

**MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 28<sup>th</sup> April 2014 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.00 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 18<sup>th</sup> November 2013**

The minutes of the meeting held on the 18<sup>th</sup> November 2013 were approved as a correct record and signed by the Chairman.

**4. End of Year accounts - first draft**

The Clerk noted that she just needed to alter some of the figures relating to interest on bank accounts, which was considerably higher than the previous year owing to investments having come to term on Fixed Rate Bonds for 2 accounts, and this was reflected in the figures received.

The remaining figures presented were generally agreed – the Chairman requested that an additional meeting be arranged to approve the final accounts towards the end of May.

Ian Mitchell proposed that some of the funds currently in the deposit account should be placed in longer term investment accounts (18 -24 months). The Clerk to investigate.

The Clerk also noted virements to several budget headings and these would be presented for approval at the next meeting.

**5. Repeal of section 150(5) of the Local Government Act 1972: impact and next steps.**

The Chairman proposed and it was agreed that the Financial Regulations be revised in light of the changes to the rules for 2 signatories to cheques. The Chairman also proposed and it was agreed that the Clerk should present bank account options for the parish council to consider with a view to using internet banking in the near future, and that this should be reflected in the new Financial Regulations.

**6. Local Audit and accountability Act – update on new act and impact for Tatsfield Parish Council**

Following an update by the Clerk the Chairman noted the potential issues relating to filming and tweeting the new Act could bring to Parish Council meetings and it was agreed this should be reviewed and monitored as and when the situation should arise in the future. The Clerk to notify other members on the changes.

**7. Employment Allowance – up to £2,000 off National Insurance bill**

The Clerk confirmed that owing to its legal entity the Parish Council would not be eligible for this benefit.

**8. Review of Grant requests 2014/15:**

The Clerk provided a list of all grants awarded in 2013/14.

**a) St. Catherine's Hospice (request received)**

The Chairman proposed and it was agreed that a grant of £200 be awarded this financial year.

**b) Oxted CAB (request received)**

The Chairman proposed and it was agreed that a grant of £200 be awarded this financial year with the option to review the amount later in the year.

**c) Other local organizations usually supported**

Other local organisations were reviewed and it was agreed that as a rule the parish council should continue its policy of supporting local organisations over and above other requests unless there was a direct benefit to the community.

The Chairman noted that Tatsfield Vern d'Anjou was likely to be asking for a larger grant this financial year.

The Clerk was instructed to inform the organisations of the committee's decisions.

**9. Financial contribution to support Parish Council / OLRG action in TDC planning appeal action (M3645/A/13/2209654 and APP/M3645/A/13/2209687)**

The Clerk reported that her consultation with SALC had confirmed that Section 137 funds could be used for the support of the planning appeal action – the power granted through Section 222 of the Local Government Act 1972 would have been a better one to use but unfortunately this was aimed directly at the Parish Council's participation and representation in the public enquiry and this was not the case at this time. The Chairman proposed and it was approved that an amount of £2,000 should be granted for the procurement of a barrister for this appeal as it was of substantial importance that support was given to the Tandridge Local Plan and Housing Policy and the threat this appeal had to the Green Belt and surrounding areas in Tatsfield should it be successful.

The Chairman further proposed that this matter be taken to the supplementary meeting later that evening for approval. This was agreed.

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

None

The Meeting closed at 8.55 p.m.

<b>Item &amp; page (28<sup>th</sup> April 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 1	Make changes to accounts and present final options	Clerk	20/5/2014	COMPLETE
4, 1	Investigate longer term investment options	Clerk	31/5/2014	in progress
5,1	Investigate new account options	Clerk	31/5/2014	in progress
5 ,1	Review Financial Regulations	Clerk	12/5/2014	in progress
6, 1	Update members on changes brought about by new act	Clerk	12/5/2014	in progress
8, 1	Inform organisations of grant awards	Clerk	12/5/2014	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 28<sup>th</sup> April 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  
Mrs Nichola Stokoe, Mr Ian Mitchell, Ms Helena Garcia

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

And 0 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 10<sup>th</sup> March 2014**

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

**4. PLANNING**

**(a) [TA/2014/545: The White House, Westmore Green, Tatsfield, TN16 2JS](#)**

**Demolition of existing garage and wood store. Erection of part single storey, part 2-storey extension to southwest elevation, single storey extension to include new garage to northeast elevation and single storey rear extension.**

*Objection: The White House is a designated 'Building of Character' and listed as such by virtue of its design, largely unaltered facade and contribution to the overall setting of the local area. It is a distinctive landmark in a prominent position on the edge of Westmore Green at the entrance to Tatsfield.*

*The Parish Council feels that by abandoning the symmetry of the original building, the planned changes to the facade would detract from the qualities which led to the 'Building of Character' designation in the first place.*

**(b) [TA/2014/546: Vine Cottage, Westmore Road, Tatsfield, TN16 2BJ](#)**

**Demolition of rear conservatory. Erection of 2 storey rear extension and first floor side addition.**

*No objection to make to this planning application subject to the imposition of a condition on the use of obscured glazing in the window overlooking Squirrels Den.*

**(c) [TA/2014/548: July Cottage, 4 Grove Road, Tatsfield, TN16 2BB](#)**

**Demolition of part existing single storey rear extension. Erection of single storey extension and first floor addition to rear of property.**

*No objection*

**(d) TA/2014/549: July Cottage, 4 Grove Road, Tatsfield, TN16 2BB**

**Erection of dormer windows to rear roof slope and conversion of loft space to habitable accommodation (Certificate of Lawfulness for Proposed Development).**

*No comment*

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

**5. Finance**

**(a) Kells Electrical services quote for AMB - £521.56 + VAT**

Doug Massey proposed and it was agreed this should go ahead to bring the first floor to the same standard of lighting as the ground floor. The Clerk to proceed.

**(b) Printing for new Parish map – in principle costs agreement.**

The Chairman noted that the changes requested would be relayed for inclusion in the updated version of the map. The Chairman proposed and it was agreed that 5-6 copies of the final map be printed at a total cost not to exceed £240.

**(c) Financial contribution to support Parish Council / OLRG action in TDC planning appeal action (/M3645/A/13/2209654 and APP/M3645/A/13/2209687)**

The Chairman proposed and it was agreed to accept the Finance Committee's decision to support the appeal with a financial contribution of £2,000 for this appeal action.

**6. Parish Council Property:**

**(a) Westmore Green – The End: agree completion of Licence of Works and return of Deposit of £1000**

Nichola Stokoe confirmed that all conditions had been agreed and that the License of Works had been completed as detailed. The Chairman proposed and it was agreed that the Parish Council return Mr Iredale's deposit of £1,000 as stated in the terms and conditions of the License. The Clerk to inform Mr Iredale and thank him for his assistance.

**7. Rights of Way: Planning inspectorate letter ref Objection to Footpath 25 becoming a bridleway – review of objection in light of planning inspectorate letter.**

The Chairman proposed and it was agreed that the Clerk should send a letter to the planning inspectorate as detailed in the letter, withdrawing the Parish Council's complaint, but also send a letter to Surrey County Council re-iterating members' concerns regarding the Health and Safety aspects of the footpath/bridleway.

### 8. Consultation: Alcohol Section of the new Surrey Substance Misuse Strategy

Helena Garcia noted that any new initiatives relating to health would not really be available to Tatsfield residents as most were signed up with Kings College NHS Foundation Trust through the Stock Hill Surgery in Biggin Hill. The Chairman proposed and it was agreed that no comment was required for this strategy document.

### 9. Consultation: Gatwick Airport new Runway option (due 14/5/14)

Ian Mitchell noted that it was unlikely the noise effect would impact on Tatsfield according to the consultation plans. The Chairman proposed and it was agreed that no comment was required for this consultation.

### 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.

Rural Sounding Board update – need volunteers for Transport and Fuel Poverty – this should be discussed at the May supplementary or June Meetings.

Annual Parish Meeting – email to Little Acorns requesting the boards be emptied for Parish Council items and entry to hall for 6.0pm.

The meeting concluded at 9.40pm

<b>Item &amp; page (14 Oct 2013)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8f, 70	Arrange meeting with key parties for Old Lane discussions	D Massey	31/10/2013	In progress
<b>Item &amp; page (10 Feb 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	COMPLETE
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	COMPLETE
<b>Item &amp; page (24 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a, 24	Prepare for meeting in April	All	14/4/2014	COMPLETE
7, 25	Feedback to consultation	Chair/Clerk	14/4/2014	COMPLETE
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6b, 27	Inform contractors of success and arrange works to go ahead	Clerk	12/5/2014	In progress
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	
11b, 29	Notify business of parish council in principle support for proposed venture in car pool	Clerk	In progress	COMPLETE
<b>Item &amp; page (28 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a-d, 32	Inform Tandridge District council on decisions re planning applications	Clerk	2/5/2014	COMPLETE
5a, 32	Inform and organise lighting quote for first floor	Clerk	12/5/2014	In progress
6a, 33	Inform Mr Iredale of completion of Licence and thank for his involvement.	Clerk	6/5/2014	COMPLETE
7, 33	Planning inspectorate letter re objection and letter to Surrey County Council	Clerk	30/4/2014	COMPLETE

**DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 2<sup>nd</sup> June 2014 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 28<sup>th</sup> April 2014**

The minutes of the meeting held on the 28th April 2014 were approved as a correct record and signed by the Chairman.

**4. End of Year accounts - final draft to submit to Internal Auditor**

The Chairman proposed and it was agreed that the finance committee would recommend acceptance and sign off on the items relating to the End of Year accounts presented by the Clerk, subject to any final recommendations from the internal auditor visit on the 5<sup>th</sup> June 2014. These items include :

- Draft income and expenditure account
- Balance sheet
- Annual return summary
- Reserves reconciliation
- Bank statement reconciliation
- Asset register
- Notes to the accounts 2014 (for Parish Council use)
- Annual notes to the accounts 2014 (for external auditor use)

**5. Review of Grant requests 2014/15:**

**a) Tatsfield Community Composting Group : request for £500 to service machinery and replacement materials**

The chairman proposed and it was agreed to approve this request for the 2014-15 financial year.

**b) Fair trade group : looking to raise £750 for advertising boards and events**

The chairman proposed and it was agreed to approve a grant of £650 for the Fair Trade group as per their submission request and that this should last for all events and items for this financial year.

The Clerk was instructed to inform the grant recipients of the Parish Council decisions.

**6. Tatsfield Community Games Area: review current insurance options**

The Chairman proposed and it was agreed to determine the extent of damage to tennis posts and nets reported to the Parish Council and then to confirm with the insurance provider what the cost would be to add the tennis posts, net and netball posts to the parish council's insurance.

**7. Financial contribution to support Parish Council / OLRG action in TDC planning appeal action (/M3645/A/13/2209654 and APP/M3645/A/13/2209687) : adoption of proposal for contribution.**

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

The Clerk noted that St Marys Church had requested assistance from the Parish Council with provision of fencing near St Marys Hall to protect users. The chairman suggested that when this was discussed at the parish council meeting on 9<sup>th</sup> June that a grant to cover materials up to £600 be offered.

The Clerk requested that the committee review her proposals for carry forward balances on budget headings and virements and provide feedback on 9<sup>th</sup> June at the main parish council meeting.

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

<b>Item &amp; page (28<sup>th</sup> April 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4, 1	Investigate longer term investment options	Clerk	31/5/2014	In progress
5,1	Investigate new account options	Clerk	31/5/2014	In progress
5, 1	Review Financial Regulations	Clerk	9/6/2014	In progress
6, 1	Update members on changes brought about by new act	Clerk	9/6/2014	In progress
<b>Item &amp; page (2<sup>nd</sup> June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a + b, 3	Inform grant recipients of awards	Clerk	5/6/2014	COMPLETE

<b>Item &amp; page (28<sup>th</sup> April 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6, 3	Confirm prices and damage for TCGA items	Clerk	20/6/2014	In progress

**MINUTES of the Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> June 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  
Mrs Nichola Stokoe, Mr Ian Mitchell, Ms Helena Garcia

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

And 1 parishioner.

**1. APOLOGIES**

001/0614 Helena Garcia – personal reasons.

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

002/0614 Ian Mitchell declared a personal interest in item 5a. He did not take any part in the discussion or voting on this item

**3. To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 9<sup>th</sup> June 2014**

003 /0614 The minutes and associated appendices were agreed as a correct record and signed by the chair.

**4. Receive and accept the Finance Committee minutes of 2nd June 2014**

004/0614 The chair proposed and it was resolved that the minutes from the Finance committee on 2<sup>nd</sup> June 2014 be received and accepted.

**5. PLANNING**

**(a) TA/2014/907 Hawthorns, Greenway, Tatsfield, TN16 2BT**

**Demolition of existing conservatory. Erection of single storey extension with roof lights to rear elevation.**

005/0614 *No comment.*

**(b) TA/2014/941 5 Limetree Mews, Johns Road, Tatsfield, TN16 2AP**

**Installation of bi-fold doors to rear elevation.**

006/0614 *No comment.*

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

**(c) Notification of appeal for Castleneau**

007/0614 It was resolved that the parish council cannot offer additional relevant information to the facts presented and therefore no further comment would be made on this appeal.

**6. Finance**

**(a) Benches on Westmore Green / Tatsfield Green : update and next steps.**

008/0614 Further to the parish council's original decision in December 2013 to proceed with pricing and purchase of benches, it was further resolved with new information available and 2 further benches requiring replacement that Doug Massey would investigate prices of replacement timber boards to replace on to existing frames.

**7. Parish Council Property :**

**(a) Aileen McHugo Building – sign tenancy agreement for Room 1**

009/0614 The Clerk witnessed the tenancy agreement renewal by 2 councillors following receipt of the signed contract and declaration form from Chartwell Cancer Trust for Room 1.

**(b) Car Park and TCGA – discuss.**

The Clerk noted she had got a crime number for the damage done to the Community Games Area gate belonging to the school.

010/0614 It was resolved the Clerk should ask for written confirmation from Tatsfield Primary school re locking the gate in the mornings over the summer months, as this contravened the Management Agreement.

011/0614 It was resolved the Clerk should get prices for litter bins for the car park.

Ian Mitchell expressed concern regarding the front of the new houses just beside Westmore Green (formerly The End). The chair confirmed Tatsfield in Bloom had been tasked with planting new flowerbeds as per the main meeting in June. A temporary solution could be moving the grit bin to the front to discourage potential new owners from using it for parking.

**8. Recycling and Refuse in Johns Road – discuss request for assistance from Tandridge**

The Clerk noted she had received a request for Parish Council assistance in liaising with residents in Johns Road from Tandridge refuse and recycling by becoming the single point of contact following a mailshot re the general bad state of the road surface which impedes the collection of rubbish.

012/0614 The Clerk was instructed to respond by offering to distribute the letter with the parish magazine in September but that the parish council did not feel they can take up the role requested and would prefer that contact details remain directly with the Tandridge refuse and recycling department.

**9. Tatsfield History Archives – discuss and decide on future of original material.**

013/0614 It was resolved to accept the motion that archive information currently held on site at the Aileen McHugo Building should be transferred to either a safe storage facility in Woking History Centre or Caterham Local History Centre as and when required.

**10. Risk Assessments: receive, discuss and determine action as detailed for Westmore Green, Tatsfield Green, Car park and Kemsley Wood.**

014/0614 The chairman proposed and it was resolved that the Green Spaces and Rights of Way committee be tasked with prioritising an action list for the items highlighted on the risk assessments for Westmore Green, Tatsfield Green, Kemsley Wood and the Village Hall/Aileen McHugo Building car park. This list would then be submitted to the parish council for action.

**11. Tandridge District Council – play equipment strategy.**

015/0614 It was resolved that the focus for the Parish council should be awareness of a regular inspection and maintenance programme on the play area equipment and Community Games Area. This needs to be obtained from Tandridge. It was resolved that it is more important to ensure equipment is repaired and replaced as soon as possible. The Clerk was tasked with responding on this matter as resolved.

The chairman mentioned some equipment that could be hung on the side of fencing and Peter Kerry agreed to investigate.

**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.**

- Maesmaur Corner – A surveyor visited the site with Ian Mitchell and Nichola Stokoe. An initial report noted that it appeared there is a potential boundary dispute and that this should initially be addressed directly with Vale House. This should be on the agenda for July.
- Verges / Tatsfield Green – a complaint has been received and the parish council need to be aware of a potential sight line danger on Rag Hill Road junction with Church Lane.



Scout Fete will be an ideal place to address the need for a new parish councillor and this will be also pushed for in the September edition of the parish magazine. The meeting concluded at 9.40pm	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
<b>Item &amp; page (10 Mar 2014)</b>				
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)	
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
005-006, 48	Inform Tandridge planning of parish council decisions	Clerk	30/6/2014	COMPLETE
008, 48	Produce prices	D Massey	14/7/2014	
010, 48	Write to school confirming no locking of gate in summer	Clerk	12/7/2014	COMPLETE
011, 48	Pricing for litter bins	Clerk	12/7/2014	COMPLETE
012, 49	Confirm Parish Council decision to Tandridge Refuse re Johns Road	Clerk	4/7/2014	COMPLETE
015, 49	Confirm current inspection and maintenance programme	Clerk	12/7/2014	in progress

**MINUTES of the Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> April 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)

And 5 parishioners.

**1. APOLOGIES: Mr David Hodge (Surrey County Councillor)**

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

Ian Mitchell declared a personal and pecuniary interest in item 4a (TA/2014/453: Greenway Cottage, Greenway, Tatsfield, TN16 2BT) – he left the room during the discussion of this item.

Nichola Stokoe declared an interest in one of the items discussed under Item 11b and took no part in the decision making on this item.

**3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 24th March 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/2014/453: Greenway Cottage, Greenway, Tatsfield, TN16 2BT](#)

Demolition of building and erection of chalet bungalow with integral double garage.(Outline)

*No objection.*

- [TA/2014/472: 472: Wayside, Westerham Road, Moorhouse, TN16 2EU](#)

Conversion of garage and loft into habitable accommodation, erection of single storey extension to rear elevation and porch to front elevation.

*The council expressed concern at the proposed increase in size over the original dwelling size put forward in this planning application.*

*Apart from the above mentioned concern that parish council does not object as long as the planning authority does not consider the proposed increase to contradict planning policy.*

- The Clerk noted [TA/2014/580/NHTatsfield Cottage, Ricketts Hill Road, Tatsfield, TN16 2NA](#)  
Erection of single storey rear extension with part pitched and part flat roof, measuring 5.0 metres deep with a maximum height of 3.87 metres and an eaves height of 2.33 (Notification of a proposed larger home extension). *This was for information only as the parish council is not consulted on this planning application type.*
- The Chairman determined that the planning application [TA/2014/513 Castlneau, Ricketts Hill Road, Tatsfield, TN16 2NA](#) to be considered under item 12 as the due date for responses fell before the next parish council meeting on the 28<sup>th</sup> April 2014. This was agreed.

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

(b) Planning member for April: Ian Mitchell

(c) Tandridge Local Plan: [consultation on Main Modifications proposed](#) – due 25/4/14

The chairman proposed and it was agreed that the main modifications were positive and in general underlined the protection of the Green Belt. The Clerk was instructed to respond to this effect.

(d) Neighbourhood Plan Development Committee: update

Nichola Stokoe reported that no meeting had yet been held but preparations were underway for the Annual Parish Meeting.

(e) Challenge to Tandridge planning Core Strategy: discussion on possible further action.

The Chairman proposed and it was generally agreed that following new information on this matter, as well as confirmation from the clerk that there were powers to enable further involvement, the parish council should investigate the level of contributions of surrounding parish councils – notably Woldingham and Caterham, before making further decisions on whether a financial contribution should be provided.

**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:](#)

- **Aileen McHugo Building repairs: of £275 + VAT for ceiling and gutter**  
This was approved and the Clerk instructed to proceed.
- **Village Hall Repairs – comparing quotes and decision**

The chairman proposed and it was agreed the Clerk should proceed in principle with the 2<sup>nd</sup> quote of £770 as long as a date could be agreed with the contractor to ensure work was completed in time for the Village Hall redecoration plans.

- (c) [Approve increase to Clerk salary to SCP 19 – hourly rate of £9.345 following successful Annual review backdated to 1 February 2014.](#)

This was approved unanimously.

