable Housing project.

(c) Tatsfield Community Responders: update

No update.

(d) Village Hall Management Committee: update

The Chairman asked for clarification regarding the request for parish council assistance in opening and locking the village hall from 28th May for the floor maintenance contractors. The Clerk to clarify.

(e) Tatsfield in Bloom:

The village spring clean was successful with lots of volunteers. Hanging basket planting was complete and bed planting would take place on 1st June.

(f) Airport.

Flight numbers continue to fall and the proportion of commercial flights to rise steadily. No complaints have been received thus far.

(g) Vern D'Anjou Association.

The Chairman proposed and it was agreed that this matter should be addressed at the next meeting.

(h) Speedwatch.

Rota has been sent out and all is on the move again following the winter break.

(i) Tatsfield Fair-trade Steering Group

It was reported that the recent sampling morning outside Linda's had been successful and there would be a presence at the Scout Fete.

19. 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.

Doug Massey reported site visits had taken place for the Royal Oak and pond work. Final approval from the parish council should be requested on these matters shortly.

(b) Parish Council Car Park and retained facilities:

It was noted that the bulky rubbish collection in May had gone well and care had been taken by the contractors. A stain would be watched closely. The Clerk had confirmed the dates for September and December with Tandridge and times would remain in the morning.

(c) Tatsfield Community Games Area.

Nothing new to report.

(d) Aileen McHugo Building.

Doug Massey reported that the lighting upgrades were progressing well. Name plates had been installed and had been well received by the tenants.

(e) Village Hall.

Addressed under item 18d.

(f) Tatsfield Allotments and Community Gardens.

The Chairman proposed and it was agreed that a meeting should take place with Jon Allbutt representing the Tatsfield Horticultural Society and allotments and Martin Allen from the composting group to discuss the response from Tandridge planning that planning permission would be required for erection of the proposed shelter. More information was required to address this matter.

20. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- 1- East Surrey Community Mediation AGM: Monday 10th June 2013 in the Old Council Chamber at Reigate Town Hall – no one available
- 2- TVSC Network Lunch 20th June at Oxted United Reformed Church. – to be determined.
- 3- Chairman's Networking Day - Felbridge Hotel & Spa in East Grinstead 12-th June 2013 - S Smale to attend

(b) discuss Correspondence received by the Clerk:

All correspondence had been covered under other agenda items

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

Ian Mitchell proposed that the Clerk should check the legality of holding a meeting on a bank holiday. It was noted that this meeting would be unlikely to take place anyway given that the meeting was likely to be non-quorate. It was agreed to address this out of the meeting.

22. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

None.

The meeting concluded at 9.43pm

Matters raised under Public adjournment:

- 1- The old bus shelter is in need of repairs
- 2- 20th December 2013 for Christmas sing-along – an early reminder.
- 3- Has anything been determined re the water leaking down Approach Road outside Beaver Water world ? (B David to investigate).
- 4- Pot holes at Furze Corner and in Paynesfield Road
- 5- Utilities companies digging up the road to install fibre optic cable in village centre.

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (25 Mar 2013)	Action	Who	Date by	Result
6b, 23	Rota for car park duties	Chair	8/4/2013	Deemed to be complete as Tatsfield in Bloom volunteers litter pick weekly in the car park
Item & page (22 Apr 2013)	Action	Who	Date by	Result
6b, 31	Progress drafting the License of Works	Clerk	13/5/2013	COMPLETE
Item & page (13 May 2013)	Action	Who	Date by	Result
9, 33	Change document and circulate	Clerk	31/5/2013	COMPLETE
16b, 34	Thank rights of way team in Surrey County Council	Chairman	22/5/2013	COMPLETE
17d, 35	Agree meeting with Surrey Police	Clerk	31/5/2013	
18d, 35	Clarify Village Hall management committee request	Clerk	20/5/2013	COMPLETE

MINUTES of the Annual Meeting of Tatsfield Parish Council held on the 10th June 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, Mr Ian Mitchell, Mr Martin Westerman
Mr Peter Kerry, Mrs Nichola Stokoe

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

And 9 parishioners.

1. APOLOGIES: None

2. DECLARATIONS OF INTEREST (relating to items on the agenda):
None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 3 June 2013
The minutes of the supplementary meeting held on the 3rd June 2013 were approved and signed by the Chairman as a correct record.

4. Elect a VICE-CHAIRMAN and receive a signed Declaration of Acceptance of Office
The Chairman called for nominations for Vice-Chairman. Ian Mitchell proposed Doug Massey and this was seconded by Peter Kerry. Mr Douglas Massey signed the Declaration of Acceptance in the presence of the clerk.

5. Co-option of Councillor: signed Declaration of Acceptance of Office and DPI form
The Chairman indicated that, following the resignation of Jon Allbutt as a councillor, the vacancy had been advertised widely. As a consequence Helena Garcia had indicated her willingness to accept co-option. As no other person had indicated any desire to be co-opted, the Chairman proposed that Helena Garcia should be co-opted as a member of the Parish Council. This proposal was seconded by Doug Massey and approved unanimously. Helena Garcia then signed her Declaration of Acceptance of Office and her Declaration of Pecuniary Interests in the presence of the clerk and took her place in the meeting.

6. Final agreement on roles and responsibilities for the coming year for Parish Councillors
The Chairman proposed and it was agreed that the Roles and Responsibilities be approved as detailed and attached to these minutes as [Appendix C](#).

7. 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.

8. PLANNING

(a) To determine the Parish Councils position on [Appendix A](#) (if relevant)

No planning applications had been received in time for the meeting but it was noted a number of decisions had been made on previous applications and these were listed in Appendix A. Ian Mitchell noted a new application – for Thistledown, Shaw Road - had arrived and would be considered at the June Supplementary meeting on 24th.

(b) Planning member for June

Martin Westerman agreed to take on this role in June.

(c) Neighbourhood Planning Development Committee / Appraisal Team: update

The chairman of the appraisal team Roger Pearce noted that 750 questionnaires had now been printed and the bill for this submitted to the Parish Council. These would be distributed through the magazine distribution group and by volunteers. The Parish Council supported this endeavour and agreed to promote the filling in of the questionnaires through social media and website channels.

(d) Tandridge Planning Policy : update

Ian Mitchell noted in his briefing that some parish council recommendations had been taken into account but that although most of Westmore Green had now been excluded from the settlement area, this had not included parts outside the Bakery and the Old Ship.

9. FINANCE

(a) To authorize payments (including presentation of cheques) detailed in [Appendix B](#)

These were agreed and signed. The Clerk noted that the One Year Fixed Rate bond with NatWest had matured and it had provided £391.07 interest, included in Appendix B. She is looking into alternative investments.

(b) To discuss and agree items requiring expenditure:

2 items would be addressed in the supplementary meeting: £627.50 for the Appraisal questionnaire printing and £34 for printing expenses to Roger Pearce.

(c) End of Year accounts for 2012-13:

- Sign accounts and Annual return together with Notes to annual return and accounts

The end of year accounts had been approved at 3rd June 2013. The Accounting Statements, annual governance statement, notes to the accounts and Balance sheet were signed and dated by the Clerk and Chairman.

Ian Mitchell noted the asset register needed some changes and the clerk was to proceed.

10. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update.

Doug Massey noted there was nothing of significance to report.

(b) Footpaths: update.

The Chairman noted she had experienced sections of Footpath 29 barred by electronic fences and this had been reported independently to Surrey County Council.

11. NOTIFIED MATTERS

(a) [Affordable Housing](#).

The Chairman reported on this item and confirmed estimated completion date for the new tenants was 3 July 2013.

(b) [Tatsfield Communications Advisory Committee \(TCAC\): update](#)

Peter Kerry proposed and it was generally agreed that the Parish Council would attend the Scout Fete on 7th July. Details to be agreed. More suggestions about engaging with the public would be addressed at the supplementary meeting and the TCAC had requested feedback on these.

(c) Westmore Green Play Area: update and conclusion

The Chairman proposed and it was agreed that the Clerk would thank Steve Hyder and his team for their involvement in the project and their support throughout the various phases.

12. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS

(a) County Councillor:

- 1- Complaint re low flying air craft from Biggin Hill (from resident in Chelsham)
- 2- Money is still available from the Community Improvement Fund for Surrey-wide projects.
- 3- Project Horizon still going ahead with a 5 year plan for improving roads – Paynesfield Road and Ricketts Hill Road will be included.
- 4- There will be 99.9% broadband coverage in Surrey by the end of 2014.

(b) District Councillor:

- 1- Bob David noted that at least 20 people from the original housing needs survey still required affordable housing in Tatsfield and called for a new project to address this.
- 2- Missed recycling and rubbish collections are actually only 0.11% in Tandridge.
- 3- At the moment there are no plans to implement an additional garden waste collection truck as the numbers do not justify the cost in Tandridge District.

(c) Tatsfield Community Responders

No update.

(d) Village Hall Management Committee: update

Nothing to report.

(e) Tatsfield in Bloom:

Clean up to pond has started. Doug Massey agreed to be the main contact for Tatsfield in Bloom on the parish council.

(f) Airport.

None.

(g) Vern D 'Anjou Association.

Nothing new to report.

(h) Speedwatch.

Activity is ongoing.

(i) Tatsfield Fairtrade Steering Group

The group has re-applied for Fairtrade status for the village.

13. PARISH COUNCIL PROPERTY AND LAND

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

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

The planting of the Royal Oak on Tatsfield Green will take place on 14th July 2013.

(b) Parish Council Car Park and retained facilities

Nothing to report

(c) Tatsfield Community Games Area

Nothing to report

(d) Aileen McHugo Building: update

Chartwell Cancer Trust Ltd in Room 1 have renewed their tenancy for another year and the tenant in Room 3 is currently in the process of doing so.

(e) Village Hall

Floor maintenance was completed by Ryan Leisure and deemed acceptable to the parish council by Martin Westerman. This will now be revisited in 18 months time.

(f) Tatsfield Allotments and Community Gardens : update

Activity to complete seeding of the Community Garden continues and benches and picnic tables have been ordered. The request for a shelter is still being addressed.

14. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- Surrey VCFS Forum on Wednesday 10th July 2013 10am – 1pm at Reigate Baptist Church – theme HEALTH – to be confirmed, Sue Smale or Helena Garcia may attend.

(b) discuss Correspondence received by the Clerk:

Thank you letters were received from Tatsfield Fairtrade and St Catherine’s Hospice for the grants awarded.

15. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

Business link levy, Scout Fete attendance and general discussion on engagement.

Tatsfield responders update.

Further discussion on the mobile pizza business approach.

The meeting concluded at 9.43pm

Matters raised under Public adjournment:				
1- Water leak in Approach road - this has been raised by Bob David with TDC and he is awaiting a response.				
2- What were the Parish Council comments re Footpath 25 (this was from Ann Hayes and she was directed to the minutes from 3/6).				
3- What was the PC response to the Fairtrade's request re the sign?				
4- Picnic on the Green - will be on 18th August on Westmore Green from 2.15 - 4.30 and Dave Bishop is looking for assistance and support.				
5- Carol Sing-along in December.				
6- Lights are an improvement in the AMB.				
7- Deer culling in and around Tatsfield ? Whose responsibility is this?				
Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (13 May 2013)	Action	Who	Date by	Result
17d, 35	Agree meeting with Surrey Police	Clerk	31/5/2013	In progress
Item & page (3 June 2013)	Action	Who	Date by	Result
9, 39	Object to modification order	Clerk	8/7/2013	In progress
Item & page (10 June 2013)	Action	Who	Date by	Result
9c, 42	Send approved accounts / Annual return to Auditors	Clerk	30/6/2013	COMPLETE
11c, 42	Thank you to Steve Hyder	Clerk	17/6/2013	COMPLETE

MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 22nd July 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

In the absence of the Clerk, Peter Kerry took the minutes of the meeting.

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

In Attendance: Mr Bob David (Tandridge DC Councillor)

And 4 parishioners.

1. APOLOGIES Ana Hughes – clerk
2. DECLARATIONS OF INTEREST* (relating to items on this agenda) None
3. Approve and sign the MINUTES of the previous meeting held on 8th July 2013

It was agreed to leave this until the next meeting.

4. PLANNING:

(a) **TA2013/788 21 Shipfield Close, Tatsfield, Westerham, Surrey, TN16 2AU Demolition of existing single storey side garage and rear single storey playroom. Erection of 2 no. storey side and rear extension, single storey rear extension to existing kitchen, and single storey front extension.**

It was noted that this was a similar development to neighbouring properties and was generally acceptable. It was agreed there was no objections and that Peter Kerry would respond to TDC accordingly.

(b) **TA/2013/931 Former Tatsfield Primary School, Church Hill, Tatsfield, Surrey, TN16 2JX Redevelopment of former school site to provide 2x detached houses with garages, creation of new access onto Church Hill. Construction of car park to support B1 offices in original school building.**

After viewing and discussing the proposal, it was decided that apart from the fact that this is a green belt site, it represented a reduction in the amount of development on the site and was seen as an improvement on the existing use. Some concern was expressed over the possible height of the buildings, however after discussion it was agreed to provide a positive response. The ability to provide a footpath at the front of the property was considered to be a desirable provision and the Parish council would like to continue discussions with the developers on this. It was agreed that Peter Kerry would email a response to Tandridge to this effect.

(c) **Tandridge planning policy : last chance for commentary ends on 9/8/2013.**

It was noted that the TDC proposals treated some parts of Westmore Green differently to others. It was agreed that that there was a need for consistent approach to the treatment of all parts of Westmore Green, and a response would be sent to this effect.

Action Ian Mitchell.

5. Finance : approve expenditure

- Tatsfield in Bloom invoice : £79.20 for Select Group . Agreed.

6. Westmore Green :

- Request by Tatsfield School PTA to use on 21st September 2013 for Family Fun day and Festival.

The PTA clarified that the required insurances and licences were in place. They also agreed to notify the PCSOs of the event. PTA to also investigate and provide toilet facilities.

7. Highways :

- Surface treatment roads : discussion and proposal.

No roads have been identified as being suitable for this. However it was noted that the two lay-bys in Approach Road needed improvements. Doug will contact David Hodge on this. **ACTION Doug Massey**

8. Invitation from Tatsfield School to nominate a School governor: further discussion.

It was noted that the work load could be significant and nobody was able to take on this additional responsibility; there was also the potential for a conflict of interest that some councillors found difficult to reconcile. It was agreed to decline the offer at this time but to assure the Governing Body of our willingness to enter into discussion over individual issues. It was agreed that the chair would to reply to Chair of Governors.

Action Chair

9. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency.
- The Parish Council agreed unanimously to express its sympathy to Roger Pearce at the recent sad death of his wife, Eileen. Eileen had been Clerk to the Parish Council from 1989 until 1995. She was a member of the Council from 1995 until 1999 and from 2007 until two years ago.
 - It was noted that the ditch in Old Lane needed cleaning Chair to respond to complainant.
ACTION Chair
 - The tall grass on Tatsfield green was seen as a fire risk; TDC would be asked to cut it as soon as possible. The possibility of cutting fire breaks was raised and this was referred to the green spaces committee for next year.
ACTION Chair
10. Matters for Reporting or Inclusion in a Future Agenda
- CAB annual report
 - Use of the village sign - is it copyrighted and what conditions apply to its use?