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

- (a) [Highways: No update](#)

- (b) [Rights of Way: update – Footpath 19a and signs](#)

The Chairman proposed and it was agreed that the relationship with Sarah Jenman at Surrey Rights of Way needed to be improved to encourage co-operation and communication with regards to scheduled works within the parish. The Clerk was auctioned to make contact and arrange a talk / meeting with the chair or Doug Massey.

The Clerk confirmed that footpath and bridle path signs had been replaced around the parish by Surrey Highways which was welcomed by members.

## **8. NOTIFIED MATTERS**

- (a) [Housing: update](#)

The chairman proposed and it was agreed that Jon Allbutt be asked to represent the parish at the upcoming meeting with the landscaper at Gresham Close. The chairman to arrange.

- (b) [Tatsfield Communications Advisory Committee: Rural Sounding board – draft response](#)

The chairman asked that this be considered by the TCAC at their upcoming meeting – the Clerk to send details to Peter Kerry in time for the meeting.

- (c) [World War 1 100th Anniversary / War memorial: Annual Parish Meeting](#)

The chairman confirmed that some idea of costs would be available for the APM.

- (d) [Village Signs: update](#)

No update.

- (e) [Old Lane ditch: update](#)

No update.

- (f) [‘Call for Sites’ for Gypsy, Traveller & Travelling Showpeople Development Plan Document: discussion](#)

The chairman proposed and it was agreed that the Clerk should contact Paul Newdick regarding a letter to a local landowner on this matter.

The chairman proposed that the Development Plan document appeared to support the Green belt and not support inappropriate development and that the parish council had no comment to make. This was agreed.

- (g) [Furze Corner Playing Fields: update](#)

The Chairman reported that the complaint regarding the state of the playing fields investigated by Bob David appeared to have been resolved with the various village organisations responsible agreeing to resolve the matter.

- (h) [Annual Parish Meeting: finalise roles and agenda](#)

The Agenda put forward by the Clerk was generally approved and would be displayed shortly. The Clerk confirmed Inspector Austin, Councillor Hodge and Councillor David had agreed to speak. Final arrangements and entry to the Village Hall would be organised out of session.

- (i) [Tandridge Overview and Scrutiny Committee: youth provision in Tandridge discussion](#)

The chairman requested that this be considered by the Tatsfield Communications Advisory Committee who should then submit recommendations to the parish council.

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

- (a) [County Councillor: no report available.](#)

- (b) [District Councillor: the following points were raised by Bob David:](#)

- 1- Councillor David welcomed the inclusion of Item 5e on the agenda and noted how important it was to show a strong support of the Local Plan at this time.
- 2- The Furze Corner playing fields matter had now hopefully been resolved and he would monitor progress.
- 3- Matters at Tandridge were quiet as elections were imminent in May.

4- The village spring clean had been very successful – thanks to all who took part.

(c) Tatsfield Community Responders: no update.

(d) Village Hall Management Committee: update

Helena Garcia noted the floor refurbishment was complete and Ryan Leisure had made recommendations re the cleaning which had been passed on to the VHMC. She also noted that the redecoration project was requesting new quotes based on a more minimalist approach due to costs.

(e) Tatsfield in Bloom: update

It was reported that there would be no entry in competitions this year – all other matters proceeding.

(f) Police: update

Moira Cocks was now also assigned to the local PCSO team.

(g) Biggin Hill Airport:

Next meeting will take place on 17<sup>th</sup> April 2014.

(h) Speedwatch:

The team had started up again and matters were proceeding but new volunteers still needed.

(i) Tatsfield Fairtrade Steering Group:

No update.

## 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 noted that a pond dipping activity day was scheduled for 15<sup>th</sup> April 2014 organised by Nigel Shaw with Tatsfield primary school and that the parish room had been booked. Invoices should be expected for items associated with this activity.

(b) Millennium Wood: update on soil deposit / decision on further action

Doug Massey reported that no further action was needed as the soil and other items deposited on parish council land had been removed as agreed by the resident.

(c) Parish Council Car Park and retained facilities: Green Belt Relay final authorisation

The chairman proposed and it was agreed that this event could take place in light of communications between the organisers and the Clerk. It was anticipated that all users should have left the car park by 13.30. The clerk to confirm.

(d) Tatsfield Community Games Area: request from school for closure on 7/6/14

The chairman proposed and it was agreed that the Parents Association request was approved for exclusive use of the TCGA for the School Fete on 7<sup>th</sup> June 2014 from 10.30am – 3pm as per the email received by the Clerk on 2/4/2014. The organisers of the Fete would be notifying users of the closure and contacting emergency services.

(e) Aileen McHugo Building:

No matters outstanding.

(f) Village Hall:

Covered under 9d.

(g) Tatsfield Allotments and Community Gardens:

Nothing to report.

## 11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Annual Meeting of the community – Chelsham & Farleigh on 27<sup>th</sup> May 2014 – the Clerk may be able to attend.
- The clerk noted that a thank you letter had been received from Little Acorns pre school for the grant.
- **Notification from Bromley Court re Claim**  
The chairman notified the meeting that the clerk had received notification from the claimant which had been confirmed by Bromley Court that the claim initiated in July 2013 against the parish council had been withdrawn. This was welcomed
- **Car business – support from Parish Council**  
The chairman proposed and it was agreed that in principle there was support from the parish council for a scheme to reduce car use within the village and that the parish council would welcome information for next stages of implementation.

(b) to discuss Correspondence received by the Clerk

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

The chairman proposed this be considered under Item 12 as the due date for responses was before the next scheduled parish council meeting. This was agreed.

**TA/2014/513: Castleneau, Ricketts Hill Road, Tatsfield, TN16 2NA**

Demolition of existing dwelling, outbuildings and garage. Removal of selected trees within tree preservation order area. Erection of detached dwelling with integral garage, driveway and associated tree planting and landscaping  
*The chairman proposed and it was agreed that there was no objection to the proposal.*

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

The parish council needs to consider replacing the tables in the parish room.

The meeting concluded at 10.12pm

	Matters raised under Public adjournment:			
	1- Please investigate letter sent to local landowner proposing to buy a parcel of land for use as a site for Travellers and travelling show people. 2- Is Surrey highways responsible for Croydon Road as the number of pot holes there is alarming and INCREASING?			
<b>Item &amp; page (10 Feb 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 11	Presentation for APM on Housing	Parish members	6/5/2014	In progress
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
<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (24 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
4a, 24	Prepare for meeting in April	All	14/4/2014	COMPLETE
7, 25	Feedback to consultation	Chair/Clerk	14/4/2014	In progress
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 26	Inform Tandridge District council on decisions re planning applications	Clerk	17/4/2014	COMPLETE
5c, 26	Respond and submit to Tandridge District Council	Clerk	25/4/2014	COMPLETE
6b, 27	Inform contractors of success and arrange works to go ahead	Clerk	12/5/2014	In progress
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	
10c, 28	Notify Green Belt Relay of final decision	Clerk	COMPLETE	25/4/2014
10d, 28	Notify PA of decision re TCGA closure	Clerk	COMPLETE	1/5/2014
11b, 29	Notify business of parish council in principle support for proposed venture in car pool	Clerk	COMPLETE	1/5/2014

**DRAFT MINUTES of the Annual Meeting of Tatsfield Parish Council held on the 12<sup>th</sup> May 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)

And 2 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 Helena Garcia. 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. ELECTION OF VICE CHAIRMAN**

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

**4. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN**

Doug Massey signed the declaration of acceptance of Office of Vice Chairman witnessed by the Clerk.

**5. APOLOGIES: Mr Peter Kerry, Mr Martin Westerman**

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

None.

**7. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 28th April 2014**

The minutes of the meeting held on 28<sup>th</sup> April 2014 were duly signed as a correct record by the Chair.

**8. 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.

**9. 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.

**10. 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.

**11. Proposal for and agreement on Terms of reference for item 10**

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

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

The Roles and Responsibilities document had been circulated and included as [Appendix C](#) to these minutes. The only changes from the previous year were the removal of Martin Westerman from his duties and Doug Massey to be included in the Parish Property section. The Chairman proposed that Appendix C be approved and all agreed.

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

The Clerk noted the following leases property leases were unchanged:

- Aileen McHugo Building: single year tenancy leases (annually renewable) with Chartwell Cancer Trust Ltd (Room 1), Howard & Sons (Room 3) and BigIn Words Ltd (Room 2).
- Aileen McHugo Building: ongoing 5 year lease (with 2 years left) for first floor with P Clark (IQ Financial Planning).
- Land on Approach Road used for the Allotments with Whelan Homes Ltd (long term lease)

- Land on which the Tatsfield Community Games Area stands – lease with Surrey County Council (long term lease )
- An agreement is currently in place with the Allotments Group / Horticultural Society for management of the Allotments on behalf of the Parish Council.
- An agreement is currently in place with Tatsfield Primary School for management of the Tatsfield Community Games Area.
- An agreement is currently in place with the Village Hall Management Committee for the lease and management of the Village Hall (long term lease).

#### **14. Review of Standing Orders and Financial Regulations**

The Chairman proposed and it was agreed that this be deferred to June owing to other commitments by the clerk and members.

#### **15. Receive and accept the Finance Committee Minutes from 28th April**

The Chairman proposed and it was agreed that the draft minutes of the Finance Committee meeting be received and accepted.

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

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

The Clerk agreed to follow up the guttering work to be done on the Aileen McHugo building and ensure it was completed within the next 4 weeks.

#### **17. PLANNING**

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

- **[TA/2014/699: 2 Rag Hill Close, Tatsfield, TN16 2LR](#)**

Erection of single storey extension with roof lantern to north elevation. (Certificate of lawfulness for a proposed development)

*No comment.*

- **[TA/2014/708: 19 Shipfield Close, Tatsfield, TN16 2AU](#)**

Erection of two storey extension to the side and rear elevation. Erection of porch to front elevation

*No objection.*

- The Chairman determined that the planning application **TA/2013/1499 Motorway Services Area, M25 Westbound, Clacket Lane, Tatsfield, TN16 2ER** and **TA/2013/1500 Motorway Services Area, M25 Eastbound, Clacket Lane, Tatsfield, TN16 2ER** to be considered under item 24 as the due date for responses fell before the next parish council meeting .This was agreed.

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

(b) [Planning member for May: Nichola Stokoe](#)

(c) [Neighbourhood Plan Development Committee: update](#)

The Chairman proposed and it was agreed that the Neighbourhood Plan Development Committee should meet and produce a worded statement of recommendation on the future of the committee and next steps to be considered at the next parish council meeting.

#### **18. 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:](#)

- St Mary's Flower Festival – grant for flower arrangement (usually £50-£100) – the chairman proposed and it was agreed that an amount of up to £100 be approved and that the Chairman would prepare a flower arrangement to be presented to the festival on behalf of the Parish Council.
- Replacement of tables and carpets in Parish Room.

The Chairman thanked Peter Kerry for his work on obtaining quotes to replace tables in the Parish room. The Chairman proposed and it was agreed that the Clerk should enquire about pricing to refurbish the existing tables. She further proposed that the Clerk obtain quotes from local carpet suppliers with Helena Garcia providing contact details. This was also agreed.

(c) [Update on Annual Accounts progress](#)

The Clerk noted draft accounts had been considered and some changes approved – the final draft to be considered at the Finance Committee meeting on 2<sup>nd</sup> June 2014 and these would then be given to the internal auditor that week with final signoff of the accounts to be done at the main meeting on 9<sup>th</sup> June 2014.

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

- (a) [Highways: update.](#)

The vice chairman noted work had begun on Paynesfield Road with closures expected until the end of next week. Ricketts Hill Road had also been closed but was likely to be open by the 13<sup>th</sup> May.

- (b) [Rights of Way: update](#)

The Chairman confirmed no bridge or kissing gate had been installed as previously feared on the footpath – a gate had been installed towards the top of FP19a.

## **20. NOTIFIED MATTERS**

- (a) [Resignation of Parish Councillor \(Martin Westerman\): acceptance and notification of vacancy procedure](#)

The Clerk informed the meeting that according to Clive Moore – monitoring officer at Tandridge District Council Martin Westerman could not resign as he fell under the auspices of being appointed by the parish council as he filled an existing vacancy, not co-opted due to a casual vacancy. This meant that the position could only be vacated following 6 months of non attendance at meetings. The Clerk was looking to confirm this with Anne Bott at SALC.

- (b) [Housing](#)

The Chairman confirmed the Parish Council could not comment on any informal plans to build in the field behind the school until formal planning applications and notification had been submitted by the developer.

- (c) [Tatsfield Communications Advisory Committee \(TCAC\): no update](#)

- (d) [World War 1 100th Anniversary / War memorial: Annual Parish Meeting update](#)

The chairman expressed concern that the Annual Parish Meeting had not provided the parish council with a clear mandate or feedback from other than a few members of the community on the matter of a War Memorial. She proposed and it was agreed to meet informally and produce a request to the community for involvement to take this project forward.

- (e) [Village Signs: update](#)

No update.

- (f) [Old Lane ditch: update](#)

No update

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

- (a) [County Councillor: no report available.](#)

- (b) [District Councillor: the following points were raised by Bob David:](#)

- 1- All quiet in Tandridge District Council due to impending elections.
- 2- The Planning Committee refused the Red House planning application but approved the resubmitted Grasshopper Inn Planning application considering it to be meriting acceptance under an economic case for exceptional circumstances in building in the Green Belt, despite Bob David's resistance.

- (c) [Tatsfield Community Responders:](#)

The Chairman noted that Phil Clark had informed her he had recently lost 3 responders – she proposed and it was accepted that the Clerk request an update on how many responders were left and enquire as to how the parish council could help.

- (d) [Village Hall Management Committee: update](#)

Helena Garcia proposed and it was agreed that following the apparent failure of the most recent floor refurbishment the Clerk request a return of Ryan Leisure to do a full resanding and sealing of the floor, as suggested by Ryan Leisure themselves at the recent visit.

- (e) [Tatsfield in Bloom: update](#)

Bob David noted outside planting would take place in early June and the In Bloom group were assisting Tatsfield Primary School that was participating in the School in Bloom competition this year.

- (f) [Police:](#)

No update

- (g) [Biggin Hill Airport:](#)

The Festival of Flight is to take place in June.

- (h) [Speedwatch:](#)

Speedwatch now active and lots of people had been caught speeding near Old Lane recently.

- (i) [Tatsfield Fairtrade Steering Group:](#)

Doug Massey noted that the group would be serving tea and coffee on Westmore Green on 17<sup>th</sup> May 2014.

## **22. 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 praised Nigel Shaw for organising the recent pond dipping activity with school children in the village and noted a meeting of the GS&ROW committee would be taking place shortly.

(b) [Westmore Green: Tree complaint](#)

Doug Massey proposed and it was agreed to accept Jon Allbutt's recommendation on reducing and cutting back a lime and ash tree on Westmore Green. Initially a request would be put to Tandridge District Council to do the work but this may return to rest on the Parish Council's shoulders if no budget available.

(c) [Parish Council Car Park and retained facilities](#)

The Clerk noted that it was likely the upcoming risk assessment on the car park would point it out as a serious access risk for emergency vehicles, especially at key school drop off and pick up times.

(d) [Tatsfield Community Games Area: lock on gate change](#)

The Chairman noted Tatsfield Primary school had purchased a new lock and was locking the access gate behind the TCGA. It was agreed that the combination would be given to main group users on request as access was possibly down the alley between Bassets and the TCGA main fence.

(e) [Aileen McHugo Building: Little Acorns request for 22 May 2014](#)

The chairman proposed and it was agreed to approve Little Acorns' request to use the parish room for breakfast club on 22<sup>nd</sup> May 2014 between 7.15 and 8.45 subject to acceptance of Terms and Conditions of hire. The Clerk to inform tenants.

Ian Mitchell noted the connecting door between the ground and first floors appeared to be unlocked. The Clerk was asked to remind tenants of this requirement and to lock the door.

(f) [Village Hall](#)

Covered under item 21d.

(g) [Tatsfield Allotments and Community Gardens](#)

No updates.

### **23. MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- Annual Meeting of the community – Chelsham & Farleigh on 27<sup>th</sup> May 2014 – the Clerk may be able to attend

(b) [to discuss Correspondence received by the Clerk](#)

The Chairman proposed and it was agreed that 40 poppies be ordered through Tandridge District Council (Ms R Stennett) 'Poppies on the Street Campaign' to place the names of those who lost their lives in World War I with a Tatsfield connection. The Clerk to expedite.

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

The chairman proposed this be considered under Item 24 as the due date for responses was before the next scheduled parish council meeting. This was agreed.

- [TA/2013/1499: Motorway Services Area, M25 Westbound, Clacket Lane, Tatsfield, TN16 2ER](#)  
Installation of electric vehicle quick charging points at each half of the MSA

*No objection.*

- [TA/2013/1500: Motorway Services Area, M25 Eastbound, Clacket Lane, Tatsfield, TN16 2ER](#)  
Installation of electric vehicle quick charging points at each half of the MSA

*No objection.*

The Chairman proposed that matters of commercial sensitivity would need to be discussed and that the Public and Press should be asked to leave. This was agreed and the contents of this item are disclosed in a confidential Part 2 memorandum to these minutes.

### **25. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA**

None.

The meeting concluded at 10.12pm

	Matters raised under Public adjournment:			
	1- Why did the Parish Council object to upgrading FP25 to a BRIDLEWAY?			
	2- Would it be worth having a one way system in place for Westmore Road, Paynesfield Road and Crossways?			
Item & page	Action	Who	Date by	Result

<b>(10 Mar 2014)</b>				
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)	
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6b, 27	Inform contractors of success and arrange works to go ahead	Clerk	12/5/2014	In progress
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	
<b>Item &amp; page (28 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 32	Inform and organise lighting quote for first floor	Clerk	12/5/2014	In progress
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
16, 35	Ensure guttering work is completed within 4 weeks	Clerk	12 June	COMPLETE
17a, 35	Inform Tandridge planning of Parish Council decisions	Clerk	18/5/2014	COMPLETE
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress
22e, 37	Inform tenants of Little Acorns preschool parish room use	Clerk	19/5/2014	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 9<sup>th</sup> June 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, 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 4 parishioners.

**1. APOLOGIES: Mr Peter Kerry**

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

Ian Mitchell declared an interest in TA/2014/907 in case the Chairman decided to address this under item 12.

**3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 12<sup>th</sup> May 2014**

The minutes of the annual meeting held on 12<sup>th</sup> May 2014 were approved and signed by the Chairman as a correct record together with associated 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/2014/667: Moorhouse Tile Works, Westerham Road, Westerham, TN16 2ET**

Erection of two storey temporary office building, storage unit, underground storage tank and security fence.

*No comment*

• **TA/2013/1041/cond1: Shelleys, 10 Westmore Road, Tatsfield, TN16 2AX**

Details pursuant to condition 6 of TA/2013/1041

*FOR INFORMATION ONLY*

• **TA/2014/849: Woodlands, Ricketts Hill Road, Tatsfield, Westerham, TN16 2NB**

Demolition of part single storey ground floor, part basement level, existing dormer windows and chimneys. Erection of single storey extensions to northeast and southeast elevations. Alterations to roof to provide additional habitable accommodation. Erection of one dormer window to northwest elevation, and one dormer window and chimney to southeast elevation.

*No objection unless the Tandridge planning officer considers the proposals to be an excessive increase over and above the original dwelling size.*

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

Ian Mitchell proposed and it was agreed the Clerk should write requesting clarification from Tandridge planning of the 'Building of Character' assignment to a property and what protection it can give.

(b) [Planning member for June:](#)

Peter Kerry – Clerk to email and remind him.

(c) [Neighbourhood Plan Development Committee: update](#)

No update.

(d) [Hillside Road – enforcement update](#)

Ian Mitchell noted that the Tandridge enforcement team had been brought in and determined items on the property were in contravention of the planning use. This is a complex matter which has only just been brought to the attention of the Parish Council and further updates may be required.

**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:](#)

- Land Survey Maesmaur Corner – the Chairman proposed and it was agreed that a budget of up to £1000 be approved for this item with further cost requiring additional approval before it is incurred.
- Grant for St Marys Church ref fencing – quote £1315 / £1546. The Chairman proposed and it was agreed that an amount of £600 be awarded to cover materials for the fencing.

- Carpets for Aileen McHugo Building ground floor. The Chairman proposed this should await an additional quote.
- Sign accounts and Annual return together with Notes to annual return and accounts

(c) [End of Year accounts for 2013-14:](#)

The Chairman proposed and it was unanimously agreed the approval of the accounts reviewed the previous week by the Finance Committee and internal auditor. The Accounting Statements, annual governance statement, notes to the accounts and Balance sheet were signed and dated by the Clerk and Chairman and these would be duly returned for review to the external auditor by the Clerk.