Meeting finished at 21.25

MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 12th August 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

In the absence of the Clerk, Susan Smale took the minutes of the meeting.

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

And 0 parishioners.

1. APOLOGIES Mr Peter Kerry, Mrs Helena Garcia, Ana Hughes – clerk
2. DECLARATIONS OF INTEREST* (relating to items on this agenda) Ian Mitchell Item 4a.
3. Approve and sign the MINUTES of the previous meeting held on 22nd July 2013
The minutes of the previous meeting held on 22nd July 2013 were approved and signed.
4. PLANNING:

(a) TA/2013/910 – Rose Cottage, Goatsfield Road - Demolition of existing buildings. Erection of detached dwelling.

It was agreed to object on policy grounds: RE 2, 8, 9 and BE1.

Nichola Stokoe would respond to TDC accordingly.

(b) TA/2013/803 – The Bounds, Westerham Road - Erection of detached double garage.

It was agreed to object on policy grounds RE 10.

Nichola Stokoe would respond to TDC accordingly.

(c) TA/2013/1032 – The End, Westmore Green - Variation of condition 3 of permission TA/2013/296 dated 28/08/2012 to allow for the change of roof covering from brown tiles to black/grey slate.

It was noted that this would keep the new build houses visually similar to the next door Pond Cottages so it was agreed to make no objection.

Nichola Stokoe would respond to TDC accordingly.

5. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency.

Nothing to Note

6. Matters for Reporting or Inclusion in a Future Agenda

Nothing to note.

Meeting finished at 8.44pm

DRAFT MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 23rd September 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, Mr Martin Westerman, Mrs Nichola Stokoe, Mr Ian Mitchell

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

And 3 parishioners.

1. APOLOGIES Mr Peter Kerry, Mrs Helena Garcia
2. DECLARATIONS OF INTEREST (relating to items on this agenda)

None

3. Approve and sign the MINUTES of the previous meeting held on 9th September 2013

The minutes of the previous meeting held on 9th September 2013 were approved and signed together with the appropriate appendices.

4. PLANNING:

a) TA/2013/1300: Franklin, Ricketts Hill Road, Tatsfield, TN16 2NB Erection of first floor extension above existing garage.

No Objection given no change from previous 2 applications for same work.

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

b) Tandridge Community Infrastructure Levy consultation: discussion and next steps: last chance for commentary ends on 4/10/2013.

The Chairman proposed and it was agreed that the Clerk should inform the consultation that the parish council had nothing further to add at this stage.

5. Finance:

- **Ideas for Post Office Community Enterprise Fund :**

The Chairman proposed and it was agreed that neither the parish council nor the post-mistress could see any way the fund could benefit the post office at this stage.

- **Final agreement on Grant for tree survey for St Marys Church :**

The Chairman proposed and it was agreed that the full cost of the survey, less VAT, would be offered as a grant to St Marys Church. This amounted to £800. The Clerk to proceed.

6. Highways:

- **Surface treatment roads : discussion**

The vice-chairman proposed and it was agreed that there were no roads to recommend for this treatment but that both lay-bys in Approach Road could benefit and he would inform David Hodge.

- **Agreement on location for storage of salt for winter weather**

The vice chairman noted that 4 tonnes of salt for the winter would be delivered and stored on a tarpaulin behind the Aileen McHugo Building. It was noted that pallets would be useful for protection against damp.

- **Freight review – provide feedback for D Hodge (end September 2013)**

The Chairman proposed and it was agreed that D Hodge be informed the parish council believed that roads in and around the village are rural and therefore large vehicles would always cause problems, however there was no single road identified with persistent and continuous freight use. Doug Massey to address.

- **Alleged obstruction on BW 638 Hillside Road**

Ian Mitchell informed the meeting that Surrey County Council's response on this matter stated it was a private matter as the alleged obstruction did not affect the public use of the bridleway. No action was required.

7. Car Park: Federicci Ltd: discussion of trial period and extension into a formal agreement

Following submission of feedback from Federicci Ltd and their indication to continue from a trial into a formal agreement, the Chairman proposed that the Clerk should draw up a formal license, including the points agreed at the supplementary meeting on 24th June 2013 at item 5 on the agenda. Additionally the chairman proposed and it was agreed that a payment of £30 per week would be payable to the parish council for use of the pitch placement.

Federicci Ltd noted that a few of the bollards were not moving and requested the option to move the site pitch from behind the Village Hall to near the Tatsfield Community Games Area fence to be more visible. This was agreed in principle as long as there was no impact on parents collecting from school clubs.

8. Tatsfield Communications Advisory Committee (TCAC): endorsement of proposed actions from last parish council meeting (9 September)

The Chairman proposed and it was agreed that the proposed actions listed as Appendix C at the parish council meeting on 9th September 2013 were noted and that the TCAC were to be thanked for their contribution and endeavours. Where required the parish council would be looking for updates from TCAC on the progress on these items.

9. Review of Village Signs: next steps and actions.

The Chairman proposed and it was agreed that Tatsfield in Bloom would discuss and feedback to the parish council the option to place signs celebrating their achievements in the centre of the village.

The Chairman proposed and it was agreed that the Clerk should contact other clerks who had Fair-trade signs to understand how this was represented.

Doug Massey proposed and it was agreed that he would look at alternatives for fair-trade signs to be integrated with the current village signs at Approach Road and Ricketts Hill Road.

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

The Chairman determined that the meeting needed to address TA/2013/1401: as it required a response before the next parish council meeting on 14th October 2013.

No objection and a statement noting that the changes proposed were not out of keeping with surrounding houses in the same road and settlement area. The parish council welcome the increase in stock of less expensive housing and request that a condition be placed on the planning application should it be approved, to prevent the garages being converted to habitable accommodation, given the restrictions on parking in that road.

The Clerk was instructed to inform Tandridge Planning of the Parish Council's decision.

The Chairman proposed and it was agreed that in light of the continued non acceptance of the complainant re the paint on the bench by the pond that the Clerk should request legal advice on the matter.

11. Matters for Reporting or Inclusion of Future Agenda

Ian Mitchell noted that it was possible a full review of the local plan for Tandridge might be required following acceptance of the recent housing review report.

The Meeting closed at 9.34 p.m.

Item & page (9 Sept 2013)	Action	Who	Date by	Result
6b, 59	Arrange tree survey of parish council land with ACS Consulting	Clerk	17/9/2013	COMPLETE
7a, 60	Freight review response / salt location	All	23/9/2013	COMPLETE
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	in progress
8f, 60	Investigate and propose next steps	M Westerman	14/10/2013	in progress
10e, 61	Request further information from Little Acorns	Clerk	23/9/2013	complete
Item & page (23 Sept 2013)	Action	Who	Date by	Result
4a, 67	inform tandridge planning of decisions	Clerk	26/9/2013	COMPLETE
4b, 67	relay parish council decision	Clerk	4/10/2013	COMPLETE
5, 67	inform St Marys of parish council grant	clerk	24/9/2013	COMPLETE
6, 67	contact D Hodge with parish council decisions	D massey	30/9/2013	
7, 67	draw up agreement	clerk	4/10/2103	in progress
9, 67	village SIGNS: follow up actions	Clerk/D massey	14/10/2013	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 8th July 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, Mr Martin Westerman, Mr Peter Kerry, Mrs Nichola Stokoe
Ms Helena Garcia

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

And 9 parishioners.

1. APOLOGIES: Mr Ian Mitchell, Mr Peter Kerry
2. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 24 June 2013

The minutes of the supplementary meeting held on the 24th June 2013 were approved and signed by the Chairman as a correct record.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)

- TA/2013/ 873 22 Lusted Hall Lane, Tatsfield, Surrey, TN16 2AE Erection of conservatory to rear elevation.

No comment.

- TA/2013/888 Sylvan Bank, Ship Hill, Tatsfield, Surrey, TN16 2JY Removal of existing pebble dash and tile hang top half of left flank wall and re-pebbledash bottom half. (Certificate of Lawfulness for a Proposed use or development).

No Comment.

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

The Chairman proposed and it was agreed to request an extension for response to a recently received planning application TA/2013/788 as this could only be discussed on 22 July 2013.

(b) Planning member for July

Nicola Stokoe to take on this role in July / August assisted by Helena Garcia.

(c) Neighbourhood Planning Development Committee / Appraisal Team: update

It was noted that responses had begun to return and collection would take place over the coming weeks. The Parish Council would do all in their power to encourage responses to this valuable community consultation.

6. FINANCE

(a) To authorize payments (including presentation of cheques) detailed in [Appendix B](#)

These were agreed and signed. The Clerk noted a number of large items of expenditure –notably the completion of the lighting upgrade for the ground floor of the Aileen McHugo Building and emergency work on trees in Manor Road.

(b) To discuss and agree items requiring expenditure:

- Microshade VSM Hosted applications: estimated at £42 a month.

The Chairman proposed and it was agreed that the security measures would be reviewed but that at this time this service was not considered cost- effective. This could be revisited should further information become available.

- Emergency tree surgeon work in Manor Road: £850 + VAT (completed) – this was approved.
- Old Lane tree work: quote of £750 + VAT – this was approved.
- Tree survey: £1750 + VAT (awaiting alternative quote). The Chairman proposed and it was agreed that a final decision should await receipt of an alternative quote to be provided through Jon Allbutt.

7. HIGHWAYS & RIGHTS OF WAY

(a) [Highways: update](#)

- Surface treatment roads: discussion and proposal. The Vice Chairman proposed and it was agreed to consider this at the supplementary meeting on 22nd July as further investigation was needed on which roads (if any) may benefit from surface dressing. A response to Surrey County Council was due by end July.

(b) Rights of Way: FP25 – discussion following response by Surrey County Council

The Chairman proposed and it was agreed that the Clerk should respond stating the original objection should still stand but that the Parish Council noted the statements made in the response by Surrey County Council on this matter and would look forward to receiving the officers assessment on the footpath in due course.

8. NOTIFIED MATTERS

(a) **Affordable Housing: update**

The Chairman noted that the completion date was 23rd July 2013 and keys would be handed out to new tenants on that date.

(b) **Tatsfield Communications Advisory Committee (TCAC): update**

Doug Massey proposed and it was agreed this would be addressed at a meeting when Peter Kerry was present.

(c) **World War 1 100th Anniversary: discuss Parish Council event**

The Chairman proposed and it was agreed this would be addressed at subsequent meetings. David Hodge offered to provide a briefing paper to support any Parish Council decisions.

(d) **Invitation from Tatsfield School to nominate a School governor: initial discussion.**

The Chairman invited members to consider her briefing paper and provide a response at a later meeting.

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

(a) **County Councillor:**

1- A Community Improvement Fund application had been submitted by the Composting Group and would be considered.

2- Surrey County Council was supporting an initiative to combine emergency operation centres (Fire, Police and Ambulance).

3- Local Government Authority (LGA) meeting appears to indicate that there are no plans for precept capping for parish councils.

4- Library of the Year award won by Surrey libraries.

5- David Hodge is new chairman of the county council network for next 3 years. Good opportunities for Surrey.

(b) **District Councillor:**

1- Water in Approach Road appears to be coming from local businesses at Beaver Waterworld – Tandridge is checking that planning permission is in place for these businesses to carry out their activities.

2- Barnesfield Road fly tipping – behind Old Lane – has been raised for action with Tandridge.

3- Thanks to Tandridge for their assistance with grass cutting and other matters relating to Tatsfield in Bloom.

(c) **Tatsfield Community Responders**

No update.

(d) **Village Hall Management Committee: update**

Helena Garcia noted that an area of the recently maintained floor was peeling. The Clerk had contacted Ryan Leisure and they would be arranging to visit the site and agree remedial work.

(e) **Tatsfield in Bloom:**

Judging would be taking place on 18th July 2013.

(f) **Airport.**

The next meeting for the Consultative committee would take place on 18th July 2013.

(g) **Vern D 'Anjou Association.**

Nothing new to report.

(h) **Speedwatch.**

Activity is ongoing.

(i) **Tatsfield Fairtrade Steering Group**

Awaiting result of submission for renewal. Oxted High School has achieved Fair-trade status largely due to a Tatsfield resident's efforts.

10. PARISH COUNCIL PROPERTY AND LAND

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

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

The planting of the Royal Oak on Tatsfield Green will take place on 14th July 2013 at 2.30pm. Clearing and re-planting in pond will wait until last of frog spawn has cleared, probably mid August.

(b) **Westmore Green:**

- The End – update on works. Complaints have been received from residents about bonfires on site but these appear to be in hand locally and the Parish Council should keep an eye on the situation.
- Use of Green by Tatsfield Horticultural Society – 21st July 2013. This was approved as long as the pathway, access to the playground and the works at the End were kept clear and subject to acceptance of the terms and conditions for use of the Green.

(c) **Parish Council Car Park and retained facilities**

The Chairman proposed and it was agreed to pre-emptively approve advertising by Federicci Ltd on the gate of the Village hall under the usual advertising terms and conditions. The Clerk to proceed.

(d) **Tatsfield Community Games Area**

Nothing to report.

(e) Aileen McHugo Building: update

Desmond Bishop to liaise with Room 3 re opening the window which is a little stiff.

General acceptance of request to book Parish Room for meditation workshop for 10 sessions in July / August at Weekends.

The Chairman proposed and it was agreed that the Clerk should obtain the consent form for the filming done in the building by a film crew with tenant in Room 2. It was noted that the Parish room was not available for general use and should be booked and paid for by tenants. The Clerk to action.

(f) Village Hall

Addressed under 9d.

(g) Tatsfield Allotments and Community Gardens: update

The Chairman proposed and it was agreed that approval for a wholly temporary shelter at the allotments site for the composting team until such time as a formal Certificate of Lawfulness submission was submitted by the Horticultural Society / TCAG for other items. The Clerk to inform the composting group.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- Surrey VCFS Forum on Wednesday 10th July 2013 10am – 1pm at Reigate Baptist Church – theme HEALTH.

Unlikely anyone can attend.

(b) discuss Correspondence received by the Clerk:

Thank you letter received from Oxted CAB for the grant awarded.

12. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

Clerk noted a request for use of Westmore Green in September by the Tatsfield School PTA – to be discussed on 22 July.

The meeting concluded at 9.58pm

Matters raised under Public adjournment:

- 1- G South offered to provide a copy of the recently completed tree survey by the same supplier the Parish council had a quote from.
- 2- Corner of Ship Hill and Ricketts Hill Road / Old Lane is in a very bad and dangerous state
- 3- there should be recognition for World War I anniversary next year, not celebration. leaflet available re the brass plaque in the church written by Ian mitchell
- 4- Crown Road – rubbish being dumped without permission to cross what could be parish council land
- 5- Thanks to scouts for clearing up after their Fete on Westmore Green.
- 6- Dave Bishop thanks the Parish Council for the grant of £300 but requires assistance for refreshments as the scouts are not able to help.