(d) [Financial contribution to support Parish Council / OLRG action in TDC planning appeal action \(/M3645/A/13/2209654 and APP/M3645/A/13/2209687\): adoption of proposal for contribution.](#)

The chairman proposed and it was agreed to adopt the proposal from the finance committee to destroy the cheque originally assigned to the Oxted and Limpsfield Residents Group and instead send it to Woldingham Parish Council. [this was deemed safer and with less overall risk to community money.

(e) [Approve carry forward / virements for Budget 2013-14 to 2014-15](#)

The proposed carry forward budget amendments and virements were approved.

## 7. HIGHWAYS & RIGHTS OF WAY

(a) [Highways:](#)

Doug Massey proposed and it was agreed to thank Surrey County Council and the Highways team through David Hodge for their work in Paynesfield Road.

Helena Garcia requested that David Hodge ensure a minibus was made available to take people into the village once Ricketts Hill Road was closed in July.

(b) [Rights of Way:](#)

- FP25 – further action following Surrey County Council’s response?  
The Chairman proposed and it was agreed that the Parish Council should continue to remind Surrey to assist in keeping FP25 clear as stated in their email to the Clerk on 16<sup>th</sup> May 2014.
- FP19a and 570 – notification of concern to Surrey Rights of Way  
it was noted that a response from Surrey Rights of Way clarified the electric fence erected along this footpath as complying with legal requirements and no further action was possible on this matter.

## 8. NOTIFIED MATTERS

(a) [Housing: update](#)

The Chairman confirmed she would clarify whether Jon All butt had attended the meeting at Gresham Close.

(b) [Tatsfield Communications Advisory Committee: Rural Sounding board – additional representatives required](#)

The Chairman proposed and it was agreed this would be deferred until Peter Kerry returned.

(c) [World War 1 100th Anniversary / War memorial:](#)

The Chairman noted she had placed a request for assistance in forming a community group to facilitate this project in the parish magazine. No one had as yet been in touch.

(d) [Village Signs: update](#)

Doug Massey proposed and it was agreed that this item be removed from the agenda until further notice.

(e) [Old Lane ditch: update](#)

No update available.

(f) [Citizens Advice Bureau: management meeting update](#)

The report from Peter Kerry was received by members.

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

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

- 1- Confirmed that work in Ricketts Hill Road scheduled for July would be preceded by intermediate and utility repair work.
- 2- Confirmed that he was going to look into a request to look at implementing a footpath from the old primary school along the Golf course
- 3- Tatsfield would be part of a case study for identifying potential Sat-Nav errors for drivers and most particularly large articulated Lorries.

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

- 1- No change in the Tandridge District Council elections – although no UKIP candidates won seats they all did very well in the local elections.
- 2- Upcoming whole council meeting to determine various people’s positions on local committees.

- (c) Tatsfield Community Responders: no update.
- (d) Village Hall Management Committee: update

Helena Garcia proposed and it was agreed that the Parish Council accede to the Village Hall Management Committee’s request to lend Parish council chairs to the Carol Singers at the Christmas Carol event.

- (e) Tatsfield in Bloom: update

It was reported that a good amount of volunteers had assisted in planting on 31<sup>st</sup> May. Tatsfield in Bloom was assisting the school in their Schools in Bloom competition entry and judging would be taking place shortly. The Chairman asked whether plans for a flowerbed in front of the new houses on Westmore Green were being discussed.

- (f) Police: update

Parish Council should obtain a crime number for the damage to the Westmore Green play area equipment.

- (g) Biggin Hill Airport:

Festival of Flight due to take place this coming weekend.

- (h) Speedwatch:

No new update – volunteers still needed and checks were progressing.

- (i) Tatsfield Fair-trade Steering Group:

Presence at the school fete. No upcoming events scheduled.

**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 noted goldfish had been found in the pond and that there was no real evidence of the new plants.

- (b) Parish Council Car Park and retained facilities: no update.

- (c) Tatsfield Community Games Area: insurance update.

The Clerk noted insurance queries continued.

- (d) Aileen McHugo Building: Guttering and first floor

The Chairman confirmed that the first floor water leak and bees did not require further action by the tenant. The Clerk noted that she had requested the guttering be checked by 2 contractors to suggest possible solutions.

- (e) Village Hall:

Covered under item 9d

- (f) Tatsfield Allotments and Community Gardens:

The drainage project was being assessed. The Clerk noted she had not yet received a request for rental from Whelan Homes and would follow this up.

**11. MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- No meetings scheduled
- The clerk noted that a thank you letter had been received from the Composting group for the continued support and an invitation had been issued to attend the unveiling of the new shredder.
- The Clerk had received a letter of thanks from the Stragglers Running Club ref the Green Belt Relay.
- The Clerk had received an email acknowledging receipt of the cheque and the conditions attached to it from Woldingham Parish Council.

- (b) to discuss Correspondence received by the Clerk

**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**

Castlneau appeal and new benches.

The meeting concluded at 9.42pm

	Matters raised under Public adjournment:
1-	There should be a response to the article in the parish magazine proposing a 20 mph speed limit
2-	when is the 1 way system mentioned in the last meeting going to be implemented or proposed ?

	3- the new arrangements for the parish magazine should be available in the next issue – thanks to the editor for all his hard work			
<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
6b, 27	Inform contractors of success and arrange works to go ahead	Clerk	12/5/2014	COMPLETE
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Inform Tandridge planning of Parish council decisions	Clerk	16/6/2014	COMPLETE
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	
10f, 44	Request invoice from Whelan Homes	Clerk	30/6/2014	COMPLETE

**MINUTES of a Meeting of the Neighbourhood Plan Development Committee of Tatsfield Parish Council held on the 11<sup>th</sup> July 2014 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm**

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

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

And 0 parishioners

**1. Apologies: None**

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

None

**3. Review of Village Design Statement 2007**

001NP/0714 Members resolved to allocate sections of the existing Village Design Statement 2007 for update and to incorporate matters raised in the 2013 appraisal document.

Ian Mitchell was allocated background and history as well as reference to planning policies.

Nichola Stokoe was allocated key elements in the Village Design Statement.

Sue Smale was allocated strategy.

Members to report back at the next meeting on 5<sup>th</sup> September 2014.

002/NP0714 It was resolved to ask the Clerk to write to Tandridge District Council ref their letter dated 4 December 2007 and ask whether the position stated in that letter still stands in relation to an update Village Design statement.

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

None.

**The Meeting closed at 8.45 p.m.**

<b>Item &amp; page (11<sup>th</sup> July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
001/NP0714	Update sections of Village Design statement for reporting back	All	5/9/14	
002/0714	Write letter to Tandridge	Clerk	31/8/2014	In progress

**MINUTES of the Meeting of Tatsfield Parish Council held on the 28<sup>th</sup> July 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Sue Smale (in the chair)  
Mrs Nichola Stokoe, Mr Doug Massey, Ms Helena Garcia

And 0 parishioners.

**1. APOLOGIES**

035/0714 Mrs Ana Hughes (Clerk), Mr Peter Kerry, Mr Ian Mitchell – these were received and accepted by members.

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

None.

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 14<sup>th</sup> July 2014**

036 /0814 It was resolved that the meeting minutes and associated appendices from the previous meeting on 14<sup>th</sup> July 2014 be deferred to the meeting to be held on 8<sup>th</sup> September 2014

**4. Receive and accept the Neighbourhood Plan Development Committee minutes of 11th July 2014**

037/0814 It was resolved the minutes from the Neighbourhood Plan Development Committee on 11<sup>th</sup> July 2014 be received and accepted.

**5. PLANNING**

**(a) TA/2014/929/TPO: 72 Paynesfield Road, Tatsfield TN16 2BG**

**TPO 65 (GOD) - Reduce crown of 1 Beech tree to leave height of approx. 14m & crown separation of 22m from No. 72 & 17m from Dome House, Paynesfield Road. Thin crown by 25%**

038/0814 *No objection.*

**(b) TA/2014/1119 Windrush, Westmore Green, Tatsfield, TN16 2AG**

**Erection of two storey extension to rear elevation.**

039/0814 *No comment.*

**(c) TA/2014/1134 Libra, Ricketts Hill Road, Tatsfield, TN16 2NB**

**Demolition of existing garage (notification of demolition)**

040/0814 *No comment*

In the Clerks absence the Chair agreed to inform Tandridge Planning of the Parish Council's decisions

**6. Parish Council Property :**

**(a) Aileen McHugo Building**

- sign tenancy agreement for Room 3

041/0814 The tenancy agreement for use of room 3 between the Parish Council and Mr John Howard has been renewed for 12 months from 28 July 2014. The agreement was signed by 2 Councillors and witnessed by the Clerk.

- Little Acorns using Parish Room for Breakfast Club on 4th + 5th September

042/0814 The Parish Council agreed that Little Acorns can use the Aileen McHugo Building for their breakfast club on the 4 and 5 September 2014.

**(b) Parish Room charging – discuss and re-affirm strategy**

043/0814 Following a discussion it was agreed that Cllr Smale would put together a number of proposals for consideration at a future meeting of the Parish Council.

**(c) Maesmaur Road Corner – update**

The Parish Council are in discussion with a property owner to establish the boundary between their land and Parish Council land. A letter has been received by the property owners and the contents noted.

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

044/0814 The following planning application was not on the meeting agenda but considered at the discretion of the Chair.

- **TA/2014/1182: Cedar Cottage Ninehams Road** – Demolition of existing garage. Relocation of garage with addition of single storey extension to rear elevation.

Having discussed and considered the planning application the Parish Council agreed to object to the application on the following grounds. Policy RE10 – Garages and other ancillary domestic buildings in the curtilage of dwellings in the Green Belt outside the settlement: Specifically 1. Excessive in size having regard to the scale of the existing dwelling detracting from the rural character and appearance of the locality. 2. Being readily capable of subsequent conversion to residential accommodation. It was also agreed that should TDC be minded to grant the planning application then a condition be attached that prohibits residential use.

045/0814 *Objection to planning application. The application in the view of the Parish Council is in contravention of Policy RE10 – specifically:*



- Excessive in size having regard to the scale of the existing dwelling detracting from the rural character and appearance of the locality
- Being readily capable of subsequent conversion to residential accommodation.
- Should TDC be minded to grant the planning application then a condition be attached that prohibits residential use.

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

None.

The meeting concluded at 9.15pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	COMPLETE	COMPLETE
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress – appeal made
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
<b>Item &amp; page (14 July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
022/0714	Produce bullet point summary of CIL benefits	Clerk/IM	31/8/2014	
034/0714	Request final solution for guttering issue	Clerk	23/7/2014	In progress
<b>Item &amp; page (28 July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
038-040/0714	Inform Tandridge of planning decisions	Chair	31/7/2014	COMPLETE
041/0814	Process agreement	Clerk	31/8/2014	
042/0814	Inform Little Acorns of agreement to use Parish Rooms on 4/5 September for Breakfast Club	Clerk	16/8/2014	
043/0814	Put together charging proposals for consideration	Chair	8/9/2014	
045/0814	Inform Tandridge of planning decisions	Chair	31/7/2014	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 22<sup>nd</sup> August 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 9.30 a.m.**

**Present:** Mrs Sue Smale (in the chair)  
Mrs Nichola Stokoe, Mr Doug Massey, Ms Helena Garcia, Mr Ian Mitchell

And 0 parishioners.

**1. APOLOGIES**

046/0814 Mr Peter Kerry – these were received and accepted by members.

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

047/0814 Ian Mitchell declared an interested in item 4d on the agenda. Nichola Stokoe declared a personal interest in Item 4b. Neither took part in the discussion or resolution of these respective items.

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 14<sup>th</sup> July 2014**

048 /0814 The minutes and appendices of this meeting were approved and signed by the Chair as a correct record.

**4. PLANNING**

(a) **TA/2014/1135: Libra, Ricketts Hill Road, Tatsfield, TN16 2NB**

**Demolition of detached garage. Erection of replacement detached double garage with car port and log store. (Certificate of Lawfulness for a Proposed Use or Development). - ratification**

049/0814 *No comment.*

(b) **TA/2014/1207 Meadway, 14 Paynesfield Road, Tatsfield, TN16 2AR**

**Installation of 14 photovoltaic solar panels to south roof slope. (Certificate of Lawfulness for a Proposed use or development) – ratification**

050/0814 *No comment.*

(c) **TA/2014/1267 Limetree Mews, Johns Road, Tatsfield, Westerham, TN16 2AP**

**Installation of bi-fold doors to southeast elevation. (Certificate of Lawfulness for a Proposed Development)**

051/0814 *No comment*

(d) **TA/2014/980: Rose Cottage, Goatsfield Road, Tatsfield, TN16 2BU**

**Erection of detached house and garage (amended plans) – respond by 25/8/14 – amended plans**

052/0814 Reduction in bulk noted and no further objection.

053/0814 Clerk instructed to inform Tandridge District Council of the above resolutions.

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

054/0814 Following notification by Ian Mitchell that Pippins was on the market and the current owner had no wayleave over the property, it was resolved to write to the current owner – Nichola Stokoe and Ian Mitchell to work with the Clerk on producing the letter6. **MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.**

**6. Matters for Reporting or Inclusion in Future Agenda**

Wayleave matter on Tatsfield Green.

The meeting concluded at 10.00am <b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
8e, 19	Arrange meeting with key parties for Old Lane discussions	D Massey / Chair	31/3/2014
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)
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
008, 48	Produce prices	D Massey	14/7/2014
<b>Item &amp; page (14 July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
022/0814	Produce bullet point summary of CIL benefits	Clerk/IM	31/8/2014
<b>Item &amp; page (28 July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
041/0814	Process agreement	Clerk	31/8/2014
042/0814	Inform Little Acorns of agreement to use Parish Rooms on 4/5 September for Breakfast Club	Clerk	16/8/2014
043/0814	Put together charging proposals for consideration	Chair	8/9/2014
<b>Item &amp; page (22 Aug 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>
053/0814	Inform TDC of decisions 049-052	Clerk	31/8/2014
054/0814	Letter to send re wayleave over Tatsfield Green	IM/NS/Clerk	08/09/2014

**DRAFT MINUTES of a Meeting of the Neighbourhood Plan Development Committee of Tatsfield Parish Council held on the 4<sup>th</sup> September 2014 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.00 a.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Ian Mitchell 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 on 11th July 2014**

003/NP0914 It was resolved that the minutes were a true representation of the meeting and they were signed by the Chair.

**4. Update on the Village Design Statement**

The Clerk reported that Paul Newdick confirmed Tandridge District Council would not be able to support or assist in the formalisation of the Village Design Statement, unless Tatsfield wished to start work on a Neighbourhood Plan.

004/NP0914 Discussion focused on Strategy section with agreement to the following actions:

- A-Green Belt - need to understand exact wording of new Tandridge Planning Policies.
- B-Development Transition - Review wording for section.
- C-Natural Environment - Review wording.
- E-Development within the Defined Village - include concerns re parking especially with regards to future planning applications.
- F-Housing Need knowledge and factual awareness of different types of houses and historical comparison – especially over the last 10 years. Develop a picture of the type of housing actually needed. (Ian Mitchell)
- Add new item Utilities – historic information on utilities (Ian Mitchell)

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

New meeting set for 9<sup>th</sup> October 2014 at 10am.

**The Meeting closed at 11.25 a.m.**

Item & page (4 <sup>th</sup> Sept 2014)	Action	Who	Date by	Result
004/NP0914	address actions listed by next meeting	all	09/10/14	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 22<sup>nd</sup> September 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Doug Massey (in the chair)  
Mrs Nichola Stokoe, Ms Helena Garcia, Mr Ian Mitchell, Mr Peter Kerry

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

And 0 parishioners.

**1. APOLOGIES**

082/0914 Mrs Susan Smale – these were received and accepted by members.

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

083/0914 Ian Mitchell declared an interested in item 4a and 4b on the agenda. He did not take part in the discussion or resolution of these respective items.

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 8<sup>th</sup> September 2014**

084 /0914 The minutes and appendices of this meeting were approved and signed by the Chair as a correct record.

**4. PLANNING**

**(a) TA/2014/1427: Valleyside, Greenway, Tatsfield, TN16 2BT**

**Erection of single storey extension to south west elevation, juliette balcony to north west elevation, dormer window to north east elevation to provide additional habitable first floor accommodation and front porch. (Certificate of Lawfulness for a Proposed Use or Development)**

085/0914 *No comment*

**(b) TA/2014/1431: Valleyside, Greenway, Tatsfield, TN16 2BT**

**Extension to patio to rear elevation.**

086/0914 *No comment*

087/0914 The Clerk was instructed to inform Tandridge District Council of the above resolutions.

088/0914 Ian Mitchell brought TA/2014/1463 Home Cottage, Old Lane, Tatsfield, TN16 2LN to the attention of the meeting – it was resolved that the Clerk should ask for an extension on the response time as comments were due before the next meeting of the Parish Council and no paperwork had yet been received for this item.

**5. Finance:**

**(a) Insurance renewal : discuss and approve addition to Schedule B from meeting on 8th September 2014 - £3,145.48**

089/0914 It was resolved to approve this addition and approve the renewal of insurance for £3,145.48

090/0914 It was resolved that the Clerk should request a review of the insurance elements to include contents for the Aileen McHugo Building and to add the netball hoops, posts and tennis nets from the Community Games Area as long as the premium increase for these did not exceed £50. The Clerk was also asked to bring the error in the address on the insurance renewal's form to the attention of Came and Company.

**6. Young people in Tatsfield: email from D Bishop re requests for a club / place for young people**

091/0914 It was resolved that the Clerk should respond to the above request including the following points:

- there were no plans at this time to create a building or location for young people;
- draw attention to the Appraisal section relating to Young people on the website which showed the points raised, none of which included the request for a new place to meet.
- the Parish Council would be happy to support an initiative by Mr Bishop to arrange a meeting in the parish rooms with those who approached him on this matter.

**7. Parish Council property and Land:**

**(a) Green Spaces and Rights of Way discussion paper - discuss and agree points**

092/2014 It was resolved to agree that Doug Massey would present the discussion paper provided by Jon Allbutt to the Green Spaces and Rights of Way Committee to then provide a proposal to the Parish Council for a decision in the near future on the various items raised in the discussion paper.

**(b) Shaw Road Triangle / Hayes Pasture - agree maintenance work.**

093/2014 It was resolved that the Clerk should write to Ian Reeves enquiring as to whether he would like to be contracted by the Parish Council to continue the great work on maintaining Hayes Pasture by providing a quote for consideration by the Parish Council. Additionally the Clerk was asked to thank him for all the work he had done so far and further ask whether he would be interested in maintaining the Shaw Road Triangle. Should this not be successful then quotes could be obtained from other possible contractors.

**(c) Aileen McHugo Building - Parish Room charging options final decision**

094/2014 The Parish Council considered the proposals presented by Susan Smale in her report on this matter and resolved to accept option 3 - allow Annual Meetings and planning/strategic meetings (not socials) of Village Organisations that do not charge their members fees or do not fundraise for themselves (this would include Tatsfield in Bloom, Fairtrade Group, Vern association amongst others). All other groups and organisations would need to be charged. Committees and groups representing Parish Council interests would be exempt. It was further noted that it was not the intention of the Parish Council to take funds away from other village venues such as the WI Hall and the Clerk was instructed to perform a review of the charges for the Parish Room and present findings at the next meeting.

**8. Standing Orders: final approval and agreement**

095/2014 The latest draft version of the Standing Orders presented by the Clerk were approved and agreed as the most current Standing Orders for the Parish Council. The Clerk was instructed to update the website.

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

096/2014 The Chair brought an item requiring consideration by 24<sup>th</sup> September 2014 to members' attention – notably the review of the Council Tax support grant by Tandridge District Council on that date. It was resolved that the Clerk should indicate the parish council would prefer no reduction in the grant but that if a reduction was the only option then the smallest (29%) would be the Parish Council's preference. The matter to be referred to the Finance Committee.

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

- Path in the village centre – needs a quote for replacement.
- Provide additional pricing for benches
- Christmas tree for Carol service in December 2014.
- Picnic benches around play area in Westmore Green,

The meeting concluded at 9.18pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress – appeal made
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
<b>Item &amp; page (22 Aug 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
054/0914	Letter to send re wayleave over Tatsfield Green	IM/NS/Clerk	08/09/2014	Complete
<b>Item &amp; page (9 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
075/0914	Request plan for maintenance for Parish Council land and green spaces to include Hayes pasture and Shaw Road triangle as soon as possible	Clerk	18/9/2014	In progress
076/0914	Write to residents of Vale House for update	Clerk	18/9/2014	COMPLETE
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
087/0914	Inform Tandridge District Council of the above resolutions.	Clerk	27/9/2014	COMPLETE
088/0914	Request extension for response on TA/2014/1463	Clerk	24/9/2014	COMPLETE
090/0914	Request review of insurance elements to add items from TCGA and Aileen McHugo Building	Clerk	13/10/2014	In progress
090/0914	Change errors on renewal form from insurance	Clerk	13/10/2014	
091/0914	Respond to query from Mr D Bishop	Clerk	26/9/2014	COMPLETE
092/2014	Write to Ian Reeves	Clerk	30/9/2014	COMPLETE
093/2014	Review Parish Room charges	Clerk	13/10/2014	

**MINUTES of the Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> July 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, Ms Helena Garcia, Mr Peter Kerry

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

And 3 parishioners.

**1. APOLOGIES: Mrs Nichola Stokoe, Mr David Hodge (Surrey County Councillor)**

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

016/0714 Ian Mitchell and Peter Kerry declared an interest in item 5a TA/2014/980 for reasons of proximity – they did not partake in the discussion or in the voting on this item.

**3. To agree and sign the MINUTES OF PREVIOUS MEETING held on 23rd June 2014**

017/0714 The minutes of the supplementary meeting held on 23<sup>rd</sup> June 2014 were approved as a correct record and signed by the Chairman with an amendment for item 8 adding in the words ‘..which impedes the collection of rubbish.’ to the end of the first paragraph on that minute item and initialled by the Chair.

Ian Mitchell noted he felt that stating reasons for absence on the minutes was an invasion of privacy (as was done in the minutes for the supplementary meeting on 23 June 2014). The Clerk explained this was required to ensure reasons for absence were accepted by members. It was agreed to discuss this item further and agree a solution that was mutually acceptable.

**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/2014/980 - Rose Cottage, Goatsfield Road, Tatsfield, TN16 2BU](#)

Erection of detached house and garage.

018/0714 *Tatsfield Parish Council wishes to object to the application on the following grounds:-*

- *RE2 - inappropriate development in the Green Belt.*
- *RE8 - would result in a disproportionate addition over and above the size of the original dwelling and would detract from the appearance and character of the rural character of the area.*
- *RE9 - it is materially larger than the dwelling it replaces and is not sited on the position of the original dwelling and detracts from the open and undeveloped character of the countryside.*
- *BE1 - constitutes over development of the site by reason of scale, height and bulk in relation to both site boundaries and surrounding area.*
- **TA/2014/1026 - Park Wood House, Chestnut Avenue, Tatsfield, Westerham, TN16 2EG**

Change of use to a single dwelling and erection of fence and security gates

019/0714 Objection - *The Parish Council understands that the original permission pertaining to the above property (Ref : 90/P/1192) was based on Condition 4 which stated that 'The occupation of the dwelling shall be limited to a person wholly or mainly employed in connection with the adjoining gold course'.*

*As such the Parish Council wishes to object to this planning application as it is contrary to this condition.*

020/0714 The Clerk was instructed to inform Tandridge District Council of the parish council’s decisions.

(b) [Planning member for July/August:](#)

021/0714 Susan Smale agreed to take on this role.

(c) [Neighbourhood Plan Development Committee: update](#)

Ian Mitchell noted the committee had a meeting the previous week and members had been tasked to review the Village Design Statement. The committee would meet again on 5<sup>th</sup> September 2014 before the next Parish Council meeting in September and would then report back to members.

(d) [Hillside Road – enforcement update](#)

Ian Mitchell noted no further developments had been noted at this stage but Tandridge would continue to monitor the situation on site and residents were urged to report any changes.

(e) [Tandridge Planning Policy and Community Infrastructure Levy – update](#)

022/0714 Ian Mitchell noted that the new Community Infrastructure Levy was about to be approved following consultation. This could prove to be a big financial boost to district and parish councils as the parish council could receive up to 15% of the total cost of the building project if the homes were over 100m<sup>2</sup>. If there was an active

neighbourhood plan the amount received was increased to 25%. It was resolved that a summary of the benefits of the CIL should be produced.

## **6. FINANCE**

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

023/0714 Appendix B payments were authorised and cheques duly signed. It was noted that there were concerns regarding the completion of works at the Village Hall – the Clerk would chase this up with the contractor.

(b) [Discuss and agree items requiring expenditure:](#)

- Grant request from Dave Bishop for Christmas Carol Singalong – £350

024/0714 It was resolved that the event was a positive community experience and that it should continue to be supported. The Clerk to contact Mr Bishop and inform him as well as thank him for his continued hard work for this event.

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

(a) [Highways:](#)

- Ricketts Hill Road: Doug Massey noted the work had started on 10<sup>th</sup> July 2014 and would take approximately 10 nights depending on the weather.

025/0714 It was resolved to thank Doug Massey for his continued effort in keeping on top of these repairs and informing the community through the Clerk. It was resolved that the cancellation of the bus service to Tatsfield during the repairs was a significant problem and that Surrey County Council should have made provision for an alternative form of transport for those affected.

(b) [Rights of Way:](#)

No update.

The meeting was suspended at 8.50pm for a public 5 minutes.

The meeting was resumed at 8.55pm

## **8. NOTIFIED MATTERS**

(a) [Housing: update](#)

The Chair updated members on an upcoming inspection for the anniversary of Gresham Close's opening.

026/0714 It was resolved the Clerk should write to Jon Allbutt to ask whether he could attend the meeting as the Parish Council's advisor on all landscaping and open spaces matters.

(b) [Tatsfield Communications Advisory Committee: Rural Sounding board – additional representatives required.](#)

027/0714 It was resolved to accept Peter Kerry's offer to be the Parish Council's representative on the Rural Sounding Board. The Clerk was asked to send him the details of how to apply.

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

028/0714 It was resolved to hold a site meeting later re the logistics about how to place the 40 poppies purchased from Tandridge District Council to represent lives lost in each World War. The Clerk would arrange payment details.

The Chair confirmed there had been no contact from residents re her request for volunteers to head up a World War / War memorial project. The Clerk confirmed the Parish Council had the power to 'Maintain, repair, protect and alter war memorials' provided in War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133. However the Parish Council had no power to instigate or create a war memorial – that had to come from the community.

(d) [Old Lane ditch: update](#)

Doug Massey noted that a working party was in the process of being created and may request financial assistance from the Parish Council towards road repair costs.

(e) [Standing Orders: review and approval of new standing orders](#)

The Chair noted the Clerk had not yet completed her review of these and that once it had been completed they could be approved at the September meeting.

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

(a) [County Councillor:](#)

There was no report as the County Councillor was not present at the meeting.

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

1- The Policy Planning committee meeting taking place shortly would discuss the proposed Local Plan and detailed policies. This is the final stage before recommendation for approval to full council and subsequent adoption as the new Local Plan for Tandridge. Mr David noted that the defined village boundary request put in by Tatsfield Parish Council had not been approved and previous village boundaries would remain.

The Community Infrastructure Levy had also been approved and is due to start in December. There are already challenges to both this and the local plan proposed in the High Court.



(c) [Tatsfield Community Responders: no update.](#)

(d) [Village Hall Management Committee: update](#)

Helena Garcia noted the floor repair had now been changed as suggested by the Clerk to the first week in September. No further action had yet been taken on the Health and safety concerns expressed by the Village Hall Management Committee (VHMC). Other matters had been resolved as per item 023/0714.

029/0714 It was resolved that the Parish Council would inform the VHMC of the next planned repairs schedule once this had been agreed.

(e) [Tatsfield in Bloom: update](#)

Bob David reported the village looked good. Tatsfield Primary School would be celebrating their achievement on 21<sup>st</sup> July following their participation in Schools In Bloom for the first time, assisted by the TIB group.

(f) [Police: update](#)

The Chair made a note that all activity and behaviour of concern to residents in the village MUST be reported to the Police – preferably with times and description and if possible, car number plates. It is not possible for the police to take action unless they have been informed there is a problem.

(g) [Biggin Hill Airport:](#)

The Festival of Flight had been a great success although impact on traffic was quite negative over the event.

(h) [Speedwatch:](#)

In a joint effort with Surrey Police to try and ensure people stick to the 20mph speed limit outside schools, the group had been involved in activity and several people had been found to be well over the required speed.

(i) [Tatsfield Fair-trade Steering Group:](#)

Scout Fete had been a success with over £130 raised in sales. A letter thanking the Parish Council for the grant this year would be sent shortly.

## **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 had provided a report:

1- The pond continued to be a source of aggravation – plans to cut back vegetation at the end of Summer.

2- The Royal Oak on Tatsfield Green had been seriously damaged to the point of destruction by contractors. Steve Hyder had taken action against them and offered another tree – there is a Royal Oak in reserve which will be planted in the Autumn.

3- Reports of complaints re verges and sight line issues in Tatsfield Green and Old Lane as well as general state of verges when cut.

030/0714 It was resolved to support the request from the Green Spaces and Rights of Way committee to take up the mantle on behalf of the Parish Council and make it their priority to come up with a local plan for control and maintenance of verges and green spaces. This draft plan could then be presented to the parish council and district/county councils to see what next steps could be.

(b) [Maesmaur Corner : update and next steps](#)

031/0714 Further to the recent meeting and email report from Mr Lytton from the Maesmaur Corner site visit, it was resolved to ask the Clerk to request that Mr Lytton provide a definitive and accurate drawing of the site to assist in determining next steps in this matter. The Clerk was still awaiting feedback from the owners of the Vale.

(c) [Tatsfield Green:](#)

- sight lines and verges

This matter has been addressed under item 10a: 030/0714.

(d) [Parish Council Car Park and retained facilities : update](#)

032/0714 The request to use the car park for a party bus was discussed. It was resolved that the Clerk should get more detail but it was unlikely the bus would fit in the large car park and that alternatives be proposed.

033/0714 it was resolved the Clerk should ask Federicci (pizza van) to return the key to the bollards they had in their possession as no one had a record of its return.

(e) [Tatsfield Community Games Area:](#)

The Chair noted that Bassetts residents had complained about users of the Community Games area and had been advised to notify the police with any concerns.

(f) [Aileen McHugo Building: guttering](#)

034/0714 It was resolved the Clerk should request confirmation from Ray Dry of solution to the guttering overflow issue near the access door to the Aileen McHugo Building. Ian Longley volunteered to explain the parish council's request to Mr Dry.

(g) [Village Hall](#) :

This had been covered under item 9c.

(h) [Tatsfield Allotments and Community Gardens: update](#)

The Chair noted that the Community gardens were almost ready for use and the first phase of the drainage project appears to be working. The new shredder worked incredibly well.

#### **11. MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- No meetings scheduled

(b) [to discuss Correspondence received by the Clerk](#)

All correspondence 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**

Ian Mitchell and Peter Kerry reported that the trees which had been blocking Westmore / Kemsley Roads had now been cleared. It was confirmed they had not been on Parish Council land.

The Chair reported Mike Lambert expressed concern at the size of tree on Westmore Green which was overhanging gardens.

#### **13. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA**

None

The meeting concluded at 10.12pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (14 Apr 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8a, 27	Arrange for Jon Allbutt to attend the meeting at Gresham Close	Chair	TBC	Transferred to clerk 14/7/14
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress – appeal made
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
011, 48	Pricing for litter bins	Clerk	12/7/2014	COMPLETE
015, 49	Confirm current inspection and maintenance programme	Clerk	12/7/2014	In progress
<b>Item &amp; page (14 July 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
020/0714	Inform Tandridge planning of Parish Council decisions	Clerk	15-22/7	COMPLETE
022/0714	Produce bullet point summary of CIL benefits	Clerk/IM	31/8/2014	
023/0714	Chase up contractor re Village Hall work not completed	Clerk	18/7/2014	COMPLETE
024/0714	Inform D Bishop re grant and thank him for his effort	Clerk	23/7/2014	COMPLETE
026/0714	Request Jon Albutt attendance at Gresham Close inspection	Clerk	18/7/2014	COMPLETE
031/0714	Request detailed and accurate plan from Mr Lytton	Clerk	23/7/2014	COMPLETE
032/0714	Obtain further details re party bus sizes	Clerk	23/7/2014	COMPLETE
033/0714	Request key to bollards from Federicci	Clerk	23/7/2014	COMPLETE
034/0714	Request final solution for guttering issue	Clerk	23/7/2014	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 8<sup>th</sup> September 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 Ian Mitchell, Ms Helena Garcia, 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 4 parishioners.

**1. APOLOGIES:**

Mr Douglas Massey – these were received and accepted by members.

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

None.

**3. To agree and sign the MINUTES OF PREVIOUS MEETINGS held on 28th July 2014 and 22nd August 2014.**

055/0914 The minutes of the supplementary meetings held on 28<sup>th</sup> July and 22<sup>nd</sup> August 2014 were approved as a correct record and 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)**

- [TA/2014/1321 – Castlneau, Ricketts Hill Road, Tatsfield TN16 2NA](#)

Demolition of existing dwelling house, adjacent utility building and detached garage. Removal of selected trees within Tree Preservation Order area. Construction of replacement dwelling house, driveway and associated tree planting and landscaping.

The meeting was suspended at 8.08pm to allow the applicant to address the parish council.

The meeting was resumed at 8.13pm

056/0914 *No objection.*

057/0914 The Clerk was instructed to inform Tandridge District Council of the parish council's decisions.

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

058/0914 Helena Garcia agreed to take this role for the coming month.

**(c) Neighbourhood Plan Development Committee: update**

058/0914 Ian Mitchell noted attendance at the Woldingham Neighbourhood Plan Workshop was useful and interesting. Sue Smale agreed and additionally stated she felt the workshop results confirmed the current Parish Council stand on a Tatsfield Neighbourhood plan as being time consuming and expensive, requiring much community involvement and use of external consultants.

059/0914 Members were updated on progress at recent NPDC meetings – the review of the Village Design Statement was underway with the Strategy section having been reworded and ready for review. Ian Mitchell confirmed that Paul Newdick had reiterated no assistance would be available from Tandridge District Council unless Tatsfield wished to go down the Neighbourhood Plan route. Members resolved to continue with the Village Design Statement which would be including aspects raised by the Appraisal and provide a summary of the way residents saw the village developing in the future.

**(d) Hillside Road – update**

Ian Mitchell reported this was a watching brief with no current further developments on site but that residents and Parish Councillors should remain vigilant and report any activity to Tandridge enforcement.

**6. FINANCE**

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

060/0914 Appendix B payments were authorised and cheques duly signed.

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

- Tree work in Westmore Green - £420 + VAT

061/0914 It was resolved that this expenditure was necessary as part of ongoing repairs and maintenance on Parish Council land.

**7. HIGHWAYS & RIGHTS OF WAY**

**(a) Highways:**

- Verge / grass cutting – progress / update on Tatsfield led initiative

061/0914 The Chairman reported following concerns raised by residents over the current state of the southern side of Tatsfield Green. Historically 2 different approaches for both Westmore and Tatsfield Greens:

- North Westmore Green – cut regularly as used daily

- South Westmore Green – attempt to seed as meadow this year was unsuccessful and professional advice has pointed towards reverting to regular cuts in coming year.
- North Tatsfield Green – cut regularly
- South Tatsfield Green – this is left as meadow with less frequent cutting (just paths and sightlines).

In the past Tandridge have been able to accommodate changes in the above agreed schedules, but with recent financial cutbacks this has become less possible. The parish council is currently discussing options to ensure resident's concerns are addressed and this is likely to need parish council funding.

062/0914 Decisions need to be addressed by Doug Massey who has the most knowledge of this matter. This was agreed by members.

063/0914 Peter Kerry asked whose responsibility it is to keep road signs clear as these were becoming overgrown by vegetation in Approach Road and Church Lane. Surrey County Council is the most likely responsible but funds are restricted.

**(b) Rights of Way:**

No update.

**8. NOTIFIED MATTERS**

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

The Chair reported [updates](#) for the Gresham Close development.

064/0914 It was resolved to support the recommendation by the Chair to engage with new residents in both Gresham Close and The Copse now that all houses are full and settled.

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

Peter Kerry reported broadband upgrades appeared to be working well in the village. The website had been updated to accommodate Smart phones and thanks to Surrey for their work in enabling this upgrade.

065/0914 What charges should there be to advertise businesses on the website that are currently not in the Parish Magazine – current advertisers in the parish magazine pay a small premium to be added to the website. It was resolved that a charge should be made to appear on the website whilst waiting for a space in the magazine and this should then be passed on to the parish magazine to assist in becoming self funding.

066/0914 WISE (Women in the Superfast Economy) project to be supported by placing a link on the website and if sufficient local interest then Tatsfield could offer the parish room as a location for training sessions.

**(c) World War 1 100th Anniversary / War memorial: placement of poppies**

067/0914 It was resolved that placement would be clustered around the Village Centre on key buildings – Village Hall, Bakery, Old Ship, Linda's. A laminated sign explaining where details of those lost in the 2 World Wars from Tatsfield would be placed at each location pointing people to the Aileen McHugo Building where Ian Mitchell had created a simple but effective display. The display would be taken down at the end of November.

**(d) Old Lane ditch: update**

068/0914 It was resolved this would be deferred to the meeting on 22nd September as Doug Massey was not present.

The meeting was suspended at 8.55pm for public participation.

The meeting was resumed at 9.07pm

**(e) Standing Orders: review and approval of new standing orders**

069/0914 The Chair noted updated Standing Orders were available for all to comment upon. It was resolved these would be finalised and agreed at the supplementary meeting on 22nd September. The Clerk was instructed to change item 31 to reflect the exact wording of the change to the Public Bodies (Admission to Meetings) Act 1960 in 2014 (Openness of Local Government Bodies Regulations 2014), relating to photographing, recording and filming of parish council meetings.

**(f) Tandridge District Council review of Licensing Policy – comments due on 15th September 2014**

070/0914 It was resolved that the parish council had no comments to make on this review. Individual members were welcome to make comments reflecting their own views.

**(g) Church Lane – concerns regarding HGVs.**

071/0914 Ian Mitchell noted concerns raised by residents regarding the HGVs in Church Lane. It was resolved that the matter be referred to Surrey County Council for comment.

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

**(a) County Councillor:**

David Hodge had the following points to raise:

- 1- Pleased with the work done on Ricketts Hill Road – 3 visits had been made to the site since the work was completed.
- 2- Reference the complaint made by a Tatsfield resident regarding the use of footpath in Rag Hill Road by cyclists. Surrey Highways do not have the power to stop cyclists from using footpaths but Mr Hodge would wait for the resident to send him details of a rail used to stop cyclists. He further noted that funds were unlikely to be available.

3- Highways Cold Weather plan would be available on 3rd October and would be sent out to Parish Council after that date.

4- Is the Parish Council interested in purchasing the Meadow (behind Tatsfield School).

071/0914 It was resolved that until a request for purchase comes from the Parish Council via the Clerk then Mr Hodge should not take further action. Boundary issues and maintenance concerns needed to be addressed.

5- The footpath by Crossways has been damaged by contractors on the Westmore Road 4 house development. Tandridge District Council officers have been asked to go on site as it is possible that conditions of planning consent are not being observed.

6- What policy does Tatsfield Parish Council have in place regarding the use of sky lanterns ? The Chair noted that consent had been given in the only request received (June 2012) with the conditions that only bio-degradable lanterns were used and that contact with Biggin Hill regarding the date and number of lanterns was made.

**(b) District Councillor:**

The following points were raised by Bob David:

1- There is a large difference in cost between the new 695 bus route to Oxted (a public bus) and the bus put on by Surrey County Council to transport children to school. The public one is quite a bit cheaper and there is concern that this will gradually become overused and there will be no room for the general public and then there could be an impact on the availability of the other bus service.

2- Tandridge's plans to build new council homes is taking a little longer than expected as they have had a steep learning curve in this area having never built them before.

**(c) Tatsfield Community Responders: no update.**

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

Helena Garcia noted the new floor had been completed and would be monitored closely.

072/0914 Having discussed the request for a programme of works it was resolved that Lloyd Gulley should make a note of the items he believes require addressing for repairs to the Village Hall and then approach the Parish Council through Helena Garcia. The Parish Council had recently completed an extensive programme of works and had continued to make repairs to the Village Hall. There was no plan to introduce another formal programme of works at this time.