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (13 May 2013)	Action	Who	Date by	Result
17d, 35	Agree meeting with Surrey Police	Clerk	31/5/2013	In progress
Item & page (8 July 2013)	Action	Who	Date by	Result
5a, 50	Inform Tandridge planning of Parish council decisions	Clerk	17/7/2013	COMPLETE
5a, 50	Request extension for TA/2013/788	Clerk	12/7/2013	COMPLETE
7b, 51	Respond to Footpath 25 modification order	Clerk	8/7/2013	COMPLETE
10b, 52	Obtain acceptance re Terms and conditions for Green	Clerk	15/7/2103	In progress
10c, 52	Inform Federicci Ltd of consent for advertising on gate	Clerk	22/7/2103	COMPLETE
10g, 52	Inform composting group of temporary shelter approval	Clerk	12/7/2013	COMPLETE

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 9th September 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, Mr Martin Westerman, Mr Peter Kerry, Mrs Nichola Stokoe
Ms Helena Garcia, Mr Ian Mitchell

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):

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETINGS held on 8th July 2013 and 12 August 2013

The minutes of the main meeting held on 8th July 2013 and the supplementary meeting held on the 12th August 2013 were approved and signed by the Chairman as a correct record, together with appendices where appropriate.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)

• **[TA/2013/1050](#): Glendale, Barnfield Road, Tatsfield, TN16 2LG** Conversion of existing garage into habitable accommodation (Certificate of Lawfulness for a Proposed Use or Development)

No objection.

• **[TA/2013/1179](#) - 19 Shipfield Close, Tatsfield, Surrey, TN16 2AU** Erection of two storey side extension, single storey rear extension and single storey extension to front elevation

No objection.

• **[TA/2013/1156](#) - Greenacre, Manor Road, Tatsfield, TN16 2ND** Alterations to roof of existing rear Conservatory, replacement existing flat roof dormer to rear elevation with new pitched roof dormers. Erection of a new store building.

No objection but request a condition based on RE10 to prevent future transformation of store into garage or existing garage into habitable accommodation. Clerk to agree wording.

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

(b) Planning member for September:

Doug Massey to take on this role in September assisted by Helena Garcia.

(c) Neighbourhood Planning / Appraisal Team: [update](#)

Ian Mitchell noted that the response rate of around 50% was much lower than previous years (around 70%) The Parish Council was made aware of several items of interest, including support for a neighbourhood plan, a war memorial and 5 possible candidates for the next election. A detailed analysis and report would be available in January 2014.

6. FINANCE

(a) Authorize payments (including presentation of cheques) detailed in [Appendix B](#)

Payments as detailed in appendix B were authorised and cheques signed.

(b) Discuss and agree items requiring expenditure:

- Grant request from St Marys Church: to assist with tree maintenance costs on site

The Chairman proposed and it was agreed that the parish council would pay the full costs associated with the survey subject to confirmation by the clerk on the final amount. It was estimated costs would be between £700 and £800.

- Tree survey : select supplier £1520 - £1750

The Chairman proposed and it was agreed that the parish council should take the advice of their professional consultant on these matters and choose the independent surveyor. The Clerk was advised to proceed with arranging the survey.

(c) Approve pay increase for Clerk as agreed by NALC

The was approved as detailed in the NALC document released and circulated and stipulated the SCP 18 pay rate was increased to £9.009 per hour to be backdated to 1 April 2013.

(d) Acknowledge and Approve final audited accounts

The Parish Council acknowledged and approved the final audited accounts as per the letter received by the Clerk from BDO LLP dated 23 July 2013.

(e) Approve Helena Garcia as an authorised signatory to the bank account and sign new mandate

The Chairman proposed and it was agreed that Helena Garcia should be authorised as a signatory on the Parish Council's current bank account and that a new mandate would require completing and signing.

7. HIGHWAYS & RIGHTS OF WAY

(a) Highways: [update](#)

- Tandridge Freight Review - Lorry Activity – discuss and agree next steps.

Doug Massey proposed and it was agreed that this should be finalised as per the requirements received from Surrey Highways, in time to be submitted to David Hodge at the end of September.

It was noted that a final response on where to store salt for the winter weather was required at the supplementary meeting in September.

(b) Rights of Way: None

8. NOTIFIED MATTERS

(a) Affordable Housing: update

The Chairman noted that teething problems with the new site were being dealt with and that there was indication from the appraisal results that support for a new project was considerable.

(b) [Tatsfield Communications Advisory Committee \(TCAC\): discuss actions points from meeting report.](#)

Peter Kerry requested that the parish council endorse proposed actions listed in [appendix C](#) from the TCAC ref to parish council communication with the community. The Chairman agreed these should be discussed and agreed at the next meeting.

(c) World War 1 100th Anniversary / War memorial: update

The Chairman noted that initial analysis of the appraisal comments and feedback indicated a very strong support for a war memorial. It was agreed the Clerk should investigate costs and maintenance and consultation on possible formats / location would be made by members.

(d) Village Sign: is it copy righted and what conditions apply to its use.

Ian Mitchell confirmed that copyright of the Village Sign belongs to the Parish Council but that no formal registration had ever been made. It was noted that vigilance was necessary to ensure the sign was not abused, especially to promote commercial enterprises.

(e) Tandridge Community Infrastructure Levy consultation: discussion and next steps

The Chairman proposed and it was agreed that a draft response would be available for the Supplementary meeting on 23rd September.

(f) PPL/PRS Music License – discuss and next steps.

Martin Westerman proposed and it was agreed that he would look into whether this new information might have an impact on the parish council as owner of the Aileen McHugo Building or Village Hall and would report back for the October meeting.

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

(a) County Councillor:

1- Plans for Ricketts Hill Road to be re-laid overnight were being addressed – would the parish council support this action? The Vice-Chairman stated that in principle this would be acceptable as long as residents were involved in communication and plans to detour buses were made.

2- All winter bins were being filled with salt and farmers already have their loads delivered.

3- Marc Boland from Surrey Highways was looking for clarification on the Parish Council representative for Highways. Doug Massey to address this.

(b) District Councillor:

1- Planning Policy Committee in Tandridge may have the ability to deal with large (greater than 10-20 dwellings) planning applications removed by the government if time scales are not decreased.

2- Tandridge District Council (TDC) commissioned an independent report on housing needs and research from this report noted that 454 additional new dwellings per annum were required to meet demand. TDC are proposing to accept the research but it should be noted that it does not take planning restrictions into account. Large concerns all around the district.

(c) Tatsfield Community Responders

No update.

(d) Village Hall Management Committee: update

- Car park direction sign

Helena Garcia proposed and it was agreed in principle to allow a car park direction sign (location to be determined) and a name sign on the back of the village hall. It was noted that the parish council would like the location of the sign to be agreed first and that consideration to lighting for the sign was needed.

Helena Garcia noted the floor now appeared to be in good shape.

(e) Tatsfield in Bloom:

A group would be attending the ceremonies in Tunbridge Wells on 11th September for the results.

The Parish Council would prefer consultation before alterations made to the signs depending on the results. The Chairman congratulated the Tatsfield in Bloom volunteers on the look of the village.

(f) Airport.

A new managing director has been appointed but confirmation is still awaited.

(g) Vern D 'Anjou Association.

Nothing new to report.

(h) Speedwatch.

Activity is ongoing for next couple of months.

(i) Tatsfield Fairtrade Steering Group

Fairtrade status has been renewed.

Doug Massey noted the tea tent would be in front of Linda's on 5th October.

(j) Citizens Advice Bureau (CAB) – annual report update

Increase in debt counselling in the last year. It was generally felt that access to Oxted was enough for local residents and a surgery would not be viable.

10. PARISH COUNCIL PROPERTY AND LAND

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

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

- Pond: Doug Massey noted that work on thinning the vegetation was continuing and he had received confirmation that Downlands would be happy with creating a planting and maintenance schedule. A possibility of harvesting water from the Club was being examined.
- Royal Oak fencing: Doug Massey needed to co-ordinate with Jon Allbutt and Desmond Bishop to install this.
- Benches: a survey had been completed by the Clerk with Bob David of all benches, bins, planters and mangers around the village. This would be added to Parish Online and assessments for replacements versus continued repairs made. Liaison with Tandridge (Steve Hyder) also to take place, specifically for benches as these were listed as Tandridge assets.
- The Chairman proposed and it was agreed that the decision on 22 July 2013 re cutting the grass on Tatsfield Green for fire hazard fears should be approved.
- Update on Federicci Ltd – change of location to back of Village Hall.

(b) Parish Council Car Park and retained facilities

The Chairman noted that Federicci Ltd had changed their location to the rear of the village hall to comply with street license vending laws from Tandridge District Council.

(c) Tatsfield Community Games Area

- The Clerk noted assistance would be required to lock up from 20th – 29th September.

(d) Aileen McHugo Building: update

The Clerk noted that Bigg-In Words had agreed to renew and she was awaiting signed documentation.

(e) Village Hall:

- Request for changes from Little Acorns re door in wall and outside play area

The Chairman proposed and it was agreed that further information was required on the location of the proposed door, the surface location, access to the area, and responsibility for the surface before any discussion could take place. The Clerk to proceed.

(f) Tatsfield Allotments and Community Gardens: update.

It was reported that seating for the community area had been installed as had the water storage tank. The composting group had applied for a grant for a new shredder. The Clerk should contact Mike Sarll for regular updates.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- Thursday 26 September 2013 at The Douglas Brunton Centre Park Road, Caterham, CR3 5TA commencing at 12.00 noon - none

2- Friday 20th September - 10.00 am until 12 noon in aid of St. Catherine's Hospice, East Surrey Museum and The Soper Hall Community Centre at Council Offices in Oxted.

3- SURREY ALC AGM & Conference Tuesday, 15th October 2013 0930 registration 1330 close at East Horsley Village Hall, Kingston Avenue, East Horsley, Surrey, KT24 6QT. Clerk to attend.

(b) to discuss Correspondence received by the Clerk

- Complaint regarding paint on bench near pond causing damage to clothing

The Chairman proposed and it was agreed that the Clerk should write to the gentleman who had made the complaint noting that the Parish Council felt all reasonable endeavours had been made to ensure the bench was safe to use (painted 4 days before the event, notices put up until the 15th July and then deemed to be safe following testing), but that as a gesture of good will the parish council would offer to pay for the dry cleaning of the garments that had been damaged, once the Clerk had received receipts pertaining to this.

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 IN FUTURE AGENDA

None

The meeting concluded at 10.38pm

Matters raised under Public adjournment:

- 1- Roseheath Foundation – a new charity to focus on young, elderly and disabled to benefit mainly Westerham and Tatsfield re considered for grants of £200 - £2000.
- 2- Christmas sing-along – request for parish council assistance.
- 3- Crown Road – access problem
- 4- has the review of village signs taken place YET?
- 5- Maesmaur Road to Ship Hill – hedge blocking vision
- 6- War MEMORIAL: location needs to be landscaped and large enough to accommodate gatherings. pathways and access shown

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (22 July 2013)	Action	Who	Date by	Result
4a, b 56	Respond to Tandridge planning	P Kerry	31/7/2013	COMPLETE
4c, 56	Respond re planning policy – final comments	I Mitchell	9/8/2013	COMPLETE
7, 56	Investigate lay-bys in Approach Road	D Massey	9/9/2013	In progress
8, 56	Respond to Tatsfield School re Governor Invitation	Chair	31/7/2013	COMPLETE
Item & page (12 Aug 2013)	Action	Who	Date by	Result
4, 58	Respond to Tandridge planning	Clerk	15/8/2013	COMPLETE
Item & page (9 Sept 2013)	Action	Who	Date by	Result
5a, 59	Respond to Tandridge planning	Clerk	13/9/2013	COMPLETE
6b, 59	Confirm final amount for St Mary tree survey and agree with members	Clerk	23/9/2013	COMPLETE
6b, 59	Arrange tree survey of parish council land with ACS Consulting	Clerk	17/9/2013	In progress
7a, 60	Freight review response / salt location	All	23/9/2013	
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	
8f, 60	Investigate and propose next steps	M Westerman	14/10/2013	
10e, 61	Request further information from Little Acorns	Clerk	23/9/2013	
11b, 62	Respond to complaint	Clerk	17/9/2013	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 3rd October 2013 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 Mr Doug Massey Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies: None

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 9th May 2013

The minutes of the meeting held on the 13th March 2013 were approved as a correct record and signed by the Chairman.

4. Budget 2014-15: first thoughts on main headings

The draft budget was considered by the meeting and changes were made to various headings: namely the agreement to remove the Appraisal item, and add War Memorial and Neighbourhood Plan as possible item headings.

Some changes to the amounts were made but it was agreed that the Clerk should include the proposed changes and that the budget would then be further considered at the next meeting in early November.

The Chairman asked the Clerk to enquire about the payment of lost earnings to members for training course attendance.

5. Grant Requests for 2013/14:

- **Resident's request for support : S137 possibility**

The Clerk informed the meeting that it was not possible under Section 137 or other powers to benefit an individual with a grant, The Clerk noted that the resident had been advised of a possible source of funding from the Roseheath Foundation.

- **Crimestoppers - open request**

The Chairman proposed and it was agreed that a grant of £100 be awarded on the condition that the Chief Executive of the Charity's remuneration was less than £100,000 per annum.

The Clerk was instructed to proceed on the above items as required.

6. Investments:

- **Cambridge Building Society : change of account**

The Chairman proposed and it was agreed that the Fixed Bond account funds should be transferred to the Early Access account temporarily. The Clerk was instructed to

- **Decision on where to re-invest NatWest amount**

The Chairman proposed and it was agreed that the changing nature of the current financial markets required caution and that this matter should be revisited in a couple of months when more favourable investment options might be available.

7. Items for Discussion or Referral to Future Agendas.

None.

The Meeting closed at 9.37 p.m.

Item & page (3rd Oct 2013)	Action	Who	Date by	Result
4, 7	Make required changes and re-circulate budget	Clerk	25/10/2013	
5, 7	Research and take action as directed	Clerk	11/10/2103	
6, 7	Continue to research investment opportunities and present options where possible	Clerk	30/11/2013	

MINUTES of the Meeting of Tatsfield Parish Council held on the 28th October 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: None

1. APOLOGIES: Mrs Nichola Stokoe, Ms Helena Garcia, Mr Ian Mitchell, Mrs Ana Hughes

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

Peter Kerry declared that he is a neighbour of the applicant for planning in 4a below.

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 14th October 2013

This action was deferred until the next meeting.

4. PLANNING

a) TA/2013/1447: Rashida, Greenway, Tatsfield, TN16 2BS Erection of detached garage following demolition of existing (response due by 8/11/2013).

1. It was agreed the response that we had no objections to the proposal.

b) Sustainable Communities Act 2007 – discuss possible impact of new power.

i. It was decided to defer this until the next meeting when it was hoped that more members would be available to contribute to the discussion. **ACTION** - Chair to email members for comments/proposals in advance of meeting.

1. Car Park: Federicci Ltd: signature of License agreement.

This was agreed and the document signed.

2. Village Hall: discussion on costs re signs in car park.

This had been agreed in principle, and we would await further update.

3. PPL/PRS Music License – update

Martin Westerman presented documents from the PPL and PRS organisations for discussion. It was agreed that under section 2 we were exempt. No further action required.

8. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency. None

9. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA. None

The meeting concluded at 9.00pm

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 18th November 2013 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 Mr Doug Massey

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies: Mrs Nichola Stokoe

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 3rd October 2013

The minutes of the meeting held on the 3rd October 2013 were approved as a correct record and signed by the Chairman.

4. Budget 2014-15:

• **Final thoughts / decisions**

The Clerk confirmed all changes had been made and the budget was considered.

The Chairman proposed and it was agreed the following changes should be made:

- The item relating to car park income should be set to 0
- An additional War Memorial heading should be included with a budget of £2,000
- An additional Neighbourhood Plan heading should be included with a budget of 5,000
- The Section 137 should be set at the maximum with a view to using it to assist with any possible funding for a War Memorial

• **Final budget for approval to Parish Council meeting in December**

The Chairman proposed and it was agreed that this budget be presented for approval to the Parish Council meeting on 9th December 2013. The precept would be set at £42,000 which was a 5% increase on the previous year, with the remaining shortfall to be taken from Parish Council reserves. This would involve a Band D increase from £44.14 per annum (£3.68 per month) to ££46.35 per annum (£3.86 per month). The expectations arising from the village appraisal for 2 major projects next year required budgeting.

5. Grant Requests for 2013/14:

• **Crimestoppers: The Clerk noted that the condition determined at the previous meeting could not be fulfilled as it was highly likely according to research, that the CEO of the charity earned more than £100,000. The Chairman proposed and it was agreed that the grant provided be set at £50 for this financial year.**

6. Investments:

• **Cambridge Building Society: account**

Further to the previous meeting and advice received from the Clerk the Chairman proposed and it was agreed that the matured Fixed Rate Bond currently in an easy access account should be transferred to a 90 day notice saver which would provide a higher rate of interest but still remain fairly accessible. The Clerk to proceed.

• **Further thoughts on short term investments.**

It was agreed this would be reviewed in the Spring.

7. Items for Discussion or Referral to Future Agendas.

The Clerk noted she had received an official request for funding from Tatsfield Fair-trade Group for the coming financial year of £750.

The Meeting closed at 9.35 p.m.

Item & page (3rd Oct 2013)	Action	Who	Date by	Result
6, 7	Continue to research investment opportunities and present options where possible	Clerk	30/11/2013	In progress
Item & page (18th Nov 2013)	Action	Who	Date by	Result
4, 8	Update and circulate final budget for approval in December	Clerk	01/12/2013	COMPLETE
5,8	Inform recipient of Parish Council grant decision	Clerk	22/11/2013	COMPLETE
6,8	Arrange for transfer of funds	Clerk	1/12/2013	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 25th November 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Sue Smale (in the chair)
Mr Martin Westerman, Mr Peter Kerry, Mrs Nichola Stokoe,
Ms Helena Garcia, Mr Ian Mitchell

In Attendance: None

1. APOLOGIES: Mr Doug Massey

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

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 11th November 2013

The minutes and associated appendices were agreed and signed by the chairman.

4. PLANNING

(a) TA2013/931/Cond1 Former Tatsfield Primary School, Church Hill, Tatsfield, TN16 2JX Details pursuant to conditions 3, 6, & 7

No comment – the clerk confirmed she would check the particulars of this application.

(b) TA/2013/1550: Motorway Services Area, M25 Eastbound, Clacket Lane, Tatsfield, TN16 2ER Installation of new fuel tanks with associated replacement fuel pumps and forecourt alterations.

No Comment

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

Ian Mitchell noted that TA/2013/1634 – Pipersdene had not been discussed by the parish council and no decision made despite a deadline of 2nd December 2013. The Clerk was instructed to confirm whether the new planning laws applied in this case.

c) Sustainable Communities Act 2007 – discuss possible impact of new power.

The chairman proposed and it was agreed that the parish council accepted and acknowledged this new power and that further thoughts would be considered at the main meeting in January 2014.

5. Surrey County Council Consultation: Home to School policy 2015 – initial discussion

The Chairman proposed and it was agreed that the concerns expressed by members be collated to be agreed in a final response document on 9th December 2013. The clerk was instructed to invite individuals' comments and awareness through Facebook and website placements.

6. Highways Localism Approaches: meeting with Surrey and other local parish councils

The chairman noted that Ian Mitchell and she would be attending the meeting to discuss this on 29th November 2013 and further information on this matter would then be available.

7. Advertising requests:

- Christmas Carol Sing-along – on Village Centre green

The chairman proposed and it was agreed this item and subsequent Christmas Carol events could be advertised under the Parish council advertising conditions without prior request from 2013, on the condition that the parish council was kept updated on dates and arrangements. The Clerk to address.

- Little Acorns – banner on gate beside Village Hall
The chairman proposed and it was agreed that the parish council advertising policy on this type of banner would apply and approval given. The Clerk to address.
- Possible extension required for The End License of Works

8. Westmore Green

The Chairman proposed and it was agreed that an additional letter to the original license of works be issued extending the deadline from 6 to 8 months from the date signed (24th June 2013) and the clerk should ascertain whether this would be sufficient and re-iterate the need for making good on the Green and the access pathway.

- Update re complaint.

The Chairman proposed and it was agreed that the parish council should defend the claim by Mr Pike against the parish council under current known circumstances. The Clerk and Nichola Stokoe to complete Acknowledgement process and the defence statement by the 1st December and 15th December respectively.

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

None

1. **MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.**

The Chairman noted that members needed to upload their photos on to the website.
 Grants and the result of the tree survey would be addressed at the main meeting.
 The assets of community value request needed completion as soon as possible.

The meeting concluded at 9.35pm

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (9 Sept 2013)	Action	Who	Date by	Result
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	In progress
Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (25 Nov 2013)	Action	Who	Date by	Result
4a, 81	Inform Tandridge planning of decisions	Clerk	28/11/2013	COMPLETE
4b, 81	Investigate items for planning	Clerk	28/11/2013	COMPLETE
5, 81	Place Surrey County Council transport policy consultation on Facebook and website	Clerk	29/11/2013	COMPLETE
7, 81	Provide approval for advertising	Clerk	29/11/2013	COMPLETE
8, 81	Complete acknowledgement and defence statements	Clerk and Nichola Stokoe	1/12/2013 15/12/2013	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 14th October 2013 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Douglas Massey (in the chair)
Mrs Nichola Stokoe, Ms Helena Garcia, Mr Ian Mitchell

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

And 4 parishioners.

1. APOLOGIES: Mrs Susan Smale, Mr Martin Westerman, Mr Peter Kerry

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

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 23rd September 2013

The minutes of the supplementary meeting held on 23rd September 2013 were approved and signed by the Chairman as a correct record.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)**

- **TA/2013/1041: Shellys, 10 Westmore Road, Tatsfield, Surrey, TN16 2AX** Erection of raised roof with gabled ends, dormer windows to front and rear elevations and conversion of property into 2 dwellings. (ratification)

Decision made on 23rd September 2013 ratified.

- **TA/2013/1253: Pipersdene, Parkwood Road, Tatsfield, TN16 2LT** Erection of rear extension to include installation of 4 x roof lights. (Certificate of Lawfulness for a Proposed Development)

No Comment.

- **TA/2013/1324: My Ladys Cottage, Hillside Road, Tatsfield, Surrey, TN16 2NH** Erection of single storey extension to side elevation. (Certificate of Lawfulness for a Proposed use or development).

No Comment.

- **TA/2013/1395: 2 Rag Hill Close, Tatsfield, TN16 2LR** Erection of first floor extension to front elevation.

No objection.

- **TA/2013/1156: Greenacre, Manor Road, Tatsfield, TN16 2ND** Alterations to roof of existing rear conservatory, replacement of existing rear flat roofed dormer window with two pitched roof dormer windows, and replacement of roof tiles. Erection of detached store building. (Amended description).

No further comments to make on this item.

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

(b) **Planning member for October:**

Susan Smale to take on this role in October assisted by Helena Garcia.

(c) **Neighbourhood Planning / Appraisal Team: update.**

A meeting to discuss the comments on the appraisals was to take place on 16th October 2013.

6. FINANCE

(a) **Authorize payments (including presentation of cheques) detailed in [Appendix B](#)**

(b) **Discuss and agree items requiring expenditure:**

- Grant for Christmas Carol Sing-along : around £300.

The Chairman proposed and it was agreed that the requested grant amount of £350 be offered to Dave Bishop for the organisation and setup of the Christmas Carol Sing-along on 13th December 2013. The Clerk noted that most of the preparations for road closure and notification of police and responders were in hand.

7. HIGHWAYS & RIGHTS OF WAY

(a) **[Highways: update](#)**

Information had been provided to David Hodge as per actions from the last main meeting. Preparations for winter are underway.

(b) **Rights of Way: Nothing to report.**

8. NOTIFIED MATTERS

(a) **Affordable Housing: update**

The Chairman reported that Mona Johanssen from Surrey Community Action had left and any discussions on Affordable Housing would currently be through her immediate manager until a replacement was found.

(b) **Tatsfield Communications Advisory Committee:**

- Report on proposals for engagement – the Chairman proposed and it was agreed that this should wait until Peter Kerry was present for discussion.
- [Village Map proposals](#) : discuss and agree next steps. The proposals presented by Susan Smale were accepted together with the quoted figure up to £100 for making these changes which would provide greater flexibility for future changes to the map.

(c) **World War 1 100th Anniversary / War memorial : update.**

The chairman proposed and it was agreed that any further action on this matter needed to await final results and analysis of comments from the appraisal, but that village consultation would be essential in finding out a location and design for a possible war memorial.

(d) **PPL/PRS Music License – update.**

The Chairman proposed and it was agreed that this item be referred to the supplementary meeting as Martin Westerman was unable to attend the main meeting.

(e) **Village Signs: update**

The Chairman proposed and it was agreed that Tatsfield in Bloom group should provide ideas of the location and type of sign for recording of their achievements in the village centre.

(f) **Old Lane : Agree proposal to arrange meeting between key parties to discuss the immediate and longer term maintenance and management issues associated with the surface water drainage associated with the Old Lane grid, ditch and associated measures that are necessary to minimise the risk of surface water flooding to Old Lane and the adjoining areas**

The Chairman's proposal was unanimously agreed and he would undertake to arrange this meeting.

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

(a) **County Councillor:**

No report available.

(b) **District Councillor:**

1- Tandridge have agreed to let the recycling bins remain in the Old Ship car park given the recent turn around in their use and surrounding area, until such time as this changes back to littering and fly tipping.

2- Tandridge housing committee have decided to start building more council houses now that the laws on Right to Buy have been changed. This is a big departure from past situations.

(c) **Tatsfield Community Responders**

The Clerk reported that the responders still did not have a definitive training plan from the ambulance service and that therefore Phil Clark was likely to request some additional kit bags which he knew the existing responders could utilise.

(d) **Village Hall Management Committee: update**

- Village Hall signs – cost discussion – Helena Garcia requested that this be delayed until the supplementary meeting as she did not have the required information for discussion yet. This was agreed.

(e) **Tatsfield in Bloom: update**

Bob David reported that the group was short of volunteers for day to day maintenance matters and that an appeal would be made in the parish magazine to this effect. He warned should volunteers not come forward that this might mean the village could no longer enter into In Bloom competitions.

(f) **Biggin Hill Airport:**

Ian Mitchell noted a meeting with the new managing director would take place later this week.

(g) **Speedwatch**

Ian Mitchell reported that the group was progressing but more volunteers were needed.

(h) **Tatsfield Fairtrade Steering Group**

The Chairman noted that there had been 2 successful events and sales of Fair-trade goods had amounted to £154.

10. PARISH COUNCIL PROPERTY AND LAND

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

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

The Chairman noted that the fence was now up around the Royal Oak and that a further meeting of this committee needed to be organised to progress outstanding items.

Nichola Stokoe proposed and it was agreed that the Clerk should write to the Tatsfield Primary school PTA and thank them for their swift and effective clear up following the Beer Festival on Westmore Green.

(b) Parish Council Car Park and retained facilities

- Update on License agreement : the Clerk noted that she was awaiting feedback from Federicci Ltd on the License to Occupy sent recently.

(c) Tatsfield Community Games Area

Nothing to report.

(d) Aileen McHugo Building:

- **Heir Hunters license agreement signing** : following Nichola Stokoe's approval of the agreement this was signed and the Clerk would return to Flame TV and await payment of the £50 donation offered.

(e) Village Hall : covered under item 9d.

(f) Tatsfield Allotments and Community Gardens: update

Nothing to report.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- 10th December 2013 – TDC Parish Councillor seminar with Louise Round – 6pm

2- SALC AGM : Tuesday 15th October 2013, at East Horsley Village Hall, Kingston Avenue, East Horsley, Surrey, KT24 6QT.Clerk to attend.

(b) to discuss Correspondence received by the Clerk

The Chairman proposed and it was agreed that following legal advice from the parish council's appointed representative, Roger Taylor, that a response to the complaint re-offering what has already been agreed would be made. The Clerk to draft.

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 IN FUTURE AGENDA

None

The meeting concluded at 9.45pm

Matters raised under Public adjournment:

1- Could Dave Bishop display a sign on the green to advertise the Carol Sing-along for 2 weeks before the event.

2- 2 potholes near the Allotments are extremely large and dangerous.

3- when will paynesfield Road be repaired ?

4- the parish council is advised to purchase a portable generator (Honda) of around 3kw for provision of power to the Christmas carol sing-along and other village events

5- A Christmas tree has been offered to Jon Allbutt for the village centre.

and access should be considered too.

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (22 July 2013)	Action	Who	Date by	Result
7, 56	Investigate lay-bys in Approach Road	D Massey	9/9/2013	COMPLETE
Item & page (9 Sept 2013)	Action	Who	Date by	Result
6b, 59	Arrange tree survey of parish council land with ACS Consulting	Clerk	17/9/2013	COMPLETE
7a, 60	Freight review response / salt location	All	23/9/2013	COMPLETE
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	In progress
8f, 60	Investigate and propose next steps	M Westerman	28/10/2013	In progress
Item & page (14 Oct 2013)	Action	Who	Date by	Result
5a, 69	Inform Tandridge planning of decisions by Parish council	Clerk	15/10/2013	COMPLETE
8b, 70	Feedback re village map changes approval	Clerk	18/10/2013	COMPLETE
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	in progress
10a, 71	Write to thank PTA	Clerk	22/10/2013	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 11th November 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 Peter Kerry

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

And 7 parishioners.