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

No update.

**(f) Police: update**

Nothing of significance to report.

**(g) Biggin Hill Airport: update**

No update.

**(h) Speedwatch**

Ian Mitchell noted that the Speedwatch group was working with Tatsfield Primary school who had agreed to write to parents reminding them of the need to keep to the 20mph speed limit outside the school. Recent Speedwatch initiatives had found this was not being observed by some parents.

**(i) Tatsfield Fair-trade Steering Group:**

073/0914 It was resolved to defer this matter as Doug Massey was absent

**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**

074/0914 It was resolved that this item needed to be deferred to the 22nd September meeting as Doug Massey was not present. Jon Allbutt's proposals to the GS&ROW committee needed to be considered by this committee and then the Parish Council would be ready to receive recommendations.

Peter Kerry enquired as to maintenance plans for Hayes Pasture and Shaw Road triangle.

075/0914 It was resolved that these needed to be included in the general maintenance plans as soon as possible and a request to be made to the Green Spaces and Rights of Way Committee to ensure this happened as soon as possible.

**(b) Maesmaur Corner : update**

Ian Mitchell noted he had sent updated copies of the plan to John Lytton.

076/0914 It was resolved that the Clerk should write to the residents of Vale House following their letter and update them on progress to this matter.

**(c) Westmore Green:**

- outdoor gym induction sessions : the Parish Council would be contacted once dates had been arranged.

077/0914 It was resolved that details should be forwarded to sports groups in the village such as Yoga and Pilates. Dates would also be advertised on social media and posters.

- Meeting re Beer Festival with Tatsfield Parents Association : members concerns had been satisfied at the meeting with the representatives of the Tatsfield Parents Association. Around 1000 people were expected to attend,.
- concern re fire hazard near Old Lane end of Green: a meeting had taken place with Steve Hyder re the Greens. It was reported Tatsfield Green should be cut mid-September. This matter was addressed under Item 7a and would be further addressed at future meetings.
- Wayleave over Tatsfield Green - decision on action. This was in progress.

**(d) Tatsfield Green:**

**(e) Parish Council Car Park and retained facilities : update**

It was noted that the Police had taken action during their Tatsfield drive by and that further to this no other concerns had since been raised re car park congregations.

**(f) Tatsfield Community Games Area:**

The Clerk had requested assistance with locking up in the morning in Make Lambert's absence week commencing 16th September. Peter Kerry agreed to help. The Clerk was most grateful.

**(g) Aileen McHugo Building: guttering**

- Guttering ; this had been resolved to member's knowledge following work done by Ian Longley and Ray Dry. The matter would be watched once the rain started up again.
- Request for storage –

078/0914 It was resolved to offer the currently empty storage cupboard in the passageway outside the Parish Room to Room 2 for a few of £5 a week and this would be added to the tenancy agreement. The Clerk and Nichola Stokoe would address this matter.

- Charging for Parish Room – discussion on options.

079/0914 It was resolved to defer this to the 22nd September meeting.

**(h) Village Hall :**

This had been covered under item 9d

**(i) Tatsfield Allotments and Community Gardens: update**

080/0914 It was resolved to ask the Allotments group and Horticultural Society to advertise the community gardens more widely as there did not appear to be awareness in the community that this was available to all.

**11. MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- Neighbourhood Plan Planning workshop - Woldingham Village Hall 27th August 2014, 2.00 - 5.00 pm - attended by Ian Mitchell and Susan Smale
- TVSC AGM / talks 2nd October 2014 12-2.30pm - none available.
- SALC AGM- October - Clerk could attend if no one else available.
- Thanks from Tatsfield Art Group for Grant received earlier this year. - the Clerk noted thanks received.
- Complaints from resident - agree Parish Council response

**(b) to discuss Correspondence received by the Clerk**

There were 3 complaints received :

- 1- Westmore Road development concerns.
- 2- Lusted Hall Lane and Approach Road parking
- 3- Verge outside allotments.

081/0914 It was resolved that no further action was to be taken as the complainant had expressed satisfaction at the response provided by Susan Smale which was agreed by members and did not need further correspondence from the Parish Council

**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 – already addressed in the meeting and several items would be referred to the meeting on 22nd September 2014.

Meeting ended at 10.15pm

Matters raised under Public adjournment:

- 1- The new road surface on Ricketts Hill Road is too slippery for horses – D Hodge responded by stating roads had been repaired to government standards by the contractor and were built for vehicles not for horses. He suggested the Horse Society write to Surrey Highways.
- 2- Tatsfield Green should only be cut once a year to allow meadow seeds to 'take'
- 3- The ditch in Old Lane was becoming a hazard as it was covered by surrounding vegetation and could not be seen by some vehicles.

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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)	
<b>Item &amp; page (12 May 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
20d, 36	Informal meeting to appeal for assistance to the community for possible involvement in War Memorial project	Chair	5/6/2014	In progress – appeal made
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
043/0814	Put together charging proposals for consideration	Chair	8/9/2014	COMPLETE
<b>Item &amp; page (22 Aug 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
054/0814	Letter to send re wayleave over Tatsfield Green	IM/NS/Clerk	08/09/2014	In progress
<b>Item &amp; page (9 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
057/0914	inform Tandridge District Council of the parish council's decisions.	Clerk	12/9/2014	COMPLETE
066/0914	Place links on Village website and Facebook ref WISE and register Tatsfield's interest	Clerk	12/9/2014	COMPLETE
069/0914	Change SO 31 to reflect exact wording of policy change to 1960 act	Clerk	18/9/2014	COMPLETE
075/0914	Request plan for maintenance for Parish Council land and green spaces to include Hayes pasture and Shaw Road triangle as soon as possible	Clerk	18/9/2014	In progress
076/0914	Write to residents of Vale House for update	Clerk	18/9/2014	COMPLETE
078/0914	Offer storage to Room 2 and include in tenancy	Clerk / Nichola Stokoe	18/9/2014	



**DRAFT MINUTES of a Meeting of the Neighbourhood Plan Development Committee of Tatsfield Parish Council held on the 9<sup>th</sup> October 2014 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.00 a.m.**

**Present:** Mr Ian Mitchell (in the chair)  
Mrs Susan Smale 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 on 4th September 2014**

005/NP1014 It was resolved that the minutes were a true representation of the meeting and they were signed by the Chair.

**4. Update on the Village Design Statement**

006/NP1014 The updated design statement document was discussed and the following items were agreed:

1- Aims and Background sections – satisfactory

2- Strategy section:

- A Green Belt – approved.
- B Development Transition – move and restructure paragraph on Affordable Housing to G Housing.
- C Natural Environment – add reference to need for Parish Council awareness re Tree Preservation Orders on existing properties and relevant policy
- D Village Centre – add reference to The White House being designed as a Building of Character
- E Development within the Defined Village – make the parking into a separate and new heading
- F Parking – New section – include paragraph from E and add references to issues with parking in Westmore Green, Paynesfield Road and Lusted Hall Lane that need to be considered in planning responses.
- G Housing – add reference to Affordable housing and downsizing challenges
- H Roads – include section reference to unmade roads
- I Utilities – include section on Broadband for completeness and update from 2007. Capacity of infrastructure to support new housing is important in planning considerations for large scale developments
- J Hedges, Fences and Walls – acceptable

007/NP1014 It was further resolved that once the above had been included the final document be presented to full council for members' consideration as soon as possible.

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

None – no further need to a meeting in the immediate future.

**The Meeting closed at 11.05 a.m.**

**DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 20<sup>th</sup> October 2014 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.30 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:**

001F/2014 Mrs Nichola Stokoe – all members agreed and accepted the apologies presented.

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

None

**3. Agree and Sign the Minutes of the Last Meeting held on 2<sup>nd</sup> June 2014**

002F/2014 The minutes of the meeting held on the 2<sup>nd</sup> June 2014 were approved as a correct record and signed by the Chairman.

**4. Budget 2015-16 : first thoughts on main headings**

003F/2014 Members resolved the following alterations to proposed budget amounts and headings presented initially by the Clerk :

- To carry forward the £5000 from 4291 Neighbourhood Plan in case there are expenses for the Development Statement and also to provide a base for the next Parish Council
- Increase 4205 Repairs and Maintenance Recurring to £1200 to reflect maintenance plans for small parcels of parish council land.
- Increase 4250 Professional Fees to £1000
- Reduce 4270 Village Pond expenditure to £70 as rest should be covered by unspent amounts in current year budget to be carried forward
- At this stage maintain the precept at the mark of £42,000

004F/2014 It was resolved the Clerk should ask Nick Dance to quote for Hayes Pasture and Shaw Road Triangle should no word be received on this matter from Ian Reeves.

005F/2014 it was resolved the Clerk should request a quote to steam clean the carpets and other floors in the Aileen McHugo Building

**5. Grant requests 2014/15:**

· Surrey Air Ambulance :

006F/2014 It was resolved to provide a grant amount of £500, following receipt of a request for support in financial year 2014-15.

· Crimestoppers – open request

007F/2014 It was resolved that a grant amount of £50 be awarded should the Clerk receive a request this financial year.

· Review of further grant recipients

008F/2014 it was resolved to approach Tatsfield Drivers, St Marys Church for youth club and village organisations catering for the elderly to see if support was required.

**6. Tandridge District Council – removal of Council Tax support grant :discuss and agree way forward**

009F/2014 It was resolved that the cost of complete removal of the Council Tax support grant from Tandridge District Council be absorbed by the Parish Council as there were no plans to increase the precept for the coming financial year.

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

Tatsfield Allotments and Community Gardens, map changes, car park

**The Meeting closed at 10.05 p.m.**

<b>Item &amp; page (20 Oct 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
003F, 5	Change budget items as directed	Clerk	31/10/14	COMPLETE
004F, 5	Contact N Dance	Clerk	31/10/2014	COMPLETE – not needed
005F, 5	Contact Goldservice ref steam clean	Clerk	31/10/2014	COMPLETE
006F, 007F, 5	Contact recipients of grants and arrange payment	Clerk	10/11/2014	In progress
008F, 5	Approach village organisations	Chair	20/11/2014	In progress

**MINUTES of the Meeting of Tatsfield Parish Council held on the 27<sup>th</sup> October 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 Doug Massey, Mr Ian Mitchell, Mr Peter Kerry

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

And 1 parishioners.

**1. APOLOGIES**

123/1014 Mrs Nichola Stokoe, Mrs Helena Garcia – these were received and accepted by members.

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

None

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 13<sup>th</sup> October 2014**

124 /1014 The minutes and appendices of this meeting were approved and signed by the Chair as a correct record.

**4. PLANNING**

(a) a) [TA/2014/1673: The Spinney, Maesmaur Road, Tatsfield, TN16 2LD](#)

**Erection of single storey rear extension and pitched roof to existing side elevation.**

*125/1014 Objection : The Parish Council objected to the previous planning application in 2007 (TA/20071840) and is objecting to this planning application on the grounds that the proposal would result in a progressive and disproportionate addition changing the scale of the dwelling to the detriment of the openness of the Green Belt.*

126/1014 The Clerk was instructed to respond to Tandridge planning as resolved above.

08.13pm The meeting was suspended for Parishioner's queries

08.28pm The meeting was reinstated.

**5. Finance:**

(a) **Defibrillator – update**

127/1014 It was resolved to defer this matter to the November meeting as neither the Clerk nor the Chair had received further information to assist in this discussion.

(b) **Tandridge Council Tax Support reduction proposed – agree response**

128/1014 The Clerk reported she had received no update on this matter from SSALC. It was resolved that the Clerk should write to Tandridge District Council before the next meeting on the above matter to inform them the Parish Council is extremely disappointed with the recommendation by the Resources Committee following their meeting in September that Council Tax support to Parishes be eliminated entirely.

**6. Parish Council property and Land:**

(a) **Car Park – update on consultation with Hedleys and decision on way forward**

129/1014 Following reports from the Clerk on the advice obtained from Roger Taylor at Hedleys on the possible avenues open to the Parish Council it was resolved that the Chair should draft a response to be sent out to D Gibbons, N Reeves and other interested parties to inform them that there was no immediate direct action to be taken on the matters raised regarding the problems of inconsiderate parking, but that should safety concerns become paramount then the Parish Council may have no choice but to close access to their side of the car park.

(b) **Shaw Road Triangle / Hayes Pasture – update**

130/2014 It was resolved following contact from Ian Reeves on the above matter that the Parish Council welcomed and thanked his offer to maintain the Hayes Pasture pathway and Shaw Road Triangle as detailed in the recent letter from the Clerk as a volunteer and would pay any direct expenses incurred as a result of his voluntary actions in maintaining the 2 parcels of land.

**7. [Surrey Local Transport Plan](#) – consultation response**

131/1014 It was resolved that no official Parish Council response would be made on the Local Transport Plan due 28<sup>th</sup> October 2014 as none of the items impacted directly on the parish.

**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.**

- Van parking in lay-by next to The White House

The meeting concluded at 9.05pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>
8e, 19	Arrange meeting with key parties for Old Lane discussions
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>
5a, 42	Write and request clarification re Building of Character
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>
008, 48	Produce prices
<b>Item &amp; page (9 Sept 2014)</b>	<b>Action</b>
075/0914	Request plan for maintenance for Parish Council land and green spaces to include Hayes pasture and Shaw Road triangle as soon as possible
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>
090/0914	Request review of insurance elements to add items from TCGA and Aileen McHugo Building
093/2014	Review Parish Room charges
<b>Item &amp; page (13 Oct 2014)</b>	<b>Action</b>
107/1014	Report on findings re benches for decision
114/1014	Present report on specification and decision on path
<b>Item &amp; page (27 Oct 2014)</b>	<b>Action</b>
126/1014	Respond to Tandridge planning on Parish Council decision
128/1014	Write to TDC ref Council Tax support removal proposed
129/1014	Draft response ref car park action

**DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 24<sup>th</sup> October 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 Doug Massey, Mr Ian Mitchell, Mr Peter Kerry, Mrs Nichola Stokoe, Mrs Helena Garcia  
Michael Rennie (following co-option)

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

And 2 parishioners.

**1. APOLOGIES**

None

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

None

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 10<sup>th</sup> November 2014**

153 /1114 The minutes and appendices of this meeting were approved and signed by the Chair as a correct record following 2 amendments both on page 83 – one to change ‘Kills’ to Kells in item 11d and the other in Item 11f to add ‘P’ to CSO to make PCSO.

**4. Co-Option to fill the vacancy of Parish Councillor and select a candidate by majority vote**

154/1114 Three candidates had put themselves forward to fill the Parish Councillor vacancy. It was resolved unanimously that Michael Rennie be co-opted to the vacancy and become a Parish Council member from that moment. Michael Rennie signed his Declaration of Acceptance of Office provided and witnessed by the Clerk and took his seat with other members. It was further resolved that the other candidates be involved in other areas of the Parish Council such as the Green Spaces and Rights of Way committee.

**5. PLANNING:**

**(a) TA/2014/1744: The Ingle, Ricketts Hill Road, Tatsfield, TN16 2NB**

**Demolition of existing and erection of detached house and garage.**

155/1114 *Objection: it was resolved the Parish Council objected to this planning application on the basis that the proposed substantial increase to the property would contradict policy DP13(E) and represent a disproportionate increase to a building in the Green Belt.*

**(b) TA/2014/1702: Libra, Ricketts Hill Road, Tatsfield, TN16 2NB**

**Erection of single storey extensions to north west, north east and south east elevations. (Certificate of Lawfulness for a Proposed Use or Development**

156/1114 *No Comment: it was resolved the Parish Council could not offer a comment on this planning application as it was a Certificate of Lawfulness for a Proposed Use or Development, but that the planning and development history of the site was noted and would be observed for future possible applications.*

157/1114 The Clerk was instructed to inform Tandridge Planning of the Parish Council’s decisions.

8.26pm The Meeting was suspended for parishioner questions and comments

8.41pm The meeting was reinstated

**6. Parish Council property and Land:**

**(a) Pippins: update**

158/1114 It was resolved to wait until the December meeting before acting further with a possible letter to the estate agents to be considered if no solution has been reached until then with Pippins’ solicitors (should the property still be on the market at that time). A general letter to estate agents in the area would also be considered making them aware of the ownership of Tatsfield Green and the need for a wayleave if properties came up for sale.

**(b) Aileen McHugo Building: Surrey WISE project - discuss and agree requirements**

159/1114 The Clerk noted she had had a meeting with the selected trainer for the project and requirements were for a 6 dates, 2 hours long for use of the room, with enough power for 11 computers or devices, a projector and screen and use of Wi-Fi. It was resolved to accept these conditions and agree free use of the room as long as at least 1 Tatsfield resident was benefitting from the course. Thus far there had been 4 applicants for the course and at least 2 were from Tatsfield.

**(c) Maesmaur Road Corner: discuss findings of survey and agree next steps**

160/1114 The findings from the survey by the Parish Council’s selected specialists had been received. The Surveyor’s conclusions indicated that Parish Council land had been encroached upon and it was resolved the Clerk should draft a letter to be approved providing factual results of the report and offering a meeting to assist in resolving the situation.

**7. Finance:**

**(a) Christmas Tree for Village Centre: approve purchase up to £300**

161/1114 It was resolved that an amount up to £300 be approved to purchase a Christmas Tree, either by direct means or to assist in transport and delivery costs incurred by Ken Thurgood.

**8. Surrey Local Transport Plan - consultation response (due Jan 15)**

162/1114 It was resolved that the consultation was not suitable for a Parish Council response but individual members and residents were urged to respond with their own usage of the public transport system – this could impact on the provision of services in the future. The Clerk was instructed to obtain paper copies of the consultation.

**9. Safer Internet Day: agree action and Parish Council position**

163/1114 It was resolved that this should be supported by the Parish Council through promotion by social media, website and Peter Kerry would write an article for the January edition of the Parish Magazine.

**10. Parish Council communications policy: agree draft for approval.**

164/1114 It was resolved that the first draft provided by the Chairman and that this be circulated for final approval in December. It was agreed concerns brought to the Parish Council's attention through social media should be considered as all other methods of communication.

165/1114 it was resolved that the Facebook site should not be used to advertise businesses or items for sale.

**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 IN FUTURE AGENDA.**

Ian Mitchell updated the meeting on the recent Local Plan meeting and was encouraged by the new consultants brought in to conduct a new housing needs survey, who appeared to be interested in obtaining Parish Council and resident input on housing needs and related matters.

The meeting concluded at 9.32pm

Matters raised under Public adjournment:

- 1- Bring to the Parish Council's attention the problems being experienced by the residents of 1 Pond Cottages with confusion on their address and the address of the new houses next door. B David trying to find solution with new residents.
- 2- Fair-Trade sign on Parish Council land – this may need advertising consent from Tandridge if it goes ahead.

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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	TBC	
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	COMPLETE
147/1114	Action points for Village Hall damaged items	Clerk	8/12/2014	COMPLETE
150/1114	Tatol damages actions	Clerk	30/11/2014	In progress
<b>Item &amp; page (24 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
155-157/1114, 88	Inform Tandridge planning of Parish Council decisions	Clerk	27/11/2014	COMPLETE
159/1114	Liaise with J Barrie for booking AMB for Surrey WISE	Clerk	31/12/2014	in progress
160/1114	Draft letter to send ref Maesmaur Road survey findings	Clerk	27/11/2015	COMPLETE
162/1114	Obtain paper copies of the Transport consultation	Clerk	3/12/2014	

**MINUTES of the Meeting of Tatsfield Parish Council held on the 13th October 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, 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 6 parishioners.

**1 APOLOGIES**

Mr Peter Kerry - these were received and accepted by members.

**2 DECLARATIONS OF INTEREST (relating to items on the Agenda)**

None

**3 To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 22<sup>nd</sup> September 2014**

097/1014 The minutes of the supplementary meeting held on 22nd September 2014 were approved as a correct record and 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)**

**• TA/2014/1463 Home Cottage, Old Lane, Tatsfield, TN16 2LN**

Erection of first floor extension over existing garage and extension to existing dormer window to side elevation. Installation of 2x roof lights to existing roof slope and extension to existing hardstanding.