1. APOLOGIES: Ms Helena Garcia, Mr Ian Mitchell

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

None

3. To agree and sign the MINUTES OF PREVIOUS MEETINGS held on 14th October and 28th October 2013

The minutes of the main meeting held on 14th October 2013 and the supplementary meeting held on 28th October 2013 were approved and signed by the Chairman as a correct record together with 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 determine the Parish Councils position on [Appendix A](#) (if relevant)**

- [TA/2013/1480: Grasshopper Inn, Westerham Road, Moorhouse, TN196 2EU](#)

Demolition of manager's office and single storey rear extensions. Erection of single storey extension to north and west elevations, extension to existing roof, erection of dormer windows in south facing roof slope providing enlarged restaurant and guest bedrooms within roof slope. Erection of 3-storey extension to western elevation providing guest bedrooms and first floor extension providing link.

Objection on the following grounds –

- Presumption against building on the Green Belt (policy RE2) - the parish council does not feel that the 'special circumstances' as detailed in the design statement should outweigh the strict application of Greenbelt policies
- Concern that the proposals represent a substantial increase to the overall footprint of the original building.
- Concern about the bulk and overall size of the proposed plans
- Concern about the proximity and loss of privacy to immediate neighbouring properties, especially given the commercial nature of the Grasshopper Inn

The Clerk was instructed to inform Tandridge Planning of the Parish Council's decision.

(b) **Planning member for November:**

Peter Kerry to take on this role in November assisted by Helena Garcia.

(c) **Neighbourhood Planning / Appraisal Team: update.**

Final version of the report in process of construction and this should be completed in January 2014.

6. FINANCE

(a) **Authorize payments (including presentation of cheques) detailed in [Appendix B](#)**

Appendix B payments were authorised and cheques duly signed.

(b) **Discuss and agree items requiring expenditure:**

None.

7. HIGHWAYS & RIGHTS OF WAY

(a) **[Highways : update](#)**

Winter preparations underway in readiness for upcoming cold weather.

The Chairman proposed and it was agreed that the Clerk should write to Park Wood Golf Club and request an update on residents' concerns re the footpath running alongside the golf club.

- B2024 closure : the Chairman noted that closure of B roads was the responsibility of county councils, not the M25 contractor. In this case the Clerk had liaised with Kent County Council on this matter and the community had been updated through facebook. This road was now open.

(b) Rights of Way: Nothing to report.

8. NOTIFIED MATTERS

(a) Affordable Housing: update

The Chairman noted that this item remained on the agenda awaiting the outcome of the Village Appraisal.

(b) Tatsfield Communications Advisory Committee: update

The Clerk noted that a request for feedback on Streetlife.com had been passed to the TACG.

(c) World War 1 100th Anniversary / War memorial : update

The Chairman noted that significant costs for this item would be discussed at the next Finance Committee on 18th November 2013.

(d) Village Signs: update and next steps

The Chairman proposed and it was agreed that the clerk should obtain costs for a Fair-trade sign and the parish council would await proposals from Tatsfield in Bloom for their proposed sign.

(e) Old Lane : update

Doug Massey proposed and it was agreed that this matter should await Ian Mitchell's presence with his considerable knowledge of the history of this matter so that the parish council could decide on its position going forward.

(f) Dogs Trust: free micro chipping offer – next steps

The Chairman noted that progress was being made on this item with a possible event to be organised for the spring. Dog training club and the pet register would be involved.

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

(a) County Councillor : the following points were raised by David Hodge

- Requested his involvement in upcoming survey of Ricketts Hill Road and Church Road as it connects to Old Lane by Surrey Highways
- Requested a contact from the parish council for Winter updates – Doug Massey accepted.
- Money is available in the Member Allocation fund for local organisations - the parish council was encouraged to inform local organisations. The Clerk was tasked with sending a list of all 2013-14 grants awarded by the parish council to date.
- Tandridge District Council will continue to be able to consider large planning applications following the success of its appeal against Government figures
- Tandridge planning is pleased with the appeal ratio which falls in its favour with most upholding its decisions
- He observed a surprisingly low level of conflict between members at the last full meeting of the District Council which is worth noting.

(b) District Councillor : the following points were raised by Bob David

(c) Tatsfield Community Responders : none received

(d) Village Hall Management Committee: update

The Clerk noted that Clive Moore and Vince Sharp from Tandridge District Council had visited the Parish Rooms with a view to using it as a possible polling station. Conclusions reached on site were that it was not ideal and they would much prefer the village hall. This had now been referred back to the village hall management committee.

(e) Tatsfield in Bloom: update

It was reported that an appeal for volunteers and committee members was made in the Village magazine. The 2 themes for the coming year would be World War I anniversary and pollinating plants.

(f) Police : update and report

The Chairman read a report from the PCSO Terry Pearson who stated crime continued to be low. A few points for residents in assisting further crime prevention as follows :

- Residents should never give credit/debit details on the phone and if advised by a caller to ring their bank should use a different phone to do so following recent scams.
- Do not leave any items in cars and remember to lock the vehicles.
- Take care when returning with large goods from Christmas shopping and loading them into the house.
- Timers for lights can assist in giving an impression of people at home.

(g) Biggin Hill Airport:

No report available.

(h) Speedwatch

No update.

(i) Tatsfield Fairtrade Steering Group.

Doug Massey noted that Fair-trade Fortnight would take place in February 2014 and that a request for support for this had been made to the Parish Council. The Clerk invited requests for grants for the upcoming financial year.

10. PARISH COUNCIL PROPERTY AND LAND

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

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

Doug Massey reported that the meeting on 29th October had brought up the following items for consideration :

- The hedge at Ship Hill – D Massey needed to address this with Surrey Highways
- Planting in the Pond Maintenance plan
- The feasibility study for collecting water from the roof of the Village Club to fill the pond needed assistance
- Knotweed in Millennium Wood

When the committee had a request for the parish council this would be submitted in due course.

(b) Parish Council Car Park and retained facilities

The Chairman noted that the agreement with Federicci Ltd had been signed and the Clerk had invoiced for the first 3 months.

(c) Tatsfield Community Games Area

The Clerk reported that Winter timings were now in place and the community games area was opened on Saturday morning and locked Sunday evening.

(d) Aileen McHugo Building:

The Chairman noted that users and village organisations should be checking the bookings for the Parish Room online at the parish council website before organising meetings and trying to book the room as there had been clashes.

(e) Village Hall :

Nothing to report.

(f) Tatsfield Allotments and Community Gardens: update.

The Chairman noted that the Composting Group had made an application for Community Improvements Fund assistance in purchasing a new shredder and a copy had been passed to the parish council.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- Surrey Community Action AGM 19th November 2013 at The Parrot Inn, Forrest Green 10am-12.30- no one able to attend

2- TVSC: networking lunch Thursday 21 November at The York Rooms, St John's Church, Hurst Green. 12noon with lunch and networking. The speakers usually start at about 1pm. (education speakers) – the Chairman would try to attend

3- Surrey Local Councils Update - Tuesday 3rd December at The Centenary Hall, Smallfield 0930-1330.- no one able to attend

4- 10th December 2013 – TDC Parish Councillor seminar with Louise Round – 6pm- 2 councillors would be confirmed closer to the date.

(g) to discuss Correspondence received by the Clerk

The Clerk noted she had received a letter of thanks from Revd Louise Ellis for the grant provided to St Marys Church.

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 IN FUTURE AGENDA

Peter Kerry suggested requesting input from the Tatsfield School Parents Association before discussing the Surrey Transport policy consultation. The Chair suggested this should be addressed at the next meeting on 25th November 2013.

The meeting concluded at 9.55pm

	Matters raised under Public adjournment:
	1- Bridleway blocked by fallen tree in Millennium Wood. 2- request to put up the Christmas Carols sign on Village Green 2 weeks before event 3- objection by neighbour to TA/2013/1480 – the size of the proposed 3 storey extension is an invasion of privacy and they request a covenant to angle windows away from their property

Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress
Item & page (9 Sept 2013)	Action	Who	Date by	Result
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	In progress
Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (11 Nov 2013)	Action	Who	Date by	Result
5a, 75	Inform Tandridge planning of decisions	Clerk	13/11/2013	COMPLETE
7a, 75	Write to Park Wood Gold club re footpath update	Clerk	25/11/2013	Not applicable
9a, 76	Provide a list of all Parish council grants for D Hodge	Clerk	12/11/2013	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 9th December 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 Peter Kerry
Ms Helena Garcia, Mr Ian Mitchell

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

And 6 parishioners.

1. APOLOGIES: Mr David Hodge (Surrey County Councillor)
2. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 25th November 2013

The minutes of the supplementary meeting held on 25th November 2013 were approved and signed by the Chairman as a correct record.

4. To receive and accept the Finance Committee Minutes from 18th November 2013

The Chairman proposed and it was agreed that the minutes and recommendations were received and accepted.

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 Councils position on [Appendix A](#) (if relevant)

- **TA/2013/1725/NH – Smokey Mountain, Approach Road, Tatsfield, TN16 2JT**

Erection of a single storey rear extension with pitched roof, measuring 6 metres deep with a maximum height of 3.9 metres and an eaves height of 2.25 metres. (Notification of a Proposed Larger Home Extension)
– INFORMATION ONLY

Noted.

The chairman noted that a further 3 planning applications would require response before the next main meeting in January and decided to address these under item 13 agreeing ratification would take place at the next meeting.

(b) Planning member for December:

Martin Westerman to take on this role in December assisted by Helena Garcia.

(c) Neighbourhood Planning / Appraisal Team: update.

A meeting was scheduled for 10th December 2013.

(d) Tandridge District Council Local Plan - ratify response from 5th December 2013.

The chairman proposed and it was agreed that the parish council response agreed at the meeting under emergency item be ratified.

7. FINANCE

(a) Authorize payments (including presentation of cheques) detailed in [Appendix B](#)

Appendix B payments were authorised and cheques duly signed.

(b) Discuss and agree items requiring expenditure:

- Grant request 2013-14 from Tatsfield Village Cricket Club for £450 - approved
- Grant request 2013-14 from Tatsfield Art Group for £75 - approved
- Grant request 2013-14 from Tatsfield Parish Magazine - £250 approved
- Grant request 2013-14 from Tatsfield Composting Group for £150 – approved.
- Approval to purchase 4 benches subject to confirmation of costs (in budget)

The chairman proposed and it was agreed that a total of 5 benches not costing more than £3,000 in total including fixing would be approved, subject to the clerk obtaining quotes and agreeing figures with members.

(c) Budget 2014-15 : Approve and agree precept amount for coming financial year.

The chairman proposed and it was agreed that the [draft budget](#) presented for approval and recommended by the Finance Committee be approved. This was agreed unanimously. A precept total of £42,000 was approved which represented a 5% increase over the previous year and any shortfall (predicted to be £2,146) would be taken from reserves.

8. HIGHWAYS & RIGHTS OF WAY

(a) Highways : update

- Winter maintenance

The chairman noted that a recent meeting with local parishes organised and chaired by David Hodge had produced a positive indication that some money may be devolved to parish council to assist with local highways matters such as additional verge management, hedge cutting and others. The chairman was awaiting further information.

(b) Rights of Way: Nothing to report.

9. NOTIFIED MATTERS

(a) Affordable Housing: update

The Chairman noted that this item remained on the agenda awaiting the outcome of the Village Appraisal.

(b) Tatsfield Communications Advisory Committee: update

Peter Kerry noted no update was available as yet.

(c) World War 1 100th Anniversary / War memorial : update

The Chairman noted that this item remained on the agenda awaiting the outcome of the Village Appraisal.

(d) Village Signs: update and next steps

The chairman proposed and it was agreed that costs and options be investigated by the clerk.

(e) Old Lane : update

No update yet available.

(f) [Surrey County Council – School Transport policy consultation](#)– final response (due 20/12/13)

The chairman noted that the Clerk was awaiting members' comments so that a final parish council response could be submitted by the deadline. Individuals could also submit personal comments.

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

(a) County Councillor : none available.

(b) District Councillor : the following points were raised by Bob David

- The most recent bulky rubbish collection was situated in the school car park, not the village hall car park as agreed. This has been brought to the attention of Tandridge so it is not repeated in the future.
- A number of youths in vehicles have been seen congregating at night in the village car park – the PCSO should be informed.
- The Grasshopper Inn planning application discussed in November was being referred to a special committee which Bob David intends to attend and restate the parish council's objections.
- Tandridge proposed planning policies will be inspected by Government inspectors in January 2014.

(c) Tatsfield Community Responders : the clerk is awaiting invoices for previously approved items.

(d) Village Hall Management Committee: update

The chairman proposed and it was agreed that a recent request to lower the bollards at the front of the village hall for an event be rejected.

Helena Garcia noted the trolley had been broken – the chairman proposed and it was agreed that a new trolley should be purchased for the village hall so that one would always be available. It was further agreed that a maintenance schedule should be implemented to ensure breakdowns were minimised. Helena Garcia and the Clerk to liaise re the new trolley.

(e) Tatsfield in Bloom: update

The next meeting would be held on 12th December 2013.

(f) Police : update and report

The Chairman agreed to contact the police to request PCSO coverage for the village car park and the play area.

(g) Biggin Hill Airport:

Ian Mitchell noted that the executive jet programme doing well. Next meeting is end January 2014. Peter Kerry added a small event was being planned for the end of 2014.

(h) Speedwatch

No update.

(i) Tatsfield Fairtrade Steering Group.

Bob David noted that Fair trade Fortnight would be held at the end of February.

11. PARISH COUNCIL PROPERTY AND LAND

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

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

The parish council have contacted Surrey Highways re the tree highlighted as requiring immediate removal in the Tree Survey commissioned through ACS Consulting. A hard copy of the survey was awaited and Whelan also needed to be informed. The chairman proposed and it was agreed that Acacia should be asked for a quote to remove the tree should the other parties not address the issue and that she would undertake to request this.

(b) Westmore Green :

- Update on The End – the clerk noted that Mr Iredale had not yet returned the signed extension and she would remind him as the due date was fast approaching (24th December 2013).
- Damage to far side – the chairman noted 2 main areas of damage, the verge and the corner of Lusted Hall Lane which had taken out the posts and a third of the Tatol bed. Doug Massey noted this was being addressed by Jon Allbutt and the Horticultural Society and David Hodge in Surrey County Council had been approached with possible options.

(c) Parish Council Car Park and retained facilities

Covered under Item 10f.

(d) Tatsfield Community Games Area

Nothing to report.

(e) Aileen McHugo Building:

Martin Westerman noted that there appeared to be some damp in the kitchen/bathroom wall and he would investigate.

(f) Village Hall :

Helena Garcia would be checking on whether repairs to the floor were still holding.

(g) Tatsfield Allotments and Community Gardens: update.

The chairman noted that renewals for plots were in progress and the drainage issues were still outstanding.

12. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- 1- 10th December 2013 – TDC Parish Councillor seminar with Louise Round – 6pm – Sue Smale and Martin Westerman to attend. Peter Kerry was no longer available.
- 2- Crime Summit – 17th December 2013 7.00 for 7.30pm at the Council Offices, Oxted – no one available

(h) to discuss Correspondence received by the Clerk

none

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

- **TA/2013/1041 - Shellys, 10 Westmore Road, Tatsfield, Surrey, TN16 2AX**
Erection of raised roof with gabled ends, dormer windows to front and rear elevations and conversion of property into 2 dwellings. (AMENDED SCHEME)

No further comments.

- **TA/2013/1757 - The Bounds, Westerham Road, Moorhouse, Surrey, TN16 2EU**

Erection of detached double garage.

The Parish Council welcomes the reduction in size and bulk represented by this new planning application.

It nevertheless still has concerns, as with the previous application (TA/2012/803), about the size of the proposed garage in relation to the building it will serve. However, if the garage complies with planning policy size requirements, it has no objection.

- **TA/2013/1751 - Willow Tree House, Ricketts Hill Road, Tatsfield, TN16 2NG**

Erection of dormer window to rear elevation incorporating raised ridge height of part of main roof by 600mm (amended description).

No particular issues with this planning application as long as the cumulative increase of the proposed alterations do not exceed the total allowed in planning policy.

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

14. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

The meeting concluded at 10.05pm

	Matters raised under Public adjournment:			
	1- Invitation to Parish council from Sevenoaks and District flying club for 75 th anniversary celebrations 2- grit bin in ship hill on corner is empty – needs filling 3- 2 salt/grit bins have disappeared – Surrey County council needs to replace.			
Item & page (25 Feb 2013)	Action	Who	Date by	Result
7, 16	Contact Age UK	Peter Kerry	11/3/2013	IN progress

Item & page (9 Sept 2013)	Action	Who	Date by	Result
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	In progress
Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (9 Dec 2013)	Action	Who	Date by	Result
6a, 83	Inform Tandridge planning of PC decisions	Clerk	13/12/2013	COMPLETE
7b, 83	Inform grant recipients of approvals	Clerk	20/12/2013	COMPLETE
9f, 84	Submit comments for Surrey transport policy response	Clerk	18/12/2013	
10d, 84	Trolley for village hall	Clerk / Helena Garcia	16/12/2013	Agreed to leave until New Year
10f, 84	Contact polica to request cover for car park and play area	Chairman	16/12/2013	
11a, 85	Action tree quote and removal	Sue Smale	ASAP	

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 27th January 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Sue Smale (in the chair)
Mr Martin Westerman, Mr Peter Kerry, Mr Doug Massey
Ms Helena Garcia, Mr Ian Mitchell

In Attendance: None

1. APOLOGIES: Mrs Nichola Stokoe
2. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 13th January 2014

The minutes and associated appendices were agreed and signed by the chairman.

4. PLANNING

**(a) TA/2014/9: 1 Whitewood Cottages, Crossways, Tatsfield, TN16 2BP
Erection of outbuilding. (Certificate of lawfulness for a proposed development)**

No comment.

**(b) TA/2014/47: Land south of The Red House, Ricketts Hill Road, Tatsfield, TN16 2NB
Formation of vehicular access, turning and gates.**

No comment for proposals in current format.

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

(c) Tandridge detailed planning policies: inspector's preliminary report

The chairman proposed and it was agreed that the parish council should await the final report before further action even though it appeared the inspector would not be commenting on the item relating to Tatsfield (REP 6).

5. Assets of Community Value: acknowledge Old Ship acceptance onto register at Tandridge

The chairman proposed and it was agreed that the parish council's successful registration of the Old Ship as an asset of community value be noted and recorded.

6. Requests for Grants:

(a) North Downs Sinfonia: £500 to replace timpani

The chairman proposed and it was agreed to accept this request.

(b) Tatsfield Vern d'Anjou Association: £500 for Easter visit to France.

The chairman proposed and it was agreed that this new more inclusive approach and attempts to bring the association to many more residents be welcomed and the request was approved.

(c) Victim Support: general request

The chairman proposed and it was agreed that a grant of £100 be awarded this financial year.

7. NHS Surrey and Sussex Trust Consultation on becoming a Foundation Trust - discuss / agree response:

The chairman proposed and it was agreed that Helena Garcia would feedback results following her attendance of the public meeting on 6th February, but that it was unlikely this item would affect many local residents as most attended surgeries either in Westerham or Biggin Hill and therefore did not use the NHS Surrey and Sussex Trust.

8. Old Lane: plan of action initial discussion / agreement

Doug Massey noted this item would be discussed at the Green Spaces and Rights of Way committee on 28th January 2014. The parish council's responsibility and a maintenance plan needed to be agreed with Surrey County Council and Tandridge District Council. This item would remain on the main meeting agenda to be discussed on 10th February.

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

None

1. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.

The parish council agreed a preliminary date of 6th May 2014 for the Annual Parish Meeting at which the Appraisal and report would be discussed with residents.

The meeting concluded at 9.40pm

Item & page (9 Sept 2013)	Action	Who	Date by	Result
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	Appraisal recommendation override
Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (9 Dec 2013)	Action	Who	Date by	Result
10d, 84	Trolley for village hall	Clerk / Helena Garcia	16/12/2013	COMPLETE
10f, 84	Contact police to request cover for car park and play area	Chairman	16/12/2013	In progress
11a, 85	Action tree quote and removal	Sue Smale	ASAP	In progress
Item & page (13 Jan 2014)	Action	Who	Date by	Result
8e, 2	Ascertain whether formal permission for using fair-trade sign is needed	Clerk	27/1/2014	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 2nd February 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

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

1. APOLOGIES: Mrs Nichola Stokoe , Mr Ian Mitchell, Ms Helena Garcia

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

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 10th February 2014

The minutes and associated appendices were agreed and signed by the chairman.

4. PLANNING

(a) TA/2014/163: The Bakery, Westmore Green, Tatsfield, Surrey, TN16 2AG

Variation of condition 2 of permission TA/2011/1136 to allow for additional bedroom and toilet facilities.

No objection – previous concerns were addressed by changes to planning application (TA/2011/1136).

(b) TA/2014/192: Grasshopper Inn, Westerham Road, Moorhouse, TN16 2EU

Demolition of manager's office and single storey rear extensions. Erection of single storey extension to north and west elevations, extension to existing roof, erection of dormer windows in north and south facing roof slopes providing enlarged restaurant and guest bedrooms within roof slope. Erection of 3-storey extension to western elevation providing guest bedrooms and first floor extension providing link.

Parish Council has not changed its concerns and objections voiced in response to TA/2013/1480 as follows:

- *Presumption against building on the Green Belt (policy RE2) - the parish council does not feel that the 'special circumstances' as detailed in the design statement should outweigh the strict application of Greenbelt policies*
- *Concern that the proposals represent a substantial increase to the overall footprint of the original building.*
- *Concern about the bulk and overall size of the proposed plans*
- *Concern about the proximity and loss of privacy to immediate neighbouring properties, especially given the commercial nature of the Grasshopper Inn*

These have not been addressed in the new planning application submitted and therefore the parish council's objections as detailed above remain.

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

(c) Challenge to Tandridge planning Core Strategy: discuss and agree Parish Council support and / or involvement to local initiatives.

The Chairman proposed and it was agreed unanimously that the Chairman should draft a response to be sent by the Clerk to the Inspector in support of the Tandridge District Council Core Strategy.

5. Request for grant

(a) Little Acorns: £500 to replace chairs and tables

The chairman proposed that this be approved conditional to Little Acorns continuing to provide their services to the community from the Village Hall. This was agreed.

The Clerk to proceed.

(b) Clerk attendance of CPD course - Quotes, Contracts and Tendering (£125)

The Clerk noted an additional course that could be more relevant had been discovered and would be addressed at a later meeting.

(c) Village Hall Lighting:

The Chairman proposed and it was agreed to approve Niall Kells' quote of £148.40 plus VAT to replace remaining bulk heads on the pedestrian access side of the Village Hall and repair a damaged fitting.

The Clerk to proceed.

6. Westmore Green:

(a) Tatsfield Primary school PTA - Beer Festival 13/9/2014

The Chairman proposed and it was agreed that this be approved subject to acceptance of the Terms and Conditions of use for Westmore Green. The Clerk was instructed to send these and include a condition requesting appropriate action be taken by the PTA should there be complaints about the volume of the music after 8pm, to include stopping it altogether.

(b) Claim: update and new information

The Clerk noted that the claim had been transferred to a judge in Bromley Court and that no contact had yet been received regarding mediation. The Clerk was asked to keep an eye on the progress and continue to update the parish council and act in their best wishes through delegated powers as per determinations in previous meetings.

7. Village Hall: items for Parish Council consideration re structure and village hall floor

The chairman proposed and it was agreed that the Clerk should contact Ryan Leisure for immediate action on the floor owing to the guarantee nearing its end date.

The Chairman proposed and it was agreed that all other items should be submitted to the Clerk through the parish council representative Helena Garcia and as she was absent from the meeting these should be considered at a later date.

8. Ashen Shaw Woods: update on complaint re trees.

The Vice Chairman noted that a site visit had taken place between Acacia Tree Surgeons and Jon Allbutt as the parish council's consultant and thanked him for his expertise and advice. A revised quote would be considered at the March meeting. The Clerk confirmed the resident had been contacted and updated.

9. WiFi in Aileen McHugo Building: update

The Chairman proposed and it was agreed that the Clerk should contact British Telecomm to arrange for a review of the problems with the wireless in the Aileen McHugo Building and following this to arrange estimates to upgrade the service to unlimited broadband as requested by Peter Kerry.

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

None

1. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.

Place all appraisal recommendations for discussion on the March agenda and create a working group to address third party organisations contained in the appraisal.

The meeting concluded at 9.55pm

Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (9 Dec 2013)	Action	Who	Date by	Result
10f, 84	Contact police to request cover for car park and play area	Chairman	16/12/2013	COMPLETE
11a, 85	Action tree quote and removal	Sue Smale	ASAP	COMPLETE
Item & page (10 Feb 2014)	Action	Who	Date by	Result
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	In progress
8b, 11	Assign recommendations to TCAC for discussion	Chairman	10/3/2014	In progress
8c, 11	Working party and presentation	Chair and members	24/3/2014	In progress
10c, 12	Formulate response to complaint	Chairman	17/2/2014	COMPLETE
10d, 12	Implement summer opening times for TCGA	Clerk	21/2/2014	COMPLETE
Item & page (24 Feb 2014)	Action	Who	Date by	Result
4a + b, 16	Inform Tandridge planning office of parish council decisions	Clerk	28/2/2014	COMPLETE
4c, 16	Letter to Inspector to support TDC core strategy	Chair + Clerk	5/3/2014	COMPLETE
5a, 16	Inform Little Acorns of condition and grant	Clerk	28/2/14	COMPLETE
5c, 17	Inform N Kells of acceptance of quote	Clerk	7/3/14	COMPLETE

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 24th March 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)

1. APOLOGIES: Mrs Nichola Stokoe , Mr Ian Mitchell, Ms Helena Garcia

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

None

3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 10th March 2014

The minutes and associated appendices were agreed and signed by the chairman.

4. PLANNING

(a) Tandridge Local Plan: consultation on Main Modifications proposed – due 25/4/14

The chairman proposed and it was agreed that this needed to be researched further with more members present for a decision and this should be deferred to the April meeting.

5. Finance

(a) Clerk attendance of CPD course – CiLCA final module

This was approved pending confirmation of total price.

(b) Hedge and Lawn Cutting: - £700 for 2014-15 (£20 more than previous year)

This was approved. The Clerk to inform the supplier.

(c) Review Rent for Aileen McHugo Building

The Chairman proposed to approve the Clerk's suggestion of a 2.8% increase in rent for the Aileen McHugo Building to apply to all tenants, in line with the Retail Price Index displayed on 25th March 2014. This was agreed unanimously. The Chairman also proposed an increase of 5% to the service charge element of the ground floor tenancies (and the service charge for the first floor (£690 to £724.5 per annum). This was based on utility bill increases proposed by suppliers.

This was also approved.

The Clerk to confirm as and when tenancies came up for renewal, starting with IQ Financial.

(d) Request for Financial assistance from Tatsfield Allotments and Community Gardens ref drainage project.

The chairman proposed and it was agreed that based on the Clerks having confirmed budget remained for the Tatsfield Allotments and Community Gardens group an amount of £500 be granted. The Clerk to proceed.

6. Parish Council Property:

(a) Westmore Green: St Marys Church request 'open air' service on the morning of Sunday 7th September

This was approved and the Clerk to proceed.

(b) Green Belt Relay: request use of Green and facilities for toilets / car park on 18/5/14 11.30-2.30pm

The Chairman requested that the Clerk find out more information on expected attendance and numbers of vehicles as the Village Hall was not available and it was feared the Aileen McHugo building would be inadequate as it only had 2 toilets.

(c) Village Hall: floor maintenance and general repairs – discuss items presented by Village Hall Management committee.

The Clerk listed items brought to the parish council's attention by Helena Garcia:

- Big crack in wall in back upstairs room
- movement to window sill and window needs sealing in L shaped room
- Back window of ladies, downstairs, flaking. (outside)
- Outside of green room evidence of efflorescence.
- Something scratched into window (side roof near green room).
- Hung tiles are loose (above green room)

The chairman proposed and it was agreed that all matters relating to ensuring the safety of the structure should be addressed and all above items were approved except the one relating to the window. The Clerk was awaiting quotes.

7. Consultation: Review of the Surrey Rights of Way Improvement Plan – discussion

Doug Massey proposed and it was agreed that this report be passed to the Green Spaces and Rights of Way Committee for further consideration. The chairman proposed and it was agreed that the clerk should submit a response noting general approval for the aims but also including pointers towards links with other counties (i.e. Kent and London

Borough of Bromley) and possible co-operation between Surrey and the parish council to address funding shortcomings.

8. Consultation: Surrey County Council: Setting Local Speed Limits and Road Safety Outside Schools – due 25/4/2014

The chairman proposed and it was agreed that there was no comment to make on either consultation but that it was interesting to have the process explained and the documents should be kept for use in the future.

9. Consultation: Surrey County Council Roundabout sponsorship - proposal to extend scheme to parish and town

The chairman proposed and it was agreed that no comment was required as it did not affect Tatsfield.

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

None

1. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.

Recent consultation on potential Traveller and Gypsy site identification.

Furze Corner Playing Fields – recent contact from Bob David/Tandridge District Council.

The meeting concluded at 9.25pm

Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (10 Feb 2014)	Action	Who	Date by	Result
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	In progress
8b, 11	Assign recommendations to TCAC for discussion	Chairman	10/3/2014	In progress
8c, 11	Working party and presentation	Chair and members	24/3/2014	In progress
Item & page (24 Mar 2014)	Action	Who	Date by	Result
4a, 24	Prepare for meeting in April	All	14/4/2014	In progress
5b, 24	Inform supplier of approved quote	Clerk	28/3/2014	COMPLETE
5c, 24	Confirm increase to rent and service charge	Clerk	2/4/2014	
5d, 24	Inform TACG of grant allocated	Clerk	27/3/2014	COMPLETE
6a, 24	Inform St Marys of result	Clerk	27/3/2014	COMPLETE
6b, 24	Request further information	Clerk	27/3/2014	
7, 25	Feedback to consultation	Chair/Clerk	14/4/2014	

MINUTES of the Meeting of Tatsfield Parish Council held on the 13th January 2014 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
Ms Helena Garcia

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

And 10 parishioners.