098/1014 *No Comment.*

**• TA/2014/1488 Cedar Cottage, Ninehams Road, Tatsfield, TN16 2AN**

Demolition of garage. Erection of replacement detached garage/annexe to side of property. (Certificate of Lawfulness for a Proposed Use or Development)

099/1014 *In light of the fact that the previous planning application submitted for this property was of the same size and it was rejected by Tandridge planning, the Parish Council would like to request a condition be placed on this to ensure the garage cannot be changed to habitable accommodation in the future.*

**• TA/2014/1491 Sixpenny House, 105 Paynesfield Road, Tatsfield, TN16 2BQ**

Erection of detached garden outbuilding and shed to north west of the property. (Certificate of Lawfulness for a Proposed Use or Development)

100/1014 *No comment*

**• TA/2014/1550 The Old Telephone Exchange, Ship Hill, Tatsfield, TN16 2JY**

Demolition of existing conservatory. Erection of replacement conservatory to rear elevation.

101/1014 *No Comment*

**• TA/2014/1541 Willow Wood, Ricketts Hill Road, Tatsfield, TN16 2NG**

Erection of dormer to front and rear roof slope to provide additional habitable loft accommodation with roof lights.

102/1014 *No Comment*

**• TA.2014/1321 Castlneau Ricketts Hill Road, Tatsfield, TN16 2NA**

Demolition of existing dwelling house, adjacent utility building and detached garage. Removal of selected trees within Tree Preservation Order area. Construction of replacement dwelling house, driveway and associated tree planting and landscaping. - **Appeal Number APP/M3645/A/14/2226829 – for information only**

103/2014 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

Ian Mitchell noted for information purposes that he had been approached by the new owner of Thistledown who had informed him of intention to develop the site as a rural dwelling and area and should a new residence be built this was most likely to be moved closer to the main road.

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

104/1014 Ian Mitchell agreed to take on this role for October.

**(c) Neighbourhood Plan Development Committee: update**

105/1014 Ian Mitchell informed members that the committee had now completed its review and update of the 2007 Development Statement (in lieu of a Neighbourhood Plan). This document updates and clarifies the 2007 Development Statement, describes pace of change and development since 2007 and sets out what the Committee



believes the Parish Council's aspirations should be for the various headings. The draft would be distributed to all and be ready for adoption at the November main meeting.

**(d) Hillside Road – update**

Ian Mitchell noted Tandridge Planning team enforcement action was imminent against all items on the land at this property except for the chicken shed. All residents should continue to remain vigilant.

**6 FINANCE**

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

106/1014 Items on Appendix B were duly approved and cheques were signed as required.

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

- Benches

107/1014 Nichola Stokoe agreed to research the pricing and details recirculated by the Clerk on this matter and present her findings at the next meeting.

**(c) Receive and acknowledge the Audited accounts for 2013/14 signed off by BDO LLP**

108/1014 It was resolved that the Audited accounts for 2013/14 having been duly signed and approved by the external auditors BDO/LLP be received by the Parish Council.

**7 HIGHWAYS & RIGHTS OF WAY**

**a) Highways:**

- Verge / grass cutting – progress / update on Tatsfield led initiative

109/1014 It was resolved that thanks be given to David Hodge and the highways contractors and team who had completed the refurbishment of Ricketts Hill Road as this had been done to a high standard and with great project management. Doug Massey requested that the small amount of spoil left by the contractors following the job's completion should be removed.

**b) Rights of Way:**

No update.

**8 NOTIFIED ITEMS**

**(a) Housing: update**

No update.

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

No update.

**(c) World War 1 100<sup>th</sup> Anniversary / War memorial: poppies**

109/1014 The poppies were now up all over the Village Centre and all agreed they looked very distinguished and made a great visual statement. Poppies had fallen from the Village Hall but would be replaced. It was resolved that all poppies would be removed as soon as possible following Remembrance Day on 11<sup>th</sup> November. Thanks to all those involved including members, Old Ship, Bakery, Linda's and the Village Club.

**(d) Old Lane ditch: update**

Doug Massey noted that the ditch was now visible following the cutting of Tatsfield Green.

**(e) Tandridge District Council: Council Tax support representations due by 20<sup>th</sup> November**

110/1014 It was resolved following the receipt of the Clerk's report on this matter that further information was required to ascertain the exact nature of the grants provided to Tandridge District Council from the government before a response was issued. This would be reviewed at the supplementary meeting in October.

**(f) Christmas Tree for Carol Sing-along Village Centre**

The Chairman informed members that she was waiting for confirmation of the availability of a Christmas Tree for the carol celebrations. She was certain the matter would be resolved.

08.51pm : The Meeting was suspended for parishioner's questions

08.55pm The Meeting was reinstated.

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

**(a) County Councillor**

David Hodge provided the following update:

- 1- A letter was received from the Horse Society regarding the surface on Ricketts Hill Road being too slippery. The response would be going out as detailed last month stating this was a standard surface.
- 2- Mr Hodge is reluctant to place more street furniture ref the complaint about cyclists on the corner of Rag Hill Road and Church Lane. Any barrier was likely to prove a problem for prams and disabled users as well.
- 3- The Parish Council should encourage local organisations to apply for a grant from Mr Hodge's Members allocation.

**(b) District Councillor**

Bob David provided the following update:

- 1- Is the Parish Council going to inform local Village Organisations about grant applications for the coming financial year ?
- 2- If rubbish and recycling is missed by Biffa then residents should report this directly to Tandridge District Council and a collection will be scheduled.
- 3- Old Ship recycling banks are being used for inappropriate tipping of items and a recent conviction has been made of a Tatsfield resident.

**(c) Tatsfield Community Responders:**

111/1014 It was resolved to support the purchase of a defibrillator subject to guidance on its placement from Phil Clark of the Tatsfield Responders as well as pricing considerations.

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

Helena Garcia noted she had requested an updated items list from Lloyd Gulley.

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

Bob David noted spring planting had taken place and was being aimed at tying in to the Vern visit in April to Tatsfield. A decision will be made following their meeting in November as to whether to enter for a competition in 2015.

**(f) Police: update**

No update.

**(g) Biggin Hill Airport: update**

Ian Mitchell noted details of the Biggin Hill airport consultation on extending working hours was currently in place and available to residents on Facebook and the website as well as paper information provided by the airport to locals. 112/1014 It was resolved that on the whole extended hours would not adversely affect Tatsfield and support of the plans should be encouraged.

**(h) Speedwatch**

Ian Mitchell informed members no winter break would be taking place this year. Focus had been placed on those individuals currently breaking the 20mph speed limit around Tatsfield Primary school, of which unfortunately there were quite a few.

113/1014 It was resolved the Clerk should send a thank you note to Moira Cocks who was retiring from the local police force shortly and to inform her the Parish Council was looking forward to working with her further in the future.

**(i) Tatsfield Fairtrade Steering Group**

Doug Massey informed the meeting that the recent Fairtrade tea tent had sold £165 in relevant goods and received £18 in donations.

**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):**

- Maintenance plan for parish land – update

Doug Massey noted that the maintenance plan action and a meeting were yet to be completed.

He also noted that there had been 2 maintenance sessions in the pond but that although some of the new plants were taking well it was doubtful the pond would show examples of lots of different coloured plants as some just did not thrive.

**b) Westmore Green :**

- Specification for repairs to path in Village Centre.

114/1014 It was resolved that a specification considering the type of repairs to the paths in the Village Green triangle be provided by the November meeting so that pricing could be obtained by the Clerk and that an agreement be reached on whether the current paths were reasonable. Nichola Stokoe agreed to take this item on and co-ordinate a report.

- Picnic benches near play area.

115/1014 it was resolved that more information regarding the exact location and actual possible use of further picnic benches be obtained before a decision was made.

**c) Maesmaur Corner: update**

116/1014 It was resolved to instruct the Clerk to request an update from Lord Lytton on progress made.

**d) Tatsfield Green:**

- Damage to verge outside Top o the Down

The Chairman noted a letter had been sent to residents of this property and the Clerk was awaiting a reply.

- Wayleave letter

The Clerk had not yet received any response to her recent letter to the owners of Pippins on this matter.

117/1014 it was resolved the Clerk should write a general letter to local estate agents informing them of the ownership of Tatsfield Green and the possible impact over local residents who would require a wayleave if one was not already in place.

- Cyclists at Rag Hill Road junction

118/1014 It was resolved following discussions that the Parish Council did not support additional street furniture to deter cyclists from using this pathway which may also impact on prams, disabled users and others.

**e) Parish Council Car Park and retained facilities:**

- Complaint about consistent parking in disabled bay

119/1014 The Chairman noted 2 complaints regarding this matter had been received, one addressed directly to the school and the individual had complained previously on this matter. It was agreed that the first complaint be responded to noting that the Parish Council noted this was a difficult situation and was liaising with the school. It was agreed no action be taken on the second letter at this time as its main focus was the school. The Clerk agreed to recirculate a previous email regarding limitations on taking action in a private car park without the expenditure outweighing possible benefits.

**f) Tatsfield Community Games Area:**

- Request by Tatsfield Primary PTA to use TCGA for Fireworks night on 7/11/14 – Delegated power to Clerk

120/1014 It was resolved that the request be approved but that no delegated power be given on this and other items relating to Parish Land at this time as there had been complaints at a previous fireworks event and the Parish Council preferred to maintain control. The Clerk to inform Tatsfield Primary school PTA.

**g) Aileen McHugo Building:**

- Agree proposal for use of Parish room by Chartwell Cancer Trust .

121/1014 It was resolved to approve a six month test run for use of the Parish Room for a nominal charge of £30 a week on a 2 day a week basis, subject to the room not being in use by Parish Council members or other village organisation bookings. The Clerk was instructed to inform Chartwell Cancer Trust of this decision and provide suitable wording.

**h) Tatsfield Allotments and Community Gardens: update**

No update.

**11 MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- SSALC AGM 16/10/2014 in Guildford.

121/1014 It was resolved the Clerk should send apologies to SSALC regarding non-attendance at the AGM.

**(b)** to discuss **Correspondence** received by the Clerk

- Resident concern re maintenance of land behind Tatsfield Primary school

122/1014 it was resolved that as the Parish Council does not own this land and there are no immediate plans to purchase it given the current maintenance and boundary issues, that the Clerk should re-contact David Hodge and request that this matter is pursued by Surrey County Council.

**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**

Include a follow up of appraisal recommendations for next main meeting through contact of all the appraisal team.

The meeting concluded 10.25pm

Matters raised under Public adjournment:				
1- Thanks to Surrey Highways and D Hodge for the great state of the surface on Ricketts Hill Road				
Item & page (10 Mar 2014)	Action	Who	Date by	Result
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)	
Item & page (9 June 2014)	Action	Who	Date by	Result
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
Item & page (23 June 2014)	Action	Who	Date by	Result
008, 48	Produce prices	D Massey	14/7/2014	
Item & page (9 Sept 2014)	Action	Who	Date by	Result
075/0914	Request plan for maintenance for Parish Council land and green spaces to include Hayes pasture and Shaw Road triangle as soon as possible	Clerk	18/9/2014	In progress
Item & page (22 Sept 2014)	Action	Who	Date by	Result
090/0914	Request review of insurance elements to add items from TCGA and Aileen McHugo Building	Clerk	13/10/2014	In progress
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
Item & page (13 Oct 2014)	Action	Who	Date by	Result
103/1014	Inform Tandridge Planning re Parish Council decisions	Clerk	17/10/2014	COMPLETE
107/1014	Report on findings re benches for decision	N Stokoe	27/10/2014	in progress
113/1014	Write a thank you letter to Moira Cocks	Clerk	20/10/2014	in progress
114.1014	Present report on specification and decision on path	N Stokoe	9/11/2014	in progress
120/1014	Inform Tatsfield Primary School PTA re request for TCGA closure	Clerk	16/10/2014	COMPLETE
121/1014	Apology for non-attendance at SSALC AGM	Clerk	15/10/2015	COMPLETE
122/1014	Request update from D Hodge	Clerk	20/10/2014	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 10th November 2014 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs. Susan Smale (in the chair)

. Douglas Massey, 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 5 parishioners.

**1 APOLOGIES**

Mr Ian Mitchell - these were received and accepted by members.

**2 DECLARATIONS OF INTEREST (relating to items on the Agenda)**

None

**3 To agree and sign the MINUTES OF THE PREVIOUS MEETING held on held on 27<sup>th</sup> October 2014**

132/1114 The minutes of the supplementary meeting held on 27th October 2014 were approved as a correct record and signed by the Chairman, following a query raised by Peter Kerry regarding a discussion about land at Kemsley Road which had not been included in the minutes. This was clarified as being a discussion held after the meeting had been suspended for parishioner's comments. This could be included in a future agenda.

**4 Co-Option to fill the vacancy of Parish Councillor and select a candidate by majority vote**

133/1114 It was resolved that the decision to co-opt to fill the Parish Council vacancy should be deferred to the next meeting as members had only received one of the candidate's application details the previous night and there should be enough time allocated to make an informed decision based on the information provided.

**5 To receive and accept the MINUTES from Finance Committee held on 20th October 2014**

134/1114 it was resolved to receive and accept the minutes from the Finance Committee on 20<sup>th</sup> October 2014.

**6 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.

**7 PLANNING**

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

- **[TA/2014/1723: 1 Rag Hill Close, Tatsfield, TN16 2LR](#)**

Demolition of existing garage and rear conservatory. Erection of two storey front extension incorporating integral garage, front porch, two storey side extension and single storey rear extension incorporating 4x roof lanterns. Erection of 2m high entrance gates with 2x 1.5m high piers to the front of the property and formation of additional hardstanding to existing driveway.

135/1114 *Objection : it was resolved the Parish Council objected to this planning application on the basis that the proposed substantial increase to the property would contradict policy DP13(E) and represent a disproportionate increase to a building in the Green Belt.*

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

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

136/1114 Nichola Stokoe agreed to take on this role for November.

**(c) Neighbourhood Plan Development Committee: present final document for discussion**

The Chair noted that the draft updated Village Design Statement document was available for all members to peruse and comment.

137/1114 It was resolved that a decision on approving the updated Village Design Statement 2014 would wait until the Chairman of the Neighbourhood Plan Development Committee was present for members clarification.

8.22pm The Meeting was suspended for parishioner's questions

8.40pm The Meeting was reinstated.

**8 FINANCE**

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

138/1114 Items on Appendix B were duly approved and cheques were signed as required.

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

- Benches : updated report

139/1114 It was resolved to accept the recommendation presented by Nichola Stokoe to purchase 8 benches from recycled plastic with a rustic appearance at a cost of £4879.17 which was a little higher than the amount originally approved the previous year but would include replacement of benches on Tatsfield Green as well as those on

Westmore Green. This was subject to further enquiries raised by members regarding delivery, storage and how to dispose of the old benches as well as fixing new benches to the ground. The Clerk was asked to clarify members' queries.

- Tree work – the Clerk had not yet received any quotes.
- [Defibrillator - £1,000 each unit](#)

140/1114 It was resolved this item should be kept on the agenda until such time as more details were available for a full decision to be made on the quantity and location of proposed defibrillators. The Parish Council is liaising with Phil Clark from the Tatsfield Responders on this matter.

(c) Requests for Grants:

- Tatsfield Vern d'Anjou Association - £500

141/1114 It was resolved to approve this request to promote the Tatsfield Vern d'Anjou twinning and encourage more village participation, especially at the 40<sup>th</sup> Anniversary of the Twinning which takes place in 2015. The Clerk was instructed to proceed.

- 'The Litter Initiative' - £200

142/1114 A group of Tatsfield residents who perform regular litter duties all over the village requesting funds to provide volunteers with proper equipment to perform their tasks more adequately. It was resolved to accept this request and the Clerk was instructed to obtain the necessary proof of purchase to support the grant.

## **9 HIGHWAYS & RIGHTS OF WAY**

### **a) Highways:**

- Verge / grass cutting – progress / update on Tatsfield led initiative

No update to report.

### **b) Rights of Way:**

No update to report.

## **10 NOTIFIED ITEMS**

### **(a) Housing: update**

No update to report

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

143/1114 It was discussed that the Parish Council should look at communications, Facebook and other issues raised by the Clerk before passing them to the Tatsfield Communications Advisory Committee.

### **(c) World War 1 100th Anniversary: update**

144/1114 It was resolved the poppy displays would be removed as soon as possible following the 11<sup>th</sup> November 2014 Remembrance Day celebrations and this included the display in the window of the Aileen McHugo Building.

### **(d) Old Lane ditch: update**

No update to report.

### **(e) Christmas Tree for Carol Singalong Village Centre: update on tree**

145/1114 The Chair reported no Christmas Tree donation offers had been received but that Ken Thurgood had been asked to source and quote for one for the Parish Council to consider purchasing.

### **(f) Parking on layby opposite Tatol bed**

146/1114 The Chair reported the large commercial vehicle that had been parking in the layby and causing concerns had not been seen recently and it was resolved no further action would be taken at this time on this matter.

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

### **(a) County Councillor**

David Hodge reported on the following points :

- 1- Two requests for financial support from Tatsfield organisations had been agreed recently.
- 2- David needs further clarification regarding a further request from the Litter Initiative – the Clerk to suggest this to the applicant.
- 3- The land behind the school was owned by Surrey County Council and would be inspected by a member of the land management team shortly with a view to putting in a plan to manage the weeds and thistles. Mr Hodge will be enquiring as to whether the school would be interested in purchasing the land.
- 4- Winter maintenance changes were being communicated to parish councils.

### **(b) District Councillor**

Bob David reported on the following points:

- 1- Tandridge District Council had introduced new weekly recycling collections, including textiles, shoes, batteries and small electrical items. These should be bagged separately from other rubbish and recycling.
- 2- New council houses would be built in Oxted and Caterham.
- 3- Improvements to communications with residents during severe weather conditions had been announced.

### **(c) Tatsfield Community Responders:**

No update available.

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

147/1114 It was resolved to ask for further information from Niall Kills about the bulkhead fitting that was filling up with water. The bollard lamps had been replaced and additional lamps ordered by Doug Massey and the Clerk would be contacting someone to replace the damaged grill – all as detailed by Carol Jordan with a request for action.

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

Bob David reported that it had been decided to enter the In Bloom competition in 2015 and a request for Parish Council support would be forthcoming for the following financial year. Planting of daffodils continued and volunteers continued to do tidy up tasks.

**(f) Police: update**

The Chair reported that Tatsfield Primary school informed her that the CSO for Tatsfield had been assisting with parking management in the car park.

**(g) Biggin Hill Airport: update**

No update.

**(h) Speedwatch**

No update.

**(i) Tatsfield Fairtrade Steering Group**

Doug Massey invited members and residents to attend the Fairtrade Tea Talk in the Millennium Hall on 23<sup>rd</sup> November 2014.

## **12 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):**

- Maintenance plan for parish land – update

The Chair noted a draft list had been submitted by the Clerk for review by the Green Spaces committee and additions needed to be made to ensure a comprehensive plan was achieved.

**(b) Westmore Green :**

- Path in Village Centre – update

148/1114 it was resolved that the Chair would request input from residents for ideas on how to change the triangle in the centre of the village and ideas on how to place the paths.

- Picnic benches near play area - update from H Garcia

149/1114 It was resolved to defer this until further information was possible as the site was hardly used in autumn / winter months.

- Tatol Bed damage: update

149/1114 It was resolved the Clerk would send the quote for damages to the Dutch company as soon as it had been received. It was further resolved a request for donations would be made from the second company as the damage had been repaired by TIB volunteers.

Further thoughts needed as to a possible relocation of the Tatol bed to stop future damage.

**(c) Maesmaur Corner: update**

Nichola Stokoe noted the survey had taken place onsite and the Clerk was awaiting the final report with conclusions.

**(d) Tatsfield Green:**

- Damage to verge outside Top o the Down – update

The Clerk noted she had received a positive response to a request for reinstatement of the Green following completion of works but not estimated time of completion.

150/1114 It was resolved the Pippins Wayleave matter be added to the agenda and kept there until resolved.

**(e) Parish Council Car Park and retained facilities:**

- Update on parking

151/1114 A letter to go out to tenants, Village Hall and Tatsfield Primary school was in the process of being completed for the Clerk to send out. The Chair noted the School was being very proactive in trying to manage the parking challenges.

**(f) Tatsfield Community Games Area:**

The Chair noted litter was being left at weekends according to a report by Mike Lambert.

**(g) Aileen McHugo Building:**

- Chartwell Cancer Trust agreement to Terms and Conditions of Parish Room to start on 5/1/15

152/1114 The Clerk was instructed to draft a letter to agree the details for this matter and to ensure that some form of communication was in place for keeping a tab on the room's use.

**(h) Tatsfield Allotments and Community Gardens: update**

153/1114 It was resolved the Clerk should ask Roger Taylor whether a new management agreement would be required following the Chair's report that the TACGG was hoping to become a separate entity with its own accounts to manage the site, distinct from the Tatsfield Horticultural Society.

**13 MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- TVSC Network Lunch on Thursday 20 November 2014 - P Kerry to attend
- TDC SHMA Methodology workshop 24/11/2014 10am - I Mitchell to attend
- SURREY HILLS AONB PARTNERSHIP FORUM 19/11/14 13-1600 - none

**(b)** to discuss **Correspondence** received by the Clerk

No additional correspondence had been received.

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

None

**15 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA**

- Citizens Advice Bureau to be added to report from external organisations for the next main meeting
- Kemsley Road land with Parish Council stones – discussion required.

The meeting concluded at 9.55pm

Matters raised under Public adjournment:
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1- Request from 3 Tatsfield youth residents to use the Parish Room for a new youth club – propose using it to complete homework as well as to socialise and play board games. Request support of the Parish Council.
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<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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	TBC	
<b>Item &amp; page (9 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
5a, 42	Write and request clarification re Building of Character	Clerk	23/6/2014	In progress
<b>Item &amp; page (23 June 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
008, 48	Produce prices	D Massey	14/7/2014	
<b>Item &amp; page (9 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
075/0914	Request plan for maintenance for Parish Council land and green spaces to include Hayes pasture and Shaw Road triangle as soon as possible	Clerk	18/9/2014	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
090/0914	Request review of insurance elements to add items from TCGA and Aileen McHugo Building	Clerk	13/10/2014	COMPLETE
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (13 Oct 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
107/1014	Report on findings re benches for decision	N Stokoe	27/10/2014	COMPLETE
114/1014	Present report on specification and decision on path	N Stokoe	9/11/2014	COMPLETE
<b>Item &amp; page (27 Oct 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
129/1014	Draft response ref car park action	Chair	9/11/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
132/1114	Add Kemsley Road land discussion to future agenda	Clerk	18/11/2014	COMPLETE
135/1114	Respond to Tandridge planning on Parish Council decision	Clerk	20/11/2014	COMPLETE
139/1114	Clarify queries re recycled benches with supplier	Clerk	24/11/14	COMPLETE
141/1114	Inform organization of grant approval.	Clerk	30/11/14	COMPLETE
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
147/1114	Action points for Village Hall damaged items	Clerk	8/12/2014	In progress
148/1114	Parish magazine request for proposals for triangle refurbishment	Chair	16/11/2014	COMPLETE
150/1114	Tatol damages actions	Clerk	30/11/2014	In progress
153/1114	Request clarification from R Taylor	Clerk	24/11/2014	COMPLETE

**DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 8th December 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. Peter Kerry, MS Helena Garcia, Mrs. Nichola Stokoe,  
Mr Ian Mitchell

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

And 2 parishioners.

**1 APOLOGIES**

Mr Michael Rennie - these were received and accepted by members.

**2 DECLARATIONS OF INTEREST (relating to items on the Agenda)**

166/1214 Ian Mitchell declared an interest in item 6a TA/2014/1876 and TA/2014/1911 for proximity reasons. Mr Ian Mitchell took no part in the discussions of voting on these 2 items.

**3 To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 24th November 2014**

167/1214 The minutes of the supplementary meeting held on 24<sup>th</sup> November 2014 were agreed as a correct record and signed by the Chairman.

**4 To receive and accept the MINUTES from Finance Committee held on 25th November 2014**

168/1214 The minutes from Finance Committee held on 25<sup>th</sup> November 2014 were received and accepted by members.

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

169/1214 The Clerk requested an update on the progress of the follow up of Appraisal recommendations. The Chair noted that Roger Pearce who had led the appraisal was putting a small group of interested residents together to follow up on recommendations. The Parish Council had supplied a progress update on their actions. This was likely to take place in the New Year.

**6 PLANNING**

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

- **TA/2014/1876: Valleyside, Greenway, Tatsfield, TN16 2BT**  
Demolition of existing garage. Erection of single storey side extension and front porch. (COPUD) *None – this item was supplanted by TA/2014/1911 – no action necessary.*
- **TA/2014/1911: Valleyside, Greenway, Tatsfield, TN16 2BT**  
Demolition of existing garage. Erection of single storey side extension.

170/1214 *No comment.*

171/1214 *The Clerk was instructed to inform Tandridge Planning of the Parish Council decisions.*

**(b) Planning member for December: Peter Kerry**

172/1214 Peter Kerry agreed to take on the planning for December until the main meeting in January 2015.

**(c) Neighbourhood Plan Development Committee: present latest document for discussion / approval**

173/1214 It was resolved to accept the draft text as presented following discussions with members. Peter Kerry requested guidance and assistance on rules for frontage development and possible encroachment on bridleways and rights of way. The final draft with updated pictures would be presented in January. This would then be issued as the updated Village Design Statement 2014.

**(d) Tandridge District Council briefings: update and report**

Ian Mitchell noted the Inspector to the [Caterham Public Inquiry](#), to which the Parish Council had contributed in support of the Section 6 defendants supporting Tandridge's Local plan and housing needs supply, had released his report. The smaller development had been approved but the larger one denied on design matters. The inspector had neither confirmed nor denied the adequacy of Tandridge District Council's 5 year supply plan for housing. This would possibly lead to further challenges by other developers.

Ian Mitchell also noted that Tandridge was undertaking a [Strategic Market Housing Review](#) as part of its Local Plan review and development and briefings by the independent consultants performing the review had taken place at council offices for local resident's associations, parish councils, developers and district councillors.

It was further noted that enforcement action was in process at Hillside Road.

**7 FINANCE**

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

173/1214 Items on Appendix B were duly approved and cheques were signed as required. The Clerk had received an additional item for a village plan print of £50 which had been added to the list but would need to be added to the Appendix B schedule.

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

- Benches : final decision : estimated expenditure of £4880 ex VAT

174/1214 It was resolved that the benches would be ordered to be delivered at a later date – the Clerk to agree with the supplier, and arrange installation once quotes had been received from those contacted by the Clerk.

- Grant to Tatsfield Cricket Club - quote for repairs £ 1584 (inc VAT)

175/1214 It was resolved that further investigation was required to understand exact needs on this matter and that Doug Massey would perform a site visit and discuss with the cricket club.

- Grant to Tatsfield Art Club - £75 requested

176/1214 This was approved and the Clerk to contact Tatsfield Art Club.

- Clerk attendance at SLCC Regional Conference on 11 February 2015 - £69 +VAT for early booking

177/1214 It was resolved to approve this item and the Clerk to obtain early booking discounts.

**(c) Approve [budget for 2015-16](#) and agree Precept for that financial year.**

178/1214 It was resolved unanimously to approve the budget presented and proposed by the Finance Committee and examined by members. It was further resolved that for the financial year of 2015-16 the precept would remain at £42,000.

**(d) Ratify and approve increase to Clerk's wage agreed by [NJC for National salary scales](#): increase to **£9.551 per hour for SCP19 as of 1/1/15 and single one off payment of £100 to be paid in December 2014.****

179/1214 It was resolved to adopt the increase at SCP 19 of 9.551 per hour agreed by NJC for the Clerk's salary and to pay a one off payment in December of £100. The Chair noted that in February 2015 the Clerk's holiday entitlement would increase by 2 days as she achieved 5 years of service.

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

**a) Highways:**

Doug Massey noted communication from both Tandridge and Surrey County Council on winter maintenance and activities was improved and that gritting had been undertaken successfully a few times. Details were on the Surrey Highways website. He noted that the Tandridge scheme implemented last year to use employees residing locally to help clear snow and ice had worked well. All was set for bad weather should it come.

**b) Rights of Way:**

No update to report.

## **9 NOTIFIED ITEMS**

**(a) Review membership of Finance Committee and agree addition of Michael Rennie**

180/1214 It was resolved to increase the membership of the Finance Committee to include Michael Rennie with his strong finance background and experience.

**(b) Housing: update**

No update

**(c) Tatsfield Communications Advisory Committee: update**

181/1214 It was resolved that Peter Kerry should write an article for the January edition of the Parish Magazine to alert residents about the upcoming Internet Awareness Day, co-ordinating activity with Tatsfield Primary school.

182/1214 It was resolved to approve the [draft Communications Policy](#) and the Clerk was instructed to place it on the website. Peter Kerry emphasised the need to ensure decisions were recorded clearly. The Clerk noted this was done through the minutes and these were always available on the website and in hard copy by request.

**(d) World War 1 100th Anniversary: update**

No update.

**(e) Old Lane ditch: update**

No update.

**(f) Christmas Tree for Carol Singalong Village Centre: update on tree**

It was noted a tree had been sourced and would be made available and put up by Friday for the Carol Singalong

**(g) Land / markers in Kemsley Road - determine action to take**

It was noted that there were several parcels of unclaimed land which had Parish Council markers on them around the parish. These had never been formally claimed as current Land Registry legislation requires the land to be fenced off and unavailable to others before it can be claimed and registered by the Parish Council.

183/1214 It was resolved at this stage no further action to be taken on these parcels of land unless there is a change to the Land Registry requirements or an issue presents itself relating to the parcels of land. The Clerk was asked to request advice from SSALC on this matter.

9.12pm Meeting suspended for public contribution

9.15pm Meeting reinstated.

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

**(a) County Councillor**

David Hodge reported on the following points :

- 1- Proposal to change the speed limit on Titsey Road to 40 miles per hour.
- 2- Surrey County Council will have money available for local parish councils and organisations to apply for relating to research and work on archives and information relating to local World War I. Further details to be made available but this should be good for the Tatsfield History Society.

**(b) District Councillor**

Bob David reported on the following points:

- 1- Need to keep making the new recycling service aware to people as it does not appear to be used much.
- 2- Managed to get approval from existing owners of 1 and 2 The Green to change the names of their houses – No2 will become Stone Cottage and Bob David is still awaiting information regarding the possible new name for No 1. Thanks from Parish Council for all his hard work on resolving this matter.
- 3- Planning policy and Planning Applications Committee – new move to identify land for housing. Will be looking for suitable land in settlement area of Tatsfield at this stage, and other local areas in Tandridge.

**(c) Tatsfield Community Responders:**

No update available.

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

184/1214 No update as yet on the outstanding lamp which had been filling up with water. Helena Garcia to obtain this. Grille should now have been replaced – Clerk to confirm this.

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

Bob David reported that grants had so far been secured from Surrey County Council (£1,000) and the Tatsfield Horticultural Society (£500). Planning meeting in AMB on 15/12/14.

**(f) Police: update**

No update.

**(g) Biggin Hill Airport: update**

Ian Mitchell noted the recent questionnaire issued by the airport had purportedly obtained a 79% support for their expansion plans, but actual support for extended hours was only 66%. The airport was involved in a battle with the Government over Northolt providing unfair competition to local airports with their government subsidies and the airport claimed they had lower safety standards. Judicial review underway.

185/1214 It was resolved the Parish Council needs to review its policy on Chinese lantern release in the light of recent environmental and safety developments and consider drones at the next meeting.

**(h) Speedwatch**

Activity will continue through the winter.

**(i) Tatsfield Fairtrade Steering Group**

Fairtrade talk on Peru had been very successful with over £300 worth of goods sold on the night to support the group. Thanks issued by Doug Massey on behalf of the group for approval of the gazebo purchase and he would be liaising with the Clerk on this matter.

**(j) Citizen's advice Bureau – update**

Peter Kerry noted he had joined their publicity sub-committee and new leaflets with information had been placed on notice boards in the parish.

## **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):**

- Maintenance plan for parish land – update

Doug Massey needs to pursue.

### **(b) Westmore Green :**

- Path in Village Centre – update

No formal response to request for ideas for this has yet been received by the Clerk or Chairman.

- Tatol Bed damage: update

The Clerk noted the Dutch company had confirmed they would be issuing payment shortly but no contact had yet been received from the skip company as yet.

- Request from Tatsfield Horticultural Society to hold Annual Plant sale on 16/5/15 at 9.45am outside Bakery 186/1214 It was resolved to approve this request and the Clerk instructed to inform the THS.

### **(c) Maesmaur Corner: update**

The Clerk noted that she was in the process of arranging a meeting between all parties involved in this matter.

### **(d) Tatsfield Green:**

- Damage to verge outside Top o the Down – update

187/1214 It was resolved this should be left at least until the next meeting before a further review.

- Pippins way leave : update and discuss next steps

188/1214 Nichola Stokoe had discussed the matter directly with the solicitor representing Pippins – no further activity had been noted by the Clerk. It was agreed that this should be reviewed in the New Year unless further communication was issued and consideration be given to contacting property agents in the area informing them of the ownership of the Green so they could make potential clients aware.

- Request from Resident to minor woodland management to the edge of Millennium wood bordering Tatsfield Green

189/1214 It was resolved the Clerk should write to Mr Yeeles thanking him for his initiative and his voluntary action in this matter.

### **(e) Parish Council Car Park and retained facilities:**

190/1214 Doug Massey reported 2 of the bulbs he had replaced had already been broken. Bulbs were quite expensive and the Parish Council cannot sustain constant breakages, possibly as a result of youngsters playing ball games against the back of the Village Hall. It is important that games that look like they are damaging property be reported to the authorities, as a resident had done recently. It was resolved to monitor the situation to ascertain next steps given the safety requirements of lighting in the car park.

### **(f) Tatsfield Community Games Area:**

No update.

### **(g) Aileen McHugo Building:**

191/1214 The Parish Council started to review the list of items drawn up by Ian Mitchell on improving the Aileen McHugo Building. It was resolved to go ahead with the carpet cleaning at an estimate from Goldservice of £50.

It was further resolved that the heating controls needed fixing and times agreed and the code on the lock changed to ensure only Parish Council members and the Clerk could make changes. Requests for changes from tenants could be made through the Clerk.

It was resolved the rest of the items would be addressed at the next meeting.

### **(h) Village Hall: request from Little Acorns to install small rings in wall to tie safety netting**

192/1214 The request was approved provisionally, subject to satisfaction over concerns on potential safety hazards, height and confirmation from Little Acorns that the rings would fall flat against the wall when not in use. The Clerk to investigate.

### **(i) Tatsfield Allotments and Community Gardens: update**

193/1214 Following an update from the Chair ref the continued progression of the TACG group being set up as a separate entity, the Parish Council resolved to await a formal request or communique from the group before a new agreement is set up.

## 12 MEETINGS TO ATTEND / CORRESPONDENCE:

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

None

(b) to discuss **Correspondence** received by the Clerk

- complaint ref Tatsfield Green verge on Ricketts Hill Road

194/1214 It was resolved that following the Chair and Clerk's visit to the verge on Tatsfield Green just before Manor Road where a resident complained about a possible infestation of rats, to accept the Chair's proposed response to Tandridge District Council stating no evidence of such an infestation had been observed and that extensive building work in the adjacent houses may well have disturbed existing wildlife. The Parish Council had not encouraged any infestation through its own actions and therefore could not see that any further action would be required on this matter.

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

195/1214 The Chair proposed and it was resolved to address a planning application that required a response before the next meeting in January.

- **TA/2014/1811: Franklin, Ricketts Hill Road, Tatsfield, TN16 2NB**

Erection of single storey extension to east elevation, lean-to extension to north elevation and summerhouse to garden. (Certificate of Lawfulness for an Existing Development)

196/1214 *No comment – the Parish Council has no evidence to counter the claim that items have not been there for at least 4 years. The Clerk was instructed to inform Tandridge planning of the decision taken.*

## 14 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Parish Council needs to review its policy on Chinese lantern release in the light of recent environmental and safety developments and consider drones.
- Aileen McHugo Building list of outstanding items.

The meeting concluded at 10.25pm

Matters raised under Public adjournment:
1- Do you intend to consult the village before concluding the design statement ?
2- when presented to Tandridge does the parish council intend to request special status for the design STATEMENT?

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
147/1114	Action points for Village Hall damaged items	Clerk	8/12/2014	In progress
150/1114	Tatol damages actions	Clerk	30/11/2014	In progress
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
171/1214 91/ 196/1214 94	Inform Tandridge District Council of planning decisions	Clerk	18/12/14	COMPLETE
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	In progress
175/1214 92	Contact cricket club to explain Parish Council decision	Clerk	12/12/14	COMPLETE
176/1214 92	Contact art club to inform of approval	Clerk	12/12/14	COMPLETE
177/1214 92	Book early tickets	Clerk	12/12/14	COMPLETE
182/1214	Place approved communications policy on website	Clerk	22/12/14	COMPLETE
183/1214 93	Request advice from SSALC	Clerk	15/12/14	COMPLETE
186/1214 94	Inform THS of Parish council decision	Clerk	15/12/14	COMPLETE
189/1214 94	Inform resident of Parish Council decision and thank him	Clerk	18/12/14	COMPLETE
192/ 1214 94	Inform Little Acorns of decision and request adequate clarification on items raised	Clerk	15/12/14	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 26<sup>th</sup> January 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Doug Massey, Mr Ian Mitchell, Mr Peter Kerry, Mrs Nichola Stokoe, Mrs Helena Garcia

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

And 0 parishioners.

**1. APOLOGIES**

Michael Rennie - these were received and accepted by members

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

None

**3. Approve and sign the MINUTES OF THE PREVIOUS MEETING held on 12<sup>th</sup> January 2015**

220/0115 The minutes and appendices of the meeting held on 12<sup>th</sup> January 2015 were approved and signed by the Chair as a correct record following and addition on page 1 to item 5a 200/0115 - *This appears to be a significant extension but the Parish Council has no objection as long as the dimensions proposed fall within acceptable bounds for extensions within a settlement area.*

The addition was approved.

**4. PLANNING:**

**(a) TA/2015/9: The Spinney, Maesmaur Road, Tatsfield, TN16 2LD**

**Erection of single storey extension to south west elevation and single storey extension to south east elevation. (Certificate of Lawfulness for a Proposed Use or Development)**

221/0115 *It was resolved that in view of the fact that the current proposal has been revised from TA/2014/1673 there is no comment and the Parish Council assumes it complies with Tandridge District Council guidance.*

**(b) TA/2015/70/EIA: Moorhouse Tile Works, Westerham Road, Moorhouse, Surrey TN16 2ET**

**Screening opinion in order to determine whether an Environmental Impact Assessment (EIA) would be necessary for the redevelopment of Moorhouse tileworks.**

222/0115 *It was resolved this application had been noted but the Parish Council did not wish to comment at all on this application.*

223/0115 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

**5. Parish Council property and Land:**

**(a) Pippins: update**

224/0115 A letter had been received from the Pippins' owner's solicitor. It was resolved that should there be no further communication before the main meeting on 9<sup>th</sup> February then a letter would be prepared and brought to the meeting for approval to send to the property agent and current owner.

**(b) Wayleaves: Discuss and resolve reviewing the current decision on wayleaves/easements over Parish Council Land, agree way forward and consider options.**

225/0115 The Chairman proposed and it was resolved that this item formed part of items for which a policy decision was needed. A list would be brought to the meeting with policy decisions drafted for approval. This was therefore deferred until the meeting on 9<sup>th</sup> February 2015.

**(c) Maesmaur Road Corner: ratify decisions following recent meeting with adjacent residents**

226/0115 The Chairman noted the recent meeting in January with adjacent residents from Vale House and Peace Cottage had been positive and a letter had been sent out summarising extracts of the surveyor's report and offering to arrange an on-site visit to mark out the boundaries. The Clerk was arranging the visit. Members approved the process and the aim of re-instating the Parish Council land boundaries.

**6. Finance:**

**(a) add Niall Kells charge for work to first floor lights to Appendix B from main meeting 12/1/15**

227/0115 It was resolved that the invoice from Niall Kells be added to Appendix B from main meeting on 12/1/15. The cheque and invoice would be signed as soon as possible.

**7. Modernising Parish Polls: consultation and response (due 30/1/15)**

228/0115 Having read through the summary from NALC all proposed items appeared reasonable and it was resolved that the Parish Council should not comment on this consultation.

**8. Chinese lantern release on Parish Council land : review of policy**

229/0115 The Chairman proposed and it was resolved this item would fall under the banner of item 5b in these minutes and therefore resolution 225/0115 would apply.

**9. Report on [Citizens Advice Bureau](#)**

230/0115 Peter Kerry reported on a new Facebook page for the Citizens Advice Bureau. He proposed and it was resolved that the Tatsfield Village Facebook page should show a link to it as long as this could be done.