1. APOLOGIES: Mr Ian Mitchell
2. DECLARATIONS OF INTEREST (relating to items on the agenda):
None

3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 9th December 2013

The minutes of the meeting held on 9th December 2013 were approved and signed by the Chairman as a correct record together with the appropriate appendices. An amendment was made to item 11b where the reference to 'Horticultural Society' was changed to 'Tatsfield in Bloom'. This was signed by the Chairman.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)

The following items discussed under the emergency item at the 9th December 2013 meeting were ratified:

- **TA/2013/1041 - Shellys, 10 Westmore Road, Tatsfield, Surrey, TN16 2AX**

Erection of raised roof with gabled ends, dormer windows to front and rear elevations and conversion of property into 2 dwellings. (AMENDED SCHEME)

No further comments.

- **TA/2013/1757 - The Bounds, Westerham Road, Moorhouse, Surrey, TN16 2EU**

Erection of detached double garage.

The Parish Council welcomes the reduction in size and bulk represented by this new planning application.

It nevertheless still has concerns, as with the previous application (TA/2012/803), about the size of the proposed garage in relation to the building it will serve. However, if the garage complies with planning policy size requirements, it has no objection.

- **TA/2013/1751 - Willow Tree House, Ricketts Hill Road, Tatsfield, TN16 2NG**

Erection of dormer window to rear elevation incorporating raised ridge height of part of main roof by 600mm (amended description).

No particular issues with this planning application as long as the cumulative increase of the proposed alterations do not exceed the total allowed in planning policy.

The following items were discussed and agreed:

- **TA/2013/1707 - Westerham Road, Limpsfield, Surrey TN16 2ET**

The use of the land for the stationing of a mobile mortar plant. (Surrey County Council Consultation)

No comment.

- **[TA/2013/1827 - Land at Moorhouse Sandpits, Westerham Road, Limpsfield, Surrey TN16 2ET](#)**

The resiting of an existing ready-mixed mortar mill. (Surrey County Council Consultation)

No comment

- **[TA/2013/1764 - Pipersdene, Parkwood Road, Tatsfield, TN16 2LT](#)**

Erection of a single storey rear extension with part pitched, part flat roof with 4 roof lights. (Certificate of Lawfulness for a Proposed use or development)

Assuming the accumulative total of this and any previous permitted development does not exceed current limits the parish council has no comment to make on this planning application

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

(b) Planning member for January: Helena Garcia would be assisted by Ian Mitchell.

(c) Neighbourhood Planning: update from Appraisal report

The chairman noted this was an area where action would be required from the parish council and given the appraisal report had only been circulated today this would be addressed at the next meeting.

(d) Tandridge District Council detailed planning policies: final hearing – update

Bob David reported no action on matters relating to Tatsfield had been agreed at the meeting and the inspector would be considering his response and reporting back in due course.

6. FINANCE

(a) Authorize payments (including presentation of cheques) detailed in [Appendix B](#)

Appendix B payments were authorised and cheques duly signed.

(b) Discuss and agree items requiring expenditure:

- Approval to purchase 4 benches subject to confirmation of costs (in budget)

The chairman deferred this item to February as the clerk was still awaiting final costings.

- Approval for Clerk to attend course in March (£60).

This was approved.

7. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

- Winter maintenance

Nothing further to report,

It was noted that an access into the bank at Ship Hill opposite Borough Road had been made and Doug Massey was awaiting advice. It was possible a formal request for an access at this point could be made.

(b) Rights of Way:

- Bridleway complaint : Johns Road TN16 2AP public bridleway no. 19

The Chairman noted a tree on a bridleway had been reported to Surrey County Council. It was reported this had now been cleared.

8. NOTIFIED MATTERS

(a) Appraisal Report: presentation to Parish Council

The Chairman received the report from the Tatsfield Appraisal Group on behalf of the parish council The content and recommendations for parish council action to be discussed at future meetings.

(b) Affordable Housing: update from Appraisal report

The chairman noted this was an area where action would be required from the parish council and given the appraisal report had only been circulated today this would be addressed at the next meeting

(c) Tatsfield Communications Advisory Committee: update

A meeting would be held in the near future and results would then be communicated to the parish council.

(d) World War 1 100th Anniversary / War memorial: update from Appraisal report

The chairman noted this was an area where action would be required from the parish council and given the appraisal report had only been circulated today this would be addressed at the next meeting

(e) Village Signs: next steps

The county councillor suggested Tandridge's permission re advertising would be needed on the Fair-trade sign – the Clerk to proceed.

(f) Old Lane: update

No progress made as yet – the parish council needs to agree a plan of action.

(g) NHS Surrey and Sussex Trust Consultation on becoming a Foundation Trust - discuss / agree response

The Chairman and Helena Garcia agreed to address this matter and report at the supplementary meeting.

(h) [Broadband: update following request from resident](#)

David Hodge agreed to liaise with Peter Kerry to assist with a report for the parish magazine providing an accurate update of the matter.

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

(a) County Councillor: the following points were raised by David Hodge:

1

- Mr Hodge and the Highways team would be assessing what was required regarding repairs to Ricketts Hill Road on 17/1/14 and this would include the top part of Old Lane. It was likely repairs would take place in the evening.
- Paynesfield Road was likely to go ahead for repair in February 14 – this would be confirmed.
- Mr Hodge believes curbs to the precept are likely this coming year.
- Major flooding in Surrey is causing great challenges to the budget.
- David Hodge would be approving various grants from his Member's allowance to local organisations, including Tatsfield in Bloom, the Tatsfield Village Cricket Club, Arts Club and allotments.
- Tandridge District council would be deciding on the budget in the next 6 weeks.

- The planning meeting where the Grasshopper Inn proposals were discussed did produce a rejection but encouragement to resubmit with better justification.
- (b) District Councillor: the following points were raised by Bob David:**
- (c) Tatsfield Community Responders: the Clerk noted she had received invoices relating to purchases re the grant approved in May.**
- (d) Village Hall Management Committee: update**
Covered under item 10f.
- (e) Tatsfield in Bloom: update**
Bob David reported Tatsfield would not be partaking in any competitions this year.
- (f) Police: update**
The chairman noted no further reports available re the man arrested following a local stabbing.
- (g) Biggin Hill Airport: Ian Mitchell would attend the next airport meeting on 16th January 2014. .**
- (h) Speedwatch: this group was closed until the weather improved.**
- (i) Tatsfield Fairtrade Steering Group: Bob David reported that the focus for the group would now be with Tatsfield Primary School for Fair-trade fortnight this year (24/2-9/3)**

10. PARISH COUNCIL PROPERTY AND LAND

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

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

- Positive meeting with Downland at the pond required further discussion and once a meeting had been held the Parish council would be updated.
- An initiative should take place to liaise with the school re pond dipping
- Aim is to have a Management Plan for parish council approval by September 2014.

(b) Tree survey: update

Jon Allbutt recommends the tree survey is undertaken every 3-5 years. He supported the survey and its findings although not all of the recommended actions. The tree identified at the allotments site had been reported to Whelan's who had accepted responsibility and would action as soon as possible. Steve Hearn needed to be contacted regarding a couple of trees in Westmore Green. The Clerk to proceed

(c) Parish Council Car Park and retained facilities. No update.

(d) Tatsfield Community Games Area: the Chairman asked the Clerk to clarify with Steve Hyder as to the surface and when guarantees run out for the games area, as well as when the parish council should start needing to think about repainting the lines.

(e) Aileen McHugo Building: the door to the kitchen needs to be replaced. Doug Massey will progress.

(f) Village Hall: there were reported to be gaps opening in the village hall floor – Martin Westerman would investigate following the meeting. The light to the rear of the car park had now been fixed by Niall Kells.

(g) Tatsfield Allotments and Community Gardens: update.

No recent meetings – sign up for plots for 2014 would take place the following week.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- 1- Hurst Green NHS Consultation meeting 6/2/14 – H Garcia would attempt to attend.
- 2- TVSC Network Lunch: 13/2/14 12.30pm Lingfield and Dormansland Community Centre. None available.

(h) to discuss Correspondence received by the Clerk

- update on the progress of the Claim for Westmore Green: the Clerk reported that the defence had been submitted as had the mediation questionnaire and all within times required. The clerk now awaited further developments.
- The Clerk noted she had received thanks from Surrey Crimestoppers for the Parish Council's grant.

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 IN FUTURE AGENDA

New grant requests to be addressed on 27th January 2014 meeting.

Jon Allbutt handed over items he had discovered including some old maps belonging to the parish council.

The meeting concluded at 9.55pm

	Matters raised under Public adjournment:

	<p>1- Are there any changes to the priority 1 and 2 gritting routes in TATSFIELD?</p> <p>2- the British Telecom rollout of superfast broadband has been kept very quiet – it is available but you have to approach them.</p> <p>3- what has the parish council done to keep routine contact with Gresham Place and the reported problems with English RURAL?</p>			
Item & page (9 Sept 2013)	Action	Who	Date by	Result
8c, 60	Investigate prices / styles for war memorial	Clerk	14/10/2013	In progress
Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (9 Dec 2013)	Action	Who	Date by	Result
10d, 84	Trolley for village hall	Clerk / Helena Garcia	16/12/2013	In progress
10f, 84	Contact police to request cover for car park and play area	Chairman	16/12/2013	
11a, 85	Action tree quote and removal	Sue Smale	ASAP	In progress
Item & page (13 Jan 2014)	Action	Who	Date by	Result
5a, 1	Inform Tandridge planning of parish council decisions	Clerk	16/1/2014	COMPLETE
8e, 2	Ascertain whether formal permission for using fair-trade sign is needed	Clerk	27/1/2014	COMPLETE
10b, 3	Contact Steve Hearn re trees on Westmore Green	Clerk	20/1/2014	COMPLETE
10d, 3	Contact Steve Hyder re queries on the Community Games Area	Clerk	24/1/14	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 10th February 2014 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 Mr Ian Mitchell, Mr Martin Westerman, Mr Peter Kerry, Ms Helena Garcia

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

And 10 parishioners.

1. APOLOGIES: Mrs Nichola Stokoe, Councillor David Hodge
2. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 27th January 2014

The minutes of the meeting held on 27th January 2014 were approved and signed by the Chairman as a correct record.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)**

- **TA/2014/61: Woodlands, Ricketts Hill Road, Tatsfield, TN16 2NB**

Erection of single storey side/rear extension to south east elevation, erection of single storey extension to north west elevation, extension to basement on north west elevation and alterations to the roof.

No objection unless the Tandridge planning officer considers the proposals to be an excessive increase over and above the original dwelling size.

- **TA/2014/49: The Stables, Park Farm, Rag Hill Road, Tatsfield, Surrey, TN16 2LS**

Removal of existing bathroom conservation roof window. Insertion of large conservation roof window.

No objection unless the changes proposed contravene the condition detailed in the approval of the original planning proposals for application TA/2005/77 - Condition 3 which states 'Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that Order with or without modification) no windows shall be inserted in the western flank elevation, or into the roof slope of the dwelling hereby permitted apart from those expressly authorised as part of this permission'.

- **TA/2014/111NH: Top O The Down, Ricketts Hill Road, Tatsfield, TN16 2NA**

Erection of a single storey part rear extension, measuring 6.92 metres deep with a maximum height of 4 metres and an eaves height of 2.5 metres. (Notification of a Proposed Larger Home Extension) - INFORMATION ONLY

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

- (b) **Planning member for February:**

Doug Massey

- (c) **Neighbourhood Planning: update from Appraisal report**

The chairman noted that as a result of the appraisal recommendations the Neighbourhood Plan Development Committee would meet shortly to agree next steps in the process towards a neighbourhood plan or design statement.

6. FINANCE

- (a) **Authorize payments (including presentation of cheques) detailed in [Appendix B](#)**

Appendix B payments were authorised and cheques duly signed.

- (d) **Discuss and agree items requiring expenditure:**

- Agree Grant amount for Tatsfield in Bloom for 2014-15

The chairman proposed and it was agreed that a grant of £1,000 would be awarded for the coming financial year.

- Attendance at 'Elections and Social Media event' Peter Kerry - £20.

This was approved.

7. HIGHWAYS & RIGHTS OF WAY

- (a) **[Highways](#)**

- Repairs - Ricketts Hill Road / Old Lane ; Doug Massey noted that the original plans to repair the Old Lane section had now been rescheduled and would be included in the eventual total repair of Ricketts Hill lane. The proposed repair route had been examined by Surrey Highways and David Hodge and the next step was to contact utilities companies. Dates would be communicated as soon as these were available.
- Repairs - Paynesfield Road: a tentative date for April 2014 had been set but this could still be delayed.

- (b) **Rights of Way**

- Footpath complaint: 19a. The chairman noted that a resident had complained about this footpath to Surrey Rights of way. The parish council had investigated this and other footpaths and many did need repairs. The chairman confirmed there were plans to address these as it was unlikely Surrey would have available budget.

8. NOTIFIED MATTERS

(a) Affordable Housing: update from Appraisal report

The chairman proposed the parish council examines the results of the appraisal in detail and prepares a report for presentation at the annual parish meeting on 6th May. This was agreed.

(b) Tatsfield Communications Advisory Committee (TCAC): update and report

Peter Kerry requested recommendations from the appraisal report to be assigned to the TCAC. The chairman assigned those directly relating to communications and social media. Further items would be identified and communicated by the March meeting.

(c) World War 1 100th Anniversary / War memorial: update from Appraisal report

The chairman proposed and it was agreed that a display for discussion on this matter would be made available for the Annual Parish Meeting on 6th May. Peter Kerry suggested a working party should be formed if the parish council wished to organise an event.

(d) Village Signs: update

The chairman proposed and it was agreed that the clerk should ask Surrey County Council for signs similar to those supplied to Lingfield parish council with dimensions as supplied by Doug Massey.

(e) Old Lane ditch: update

Doug Massey proposed and it was agreed that he would formulate a management plan to be discussed with all parties, including the Green Spaces & Rights of way committee, Surrey Highways and Tandridge District Council, as well as local residents.

(f) NHS Surrey and Sussex Trust Consultation on becoming a Foundation Trust - final discussion

Helena Garcia proposed and it was agreed the clerk should respond on behalf of the Parish council noting that this proposed change would have little impact on Tatsfield residents as most were registered with neighbouring trusts. The chairman proposed and it was agreed the clerk should inform Phil Clarke of the consultation and its possible interest to the Tatsfield responders.

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

(a) County Councillor:

Councillor Hodge was not present and updates had been provided by members and the Clerk.

(b) District Councillor: the following points were raised by Bob David:

- Tandridge District council resources committee would be deciding this week on whether to freeze their portion of council tax this year.
- A developer in Caterham was appealing against the Tandridge planning department's refusal of his larger scale development by challenging the Core Strategy, This could be potentially dangerous for all parish council on the Green Belt and local groups were looking for support from other parish councils and communities to combat the appeal.
- A local developer in Tatsfield is planning to submit proposals to build low cost housing aimed at the elderly, disabled and other groups in need.

(c) Tatsfield Community Responders – addressed under item 8f.

(d) Village Hall Management Committee: update

The chairman proposed and it was agreed that the items recently received by the clerk relating to the village hall building should be addressed at the meeting on 24th February 2014.

(e) Tatsfield in Bloom: update

Bob David thanked the parish council for their £1,000 grant.

(f) Police: update

The chairman noted recent complaints from village hall users about disruptive behaviour in the car park had been reported to the police.

(g) Biggin Hill Airport:

Ian Mitchell noted that fines would be imposed on pilots flying to low over Tatsfield and that all residents were encouraged to report disturbances. The fines would be placed in a Community fund for local support.

Peter Kerry reported that a 'Festival of Flight' event was planned for 14th June at the airfield in Biggin Hill.

(h) Speedwatch: this group is closed until the weather improves.

(i) Tatsfield Fairtrade Steering Group:

Bob David reported that the focus for the group would be with Tatsfield Primary School for Fair-trade fortnight this year (24/2-9/3)

10. PARISH COUNCIL PROPERTY AND LAND

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

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

Doug Massey proposed that the parish council agree in principle to a draft maintenance plan for Westmore Green – this was approved and the parish council awaits its presentation at a future meeting. Doug Massey noted this was likely to require approval for funding.

Doug Massey thanked the volunteers for their work on the pond.

(b) Tree survey: land-owners notified of priority 1 actions

The chairman noted that Whelan had been officially notified of the work required following the recent tree survey on their land at Approach Road. The chairman proposed and it was agreed that this matter should be passed on to the Green Spaces and Rights of Way committee (GS&ROW).

(c) Parish Council Car Park and retained facilities

- Complaint from resident re parking in Village Hall area. The chairman proposed and it was agreed that she should formulate a reply to the complaint including advice on parking in a less hazardous location and continuing to monitor parking habits. It was proposed that the PCSO for Tatsfield might be asked to attend the car park.

(d) Tatsfield Community Games Area

The chairman proposed and it was agreed that summer opening times should be implemented following half term. The Clerk to action.

(e) Aileen McHugo Building: overflowing gutters by porch

The clerk noted the items brought to her attention by Ian Mitchell were being actioned.

(f) Village Hall:

- Update on lighting – Doug Massey reported the light at the back of the village hall had been straightened again but needed monitoring. Other lighting matters would be forthcoming.

(g) Tatsfield Allotments and Community Gardens: update

The chairman noted that she would be attending the next meeting on 11/2/14 and that surface water was a big issue

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- TVSC Network Lunch: 13/2/14 12.30pm Lingfield and Dormansland Community Centre. None available.

(b) to discuss Correspondence received by the Clerk

- Discuss and agree way forward re Westmore Green easement registration.
The chairman proposed and it was agreed that the clerk should respond with no objection to the easement registration.

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

The chairman requested proposed and it was agreed (to be ratified) that the parish council had no objection to plans by the village club to paint a yellow line on their road to encourage parking on the other side thus maintaining access to their property, The clerk was advised to respond in the event of a receipt should a formal approach to the parish council.

13. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

New grant requests to be addressed on 24th February 2014 meeting.

The meeting concluded at 10.13pm

	Matters raised under Public adjournment:
	1- repairs needed to Johns Road
	2- The Communications group plans to record the Annual Parish meeting and place it on the website for viewing
	3- Parish council should thank the kind volunteers who cut up and removed the tree in Approach road without asking for compensation
	4- are there plans for public toilets in the near FUTURE?
	5- new resident in maesmaur road – parish council should be careful of where they place a new fence as it may not be at the correct boundary
	6- the new properties on westmore green will be known as 1 and 2 The GREEN.

Item & page (14 Oct 2013)	Action	Who	Date by	Result
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
Item & page (9 Dec 2013)	Action	Who	Date by	Result
10f, 84	Contact police to request cover for car park and play area	Chairman	16/12/2013	In progress
11a, 85	Action tree quote and removal	Sue Smale	ASAP	COMPLETE – passed to landowner
Item & page (10 Feb 2014)	Action	Who	Date by	Result
5a, 10	Inform Tandridge planning of parish council decisions	Clerk	14/2/2014	COMPLETE
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	ongoing
8b, 11	Assign recommendations to TCAC for discussion	Chairman	10/3/2014	
8c, 11	Working party and presentation	Chair and members	24/3/2014	
8f, 11	Respond to consultation and inform Phil Clarke.	Clerk	14/2/2014	COMPLETE
10c, 12	Formulate response to complaint	Chairman	17/2/2014	
10d, 12	Implement summer opening times for TCGA	Clerk	21/2/2014	COMPLETE
11b, 12	Respond to Land Registry re easement	Clerk	19/2/2014	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 10th March 2014 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 Mr Ian Mitchell, Mr Martin Westerman, Mr Peter Kerry
Ms Helena Garcia Mrs. Nichola Stokoe

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

And 12 parishioners.

1. APOLOGIES: none
2. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 24th February 2014

The minutes of the meeting held on 24th February 2014 were approved and signed by the Chairman as a correct record.

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 determine the Parish Councils position on [Appendix A](#) (if relevant)

- [TA/2104/228](#) - 7 Vern Place, Tatsfield, Westerham, Kent, TN16 2BF Erection of attached garage.

No comment.

- [TA/2014/325](#): 35 Westmore Road, Tatsfield, TN16 2BD

Demolition of existing dwelling. Erection of 4 semi-detached dwellings. Associated access and landscaping.

Objection:

- Whilst the parish council welcomes the development of more affordable housing in the village, it feels that the proposals represent over-development and excessive density on this particular site.
- Although the development demonstrates that at least 2 parking spaces are available for each proposed dwelling, the parish council is concerned at the detrimental impact on the already considerably congested on-street parking in the immediate area around Westmore Road and Crossways.
- The parish council is very concerned at the potential impact on the use of the footpath by the elderly residents of Crossways Court opposite the proposed site. These residents use the footpath extensively to access local shops and public transport and there are already issues with large vehicles being unable to navigate the corner in that area and obstructing the footpath. Further traffic would serve to exacerbate this problem.
- The height of the proposed development is disproportionate in relation to surrounding dwellings

TA/2013/931/Cond4: Former Tatsfield Primary School, Church Hill, Tatsfield, TN16 2JX

Details pursuant to condition 4.

For information only – no consultation made with parish council,

The Clerk was instructed to inform Tandridge planning of the parish council's decisions.

(b) Planning member for March: Susan Smale

(c) [Neighbourhood Planning](#):

The chairman proposed and it was agreed that appraisal recommendations 22, 23, 24 and 26 be passed to the Neighbourhood Plan Development Committee.

6. FINANCE

(a) Authorize payments (including presentation of cheques) detailed in Appendix B

Appendix B payments were authorised and cheques duly signed.

(b) Discuss and agree items requiring expenditure:

- Tree work – Ashen Shaw Wood - £1750+ VAT – this was approved and the clerk instructed to proceed as soon as possible.

7. HIGHWAYS & RIGHTS OF WAY

(a) Highways: No update

(b) Rights of Way: no update

8. NOTIFIED MATTERS

(a) **Affordable Housing**

The chairman proposed and it was agreed that this agenda item be reclassified as 'housing'.

(b) **Tatsfield Communications Advisory Committee (TCAC):**

The Chairman proposed and it was agreed that Appraisal recommendations 9, 12, 13, 16, 27, 30, 48, 49 and 50 be passed for action to the TCAC. The chairman further proposed and it was agreed that the TCAC should consider and propose options to the parish council on Appraisal recommendations 16 and 30.

(c) **World War 1 100th Anniversary / War memorial: update from Appraisal report**

The chairman proposed and it was agreed that an article should be placed in the parish magazine informing residents of plans for proposals at the Annual Parish Meeting. A working group should also be set up.

(d) **Village Signs: update**

Doug Massey confirmed discussions were underway with Surrey County Council on this matter.

(e) **Old Lane ditch: update**

No further progress – the chairman noted she or Doug Massey needed to arrange a meeting between interested stakeholders.

(f) **Care in the Community: support for local initiative.**

The Chairman proposed and it was agreed that a local resident's (Jennie South) proposals for Care in the Community in the parish magazine be endorsed by the parish council. The chairman had prepared a paragraph for insertion and this was approved.

(g) **Appraisal Recommendations: discussion and next steps**

The Chairman noted that letters to third party stakeholders such as the police, parish magazine, bus companies and others would be sent to the Clerk for distribution. The chairman proposed that the parish council should be leading only on the recommendations that were targeted specifically for its attention and that it was not the parish council's direct responsibility to follow up items relating to external stakeholders. This was approved generally.

The chairman agreed to contact members of the Appraisal Group to arrange a possible follow up of progress on all appraisal recommendations in the autumn.

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

(a) **County Councillor: the following points were raised by David Hodge –**

- Work was taking place to clear drains and gullies on Paynesfield Road. It was expected that work would commence either week commencing 23/3 or 31/3.
- Ricketts Hill Road plan is still at consultation phase.
- Flooding at Whyteleafe / Caterham had put many other road schemes on hold – A22 was now open at Whyteleafe but still closed near Croydon. Flood schemes were in place and closing the road to Woldingham until April.
- Members allowance had been used in Tatsfield to support many local groups including Tatsfield in Bloom, Tatsfield Allotments and Community Gardens, Composting Scheme, Art Group, Cricket Club. Praise for the compositing scheme in Tatsfield from within Surrey County Council.
- Interest from Surrey Matters in litter wardens schemes – can the local volunteers be contacted for an article?
- Has British Telecoms been involved with Surrey Highways in discussions for the planned works for Ricketts Hill Road?
- Is it possible to move the power line poles back in to Millennium Wood to increase the space for cars on Ricketts Hill Road?
- The new admissions rules for Tatsfield Primary school come into play in September 2014 – offer letters to parents are due in the coming week.
- Tandridge District Council and Surrey County Council have taken opposite poles on council tax – the former has chosen to freeze theirs and the latter to increase it by 1.9%.

(b) **District Councillor: the following points were raised by Bob David:**

(c) **Tatsfield Community Responders: no update.**

(d) **Village Hall Management Committee: update**

The chairman proposed and it was agreed that all matters relating to actions the Village Hall Management committee required of the parish council should be agreed through Helena Garcia and then the Clerk. It was confirmed that Ryan Leisure be contacted to arrange a visit to the floor damage.

The Clerk was asked to find out whether building damage would be covered under insurance.

(e) **Tatsfield in Bloom: update**

Village Spring clean to take place on 12 April 2014 and planting would occur in June.

(f) Police: update

Ian Mitchell noted that he had attended the briefing in Guildford from the Police and Crime Commissioner:

- Advocated a National Police Force
- Police budget would need to be cut over the next 4 years
- Redundancies were likely
- Increase co-operation with other forces – e.g. sharing specialist areas with Sussex
- Neighbourhood policing focus
- A new PCSO for Tatsfield had been assigned – confirmation of times and availability for contact to come.

(g) Biggin Hill Airport:

Festival of Flight will take place in June.

(h) Speedwatch: this group is closed until the weather improves.

(i) Tatsfield Fairtrade Steering Group:

Tatsfield Fair-Trade fortnight was very successful and sale of goods made £195 for the group.

10. PARISH COUNCIL PROPERTY AND LAND

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

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

Doug Massey that the GS&ROW Committee meeting scheduled for 11th March 2014 may need changing. The Clerk would be advised.

(b) Ashen Shaw:

The chairman instructed the Clerk to proceed with the tree quote as approved in item 6b.

(c) Westmore Green: Scout Fete request 6/7/14

The chairman proposed and it was agreed this be approved subject to acceptance of the Terms and Conditions for the green and receipt of required insurance certificates by the Clerk.

(d) Parish Council Car Park and retained facilities

No update.

(e) Tatsfield Community Games Area

Clerk had asked Tatsfield school and Mike Lambert to implement summer opening times and both had acknowledged.

(f) Aileen McHugo Building:

The Clerk had asked the parish council's retained builder to provide quotes and was awaiting their response.

(g) Village Hall:

Doug Massey noted that the external lighting approved in the meeting on 24th February 2014 had been completed successfully.

(h) Tatsfield Allotments and Community Gardens:

The chairman noted that the group needed financial assistance for their drainage project. The Clerk informed the chairman that there was an amount in the TACG's budget still available and would await a request.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

1- **Limpsfield Annual Parish meeting - 19/3/2014** 7.45pm St Peter's Church Hall, High Street, Limpsfield – the chair to attend.

2- **Surrey Police Briefing: 4/3/14 or 10/4/14 16.00-18.00** Police Headquarters, Mount Browne, Sandy Lane, Guildford, Surrey, GU3 1HG (Ian Mitchell attended).

3- **TVSC network Lunch – 10/4/14:** SCC Vice Chairman speaker 12-14.30 Woldingham Village Hall – Helena Garcia or Peter Kerry to attend.

(b) to discuss Correspondence received by the Clerk

- Request for creation of path to Scout Hut – Doug Massey proposed and it was agreed that this matter be passed to the Green Spaces and Rights of Way committee for discussion and proposed action. The land actually belonged to Surrey Highways.
- Thank you letters from North Downs Sinfonia, Victim Support for grants. – The parish council noted receipt of these letters.

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 IN FUTURE AGENDA

- Rent review for Aileen McHugo building – for March meeting.
- Village Map – need to change a couple of items and then decide on printing.

The meeting concluded at 10.16pm

Matters raised under Public adjournment:

1- the Vehicular access to Crossways Court is on a bridleway – this could have impact on the planning application TA/2014/325
 2- 4 houses is too dense for the plot – TA/2014/325
 3- Westmore Green in the south – may be incursion by landowner
 4- Christmas Carol singalong on 12/12/14
 5- A goodbye from Dave Bishop who is no longer being paid by Surrey Newspapers for his contribution on Tatstfield affairs.

Item & page (10 Feb 2014)	Action	Who	Date by	Result
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	In progress
8b, 11	Assign recommendations to TCAC for discussion	Chairman	10/3/2014	COMPLETE
8c, 11	Working party and presentation	Chair and members	24/3/2014	In progress
8c, 11	Working party and presentation	Chair and members	24/3/2014	In progress
Item & page (10 Mar 2014)	Action	Who	Date by	Result
5a, 18	Inform Tandridge planning of parish council decisions	Clerk	19/3/2014	COMPLETE
6b, 19	Advise contractor to proceed with tree work in Ashen Shaw wood	Clerk	11/3/2014	COMPLETE
8e, 19	Arrange meeting with key parties for Old Lane discussions	D Massey / Chair	31/3/2014	In progress
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	30/4/2014 (to be done in autumn 2014)	
9d, 20	Arrange visit to floor with Ryan Leisure and find out about damage with insurance	Clerk	14/3/2014	COMPLETE
10c, 20	Inform Scout group of approval for use of Westmore Green and send out Terms and Conditions document for approval	Clerk	14/3/2014	COMPLETE