231/0115 Nichola Stokoe noted the Facebook page currently managed by her and the Clerk should be turned over to a village team. The Chair proposed and it was resolved that Peter Kerry should issue a request in the Parish Magazine for volunteers and also investigate whether Trevor Sykes would be willing to take on part of the role.

**10. Biggin Hill Airport : [report from meeting](#) and consideration of correspondence received.**

Ian Mitchell informed members through his report that Bromley Council had announced its own Consultation in addition to that taken by the Airport itself on proposed extensions to operating hours. There would also be an emergency meeting of the Consultative Committee to address 3 questions put to them by the Managing Director of the airport. Additionally the Bromley Residents Federation has challenged various of the statements put out by the Airport with regards to its actual opening hours . The Chair confirmed she had received a written request from Bromley Residents Against Airport Development (BRAAD) asking Tatsfield Parish Council to change its support of the airport's proposal, based on the information presented in their information pack challenging the actual opening hours of the airport, and stating that the impact of the proposals would be far greater than had been implied in the initial consultation.

232/0115 The Chairman proposed and it was resolved the Parish Council would not change its position on support for the airport's proposals made in October 2014. Despite the new information the impact of jets flying in and out of Biggin Hill at the extended hours proposed should be minimal. The Clerk was instructed to write to BRAAD and inform them of the Parish Council's decision.

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

233/0115 The Chairman proposed and it was resolved to approve consideration for the request from Tatsfield Vern d'Anjou for assistance from the Parish Council to make up their current shortfall in fundraising for the 40<sup>th</sup> Anniversary visit of the Vern d'Anjou residents to Tatsfield in April. It was further proposed that the Parish Council should approve making up the shortfall of £1250 subject to ratification at the meeting in February, and the receipt of the group's proposed itinerary indicating costs of each proposed activity. The Clerk to inform the organisation and request the itinerary.

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

- Suggestions for new contractors to install benches – Clerk could contact Titsey Estate, John Howard and Landscape gardeners in Parish magazine.
- Weather likely to change in the next week – Tandridge workers on the list resident in Tatsfield have the Clerk's contact number should they be needed to assist in clearing surfaces. (Doug Massey)
- Enforcement order has been served on Land at Cudham Road with residents at that location having until 30/3/15 to clear the land of all offending items. (Ian Mitchell)
- Need to address the outstanding items on the list Ian Mitchell gave for the Aileen McHugo Building and generally tidy it up in time for May (Ian Mitchell)
- Need an update on defibrillators – Biggin Hill has now installed 2 and have plans for further machines.

The meeting concluded at 9.25pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	In progress
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
205/0115, 1	Ask at what point Parish Council would be made aware of offered sites in Phase 1	Clerk	9/2/15	In progress
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	In progress
214/0115, 3	Arrange for £450 to be donated to Tatsfield in Bloom	Clerk	9/2/15	In progress
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
223/0115	Inform Tandridge planning of Parish Council decisions	Clerk	9/2/15	COMPLETE
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	In progress
230/0115	Add link from Facebook page to CAB facebook page	Clerk/N Stokoe	9/2/15	In progress
231/0115	Request admins for Facebook page	P Kerry	15/2/15	
232/0115	Inform BRAAD of Parish Council decision	Clerk	01/02/2015	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> February 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Doug Massey, Mr Ian Mitchell, Mr Peter Kerry, Mrs Nichola Stokoe,  
Mrs Helena Garcia. Mr Michael Rennie

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

And 1 parishioners.

**1. APOLOGIES**

None

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

None

**3. Approve and sign the MINUTES of the meeting held on 9th February 2015**

258/0215 The minutes and appendices of the meeting held on 9<sup>th</sup> February 2015 were approved and signed by the Chair as a correct record following and addition on page 11 to item 6a *Trees in Rag Hill Close*. The word Hill was added to the heading.

The addition was approved.

**4. PLANNING:**

**(a) TA/2015/135: Sylvan Bank, Ship Hill, Tatsfield, TN16 2JY**

**Erection of single storey front extension.**

259/0215 *No objections to this planning application as long as previous permissions already granted to the property are taken into account and the cumulative footprint does not exceed the recommended limits on permitted development.*

**(b) TA/2015/200: The Spinney, Maesmaur Road, Tatsfield, TN16 2LD**

**Erection of roof over existing side elevation.**

260/0215 *No comment.*

**(c) TA/2015/228: Wyscan, Ricketts Hill Road, Tatsfield, TN16 2NG**

**Erection of first floor side extension.**

262/0215 *No objection to this planning application but notes there appears to have been an extensive planning application history applicable to this property.*

263/0215 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

**5. Parish Council property and Land:**

**(a) Westmore Green : request for Tatsfield PTA to use Green for Beer Festival on 19/9/15 from 1-9pm**

264/0215 The Chair proposed and it was resolved that this should be granted with the following conditions and notifications:

- Pre-approval for setting up time on Westmore Green, likely to be started the previous day, which was not included in the original request.
- the strict observance of advertising restrictions as detailed in the advertising season ticket letter awarded in 2013 to Tatsfield Primary School PTA. There were several complaints regarding the location and advance posting of advertising in and around the village the previous year, including Westmore Green.
- that the organisers of the event make arrangements to ensure the festival is kept controlled and managed as in previous years, given the consistent increase in hours each year and the amount of time people have to imbibe alcohol in a public place.

The Clerk was instructed to ensure any additional requirements to satisfy the Parish Council's insurers were also adhered to when contacting the PTA on this matter.

**(b) Tatsfield Allotments and Community Gardens : change of management agreement**

265/0215 It was resolved to approve the action list for the change of management group from the Tatsfield Horticultural Society to the Tatsfield Allotments and Community Gardens Group in their own right. This listed the following activities :

1. Obtain written confirmation from the Horticultural Society that they agree to the TACG taking over.
2. Obtain a copy of the TACG constitution just to confirm that it allows them to manage the allotments, enter into legal documents and pay the rent etc. – also ensure up to date copies of the accounts are available for scrutiny
3. Redraft the original Management Agreement replacing TACG with THS.
4. Obtain the original and counterpart Management Agreements signed by the PC and THS.
5. Have the new Management Agreement signed by both parties and dated.
6. Score through the now obsolete Management Agreement.

7. Advise TACG that they should now redraft the existing Tenancy Agreements with themselves as new Landlord.
8. Advise TACG that they should now redraft the existing Rules removing reference to THS and replacing with themselves.
9. Request copies of the updated documents for our file.

The Clerk to action items 1, 2, 4 as a starting point.

266/0215 The Chair proposed and it was resolved that the Parish Council's landlord – Whelan Farms – be contacted as a matter of courtesy once the new agreement was in place.

## **6. Finance:**

### **(a) Installation of benches : approve quotes received - £750 for all replacement, £1100 for 2 new fittings and 6 replacements**

267/0215 Following receipt of the 2 quotes it was decided to appoint Woodstone Landscaping as the installer for the benches based on their quote dated 12/2/15. It is estimated that for a replacement of 6 benches and installation of 2 benches from scratch the estimated cost would be at around £1100. The appointment was subject to a successful clarification of the following :

- Has the supplier visited the site of each bench to assess any possible 'surprises'
- It would be beneficial to both parties for the supplier to meet members on one of the Saturday 'surgeries' at the Bakery to discuss concerns and any queries either party may have
- The quote includes an item for disposal of existing benches – the supplier should be aware of the Parish Council's plan to offer them to residents and therefore there may not be many to dispose of
- Can the supplier transport the benches from their intended storage area ?
- Can the supplier replace existing benches by Easter to ensure the new benches are in place for the Vern visit ?

The Clerk was asked to contact the supplier with clarifications and to proceed with the ordering of the benches as soon as possible.

### **(b) Door fitting costs : update**

268/0215 Total estimated costs of purchasing and installing the new kitchen door were likely to be around £600 (some VAT included). It was agreed this was well within the approved amount of £1000 (207/0115 – January minutes). The Clerk noted the door had been ordered, the contractor was awaiting delivery and Doug Massey confirmed the proposed crash bar would be fit for purpose.

### **(c) Grant request: Tatsfield Parish Magazine 2014-15**

269/0215 The Chair proposed and it was resolved that a grant of £250 be approved for the Tatsfield Parish Magazine. Peter Kerry noted that the advertising charges should be increased to make the magazine self funding.

## **7. Old School: concern re parking provision being insufficient for new pre-school**

270/0215 Following receipt of concerns regarding the parking provisions available for the new pre-school, to open at the site of the Old Primary school, the Chair proposed and it was resolved the Clerk should thank the resident and inform him the matter will be monitored closely once the pre school opens.

## **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.**

- Need to approve the final version of the Village Design / Development Statement 2014.
- Clerk in the process of arranging a meeting with the proposers of the Youth Group
- What does the Parish Council wish to do to commemorate the 100<sup>th</sup> Anniversary of the first Tatsfield death in WW1 in April ?

The meeting concluded at 9.15 pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	COMPLETE
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	COMPLETE
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	Delayed to March
230/0115	Add link from Facebook page to CAB facebook page	Clerk/N Stokoe	9/2/15	In progress
231/0115	Request admins for Facebook page	P Kerry	15/2/15	
<b>Item &amp; page (9 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
252/0215	Letter to Pippins owner/solicitor	Clerk / Nichola Stokoe	20/2/2015	COMPLETE
253/0215	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0215	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0215	Action the list of items for the AMB	Clerk	09/3/2015	In progress
<b>Item &amp; page (23 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
263/0215, 18	Inform Tandridge planning of Parish Council decisions	Clerk	25/2/15	COMPLETE
264/0215, 18	Inform PTA of Parish Council decisions and conditions	Clerk	27/2/2015	COMPLETE
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
266/0215, 19	Inform Whelan of new management group	Clerk	TBC	TBC
267/0215, 19	Inform Woodstone Landscaping of Parish Council award and request clarification of queries	Clerk	26/2/2015	COMPLETE
268/0215., 19	Complete door installation	Clerk	11/3/2015	In progress
269/0215, 19	Inform TPM of grant award	Clerk	2/3/2015	COMPLETE
270/0215, 19	Inform resident of Parish Council response	Clerk	27/2/2015	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> February 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Susan Smale (in the chair)  
Mr Doug Massey, Mr Ian Mitchell, Mr Peter Kerry, Mrs Nichola Stokoe,  
Mrs Helena Garcia. Mr Michael Rennie

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

And 1 parishioners.

**1. APOLOGIES**

None

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

None

**3. Approve and sign the MINUTES of the meeting held on 9th February 2015**

258/0215 The minutes and appendices of the meeting held on 9<sup>th</sup> February 2015 were approved and signed by the Chair as a correct record following and addition on page 11 to item 6a *Trees in Rag Hill Close*. The word Hill was added to the heading.

The addition was approved.

**4. PLANNING:**

**(a) TA/2015/135: Sylvan Bank, Ship Hill, Tatsfield, TN16 2JY**

**Erection of single storey front extension.**

259/0215 *No objections to this planning application as long as previous permissions already granted to the property are taken into account and the cumulative footprint does not exceed the recommended limits on permitted development.*

**(b) TA/2015/200: The Spinney, Maesmaur Road, Tatsfield, TN16 2LD**

**Erection of roof over existing side elevation.**

260/0215 *No comment.*

**(c) TA/2015/228: Wyscan, Ricketts Hill Road, Tatsfield, TN16 2NG**

**Erection of first floor side extension.**

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263/0215 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

**5. Parish Council property and Land:**

**(a) Westmore Green : request for Tatsfield PTA to use Green for Beer Festival on 19/9/15 from 1-9pm**

264/0215 The Chair proposed and it was resolved that this should be granted with the following conditions and notifications:

- Pre-approval for setting up time on Westmore Green, likely to be started the previous day, which was not included in the original request.
- the strict observance of advertising restrictions as detailed in the advertising season ticket letter awarded in 2013 to Tatsfield Primary School PTA. There were several complaints regarding the location and advance posting of advertising in and around the village the previous year, including Westmore Green.
- that the organisers of the event make arrangements to ensure the festival is kept controlled and managed as in previous years, given the consistent increase in hours each year and the amount of time people have to imbibe alcohol in a public place.

The Clerk was instructed to ensure any additional requirements to satisfy the Parish Council's insurers were also adhered to when contacting the PTA on this matter.

**(b) Tatsfield Allotments and Community Gardens : change of management agreement**

265/0215 It was resolved to approve the action list for the change of management group from the Tatsfield Horticultural Society to the Tatsfield Allotments and Community Gardens Group in their own right. This listed the following activities :

1. Obtain written confirmation from the Horticultural Society that they agree to the TACG taking over.
2. Obtain a copy of the TACG constitution just to confirm that it allows them to manage the allotments, enter into legal documents and pay the rent etc. – also ensure up to date copies of the accounts are available for scrutiny
3. Redraft the original Management Agreement replacing THS with TACG.
4. Obtain the original and counterpart Management Agreements signed by the PC and THS.
5. Have the new Management Agreement signed by both parties and dated.
6. Score through the now obsolete Management Agreement.

7. Advise TACG that they should now redraft the existing Tenancy Agreements with themselves as new Landlord.
8. Advise TACG that they should now redraft the existing Rules removing reference to THS and replacing with themselves.
9. Request copies of the updated documents for our file.

The Clerk to action items 1, 2, 4 as a starting point.

266/0215 The Chair proposed and it was resolved that the Parish Council's landlord – Whelan Farms – be contacted as a matter of courtesy once the new agreement was in place.

## **6. Finance:**

### **(a) Installation of benches : approve quotes received - £750 for all replacement, £1100 for 2 new fittings and 6 replacements**

267/0215 Following receipt of the 2 quotes it was decided to appoint Woodstone Landscaping as the installer for the benches based on their quote dated 12/2/15. It is estimated that for a replacement of 6 benches and installation of 2 benches from scratch the estimated cost would be at around £1100. The appointment was subject to a successful clarification of the following :

- Has the supplier visited the site of each bench to assess any possible 'surprises'
- It would be beneficial to both parties for the supplier to meet members on one of the Saturday 'surgeries' at the Bakery to discuss concerns and any queries either party may have
- The quote includes an item for disposal of existing benches – the supplier should be aware of the Parish Council's plan to offer them to residents and therefore there may not be many to dispose of
- Can the supplier transport the benches from their intended storage area ?
- Can the supplier replace existing benches by Easter to ensure the new benches are in place for the Vern visit ?

The Clerk was asked to contact the supplier with clarifications and to proceed with the ordering of the benches as soon as possible.

### **(b) Door fitting costs : update**

268/0215 Total estimated costs of purchasing and installing the new kitchen door were likely to be around £600 (some VAT included). It was agreed this was well within the approved amount of £1000 (207/0115 – January minutes). The Clerk noted the door had been ordered, the contractor was awaiting delivery and Doug Massey confirmed the proposed crash bar would be fit for purpose.

### **(c) Grant request: Tatsfield Parish Magazine 2014-15**

269/0215 The Chair proposed and it was resolved that a grant of £250 be approved for the Tatsfield Parish Magazine. Peter Kerry noted that the advertising charges should be increased to make the magazine self funding.

## **7. Old School: concern re parking provision being insufficient for new pre-school**

270/0215 Following receipt of concerns regarding the parking provisions available for the new pre-school, to open at the site of the Old Primary school, the Chair proposed and it was resolved the Clerk should thank the resident and inform him the matter will be monitored closely once the pre school opens.

## **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.**

- Need to approve the final version of the Village Design / Development Statement 2014.
- Clerk in the process of arranging a meeting with the proposers of the Youth Group
- What does the Parish Council wish to do to commemorate the 100<sup>th</sup> Anniversary of the first Tatsfield death in WW1 in April ?

The meeting concluded at 9.15 pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	COMPLETE
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	COMPLETE
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	In progress
230/0115	Add link from Facebook page to CAB facebook page	Clerk/N Stokoe	9/2/15	In progress
231/0115	Request admins for Facebook page	P Kerry	15/2/15	
<b>Item &amp; page (9 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
252/0215	Letter to Pippins owner/solicitor	Clerk / Nichola Stokoe	20/2/2015	COMPLETE
253/0215	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0215	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0215	Action the list of items for the AMB	Clerk	09/3/2015	In progress
<b>Item &amp; page (23 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
263/0215, 18	Inform Tandridge planning of Parish Council decisions	Clerk	25/2/15	COMPLETE
264/0215, 18	Inform PTA of Parish Council decisions and conditions	Clerk	27/2/2015	COMPLETE
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
266/0215, 19	Inform Whelan of new management group	Clerk	TBC	
267/0215, 19	Inform Woodstone Landscaping of Parish Council award and request clarification of queries	Clerk	26/2/2015	COMPLETE
268/0215., 19	Complete door installation	Clerk	11/3/2015	In progress
269/0215, 19	Inform TPM of grant award	Clerk	2/3/2015	COMPLETE
270/0215, 19	Inform resident of Parish Council response	Clerk	27/2/2015	COMPLETE



**DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 23<sup>rd</sup> March 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Doug Massey (in the chair)  
Mrs Nichola Stokoe, Mrs Helena Garcia, Mr Michael Rennie

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

And 2 parishioners.

**1. APOLOGIES**

295/0315 Apologies from Susan Smale, Peter Kerry and Ian Mitchell were received and accepted by members.

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

Michael Rennie declared a personal interest in item 4a TA/2015/441. He did not participate in any discussion or voting on this item.

**3. Approve and sign the MINUTES of the meeting held on 9th February 2015**

296/0315 The minutes and appendices of the meeting held on 9<sup>th</sup> March 2015 were approved as a correct record but it was resolved that these should be signed by Susan Smale at the next main on 13<sup>th</sup> April 2015.

8.12 – the meeting was suspended for public participation.

8.21 - the meeting was resumed.

**4. PLANNING:**

**(a) TA/2015/347: Whygate, Greenway, Tatsfield TN16 2BT**

**Demolition of existing dwelling. Erection of detached dwelling and integral garage formation of new vehicular access, parking and landscaping.**

297/0315 *It was resolved that Although the Parish Council welcomes the redevelopment of this site, there are strong concerns over the excessive height and spacing of the proposed development - as detailed in Policy DP7.*

**(b) TA/2015/441: 1 Rag Hill Close, Tatsfield, TN16 2LR**

**Erection of single storey extensions to north, east and west elevations (Certificate of Lawfulness for a Proposed Use or Development)**

298/0315 *No comment.*

299/0315 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

**5. Parish Council property and Land:**

**(a) Westmore Green**

- Tatsfield Scouts request use of Green for their annual Fete on 21/6/2015

300/0315 It was resolved that this request be granted subject to the Clerk receiving the Public Liability Insurance confirmation and the Terms and Conditions of use to be accepted. The Clerk to progress.

- Tatsfield Primary School PTA – confirmation of request for use of Green on Sunday 20/9/15 for clearing up

301/0315 It was resolved to approve this and the Clerk to confirm.

**(b) Car Park: request for use of car park by Peters Fish and Chips**

302/0315 It was resolved that the Parish Council agreed in principle to the use of the car park, as long as the required documents relating to Health and Safety, food safety, trading licenses, insurances and risk assessments were received by the Clerk in time prior to the start of use.

Peters Traditional Fish and Chips to park behind the Village Hall (as Federicci had done when they had their trial in 2013. Hours of trading to be 4pm – 8pm and the Clerk to issue a letter based on the same terms and conditions as agreed during the previous use by Federicci listing all these for approval before the start of the trial. The Parish Council also offered the trial on a 6 week basis without charge and then the trial would be reviewed. Should the trial continue beyond the 6 weeks a charge of £30 a pitch (as per the previous agreement). The Clerk would await confirmation of acceptance of these before the start of the trial and Peters Traditional Fish and Chips advised they were intending to start very soon.

**(c) Tatsfield Allotments and Community Gardens: update on progress / further confirmation needed from THS re handing over**

303/0315 The Chair proposed and it was resolved that Nichola Stokoe and the Clerk should progress this matter as required to complete the tasks agreed at the supplementary meeting in February 2015. The Parish Council should be kept updated as progress was made but no further decision be required until the documents were ready to be signed or a significant change from the agreed schedule made it necessary for members to consider the matter again.

**6. Finance:**

**(a) Request for grant for purchase of 2 new equipment bags from Tatsfield Responders : £95 per bag**

304/0315 It was resolved to approve the request from the Tatsfield Responders for a grant of £190 for 2 equipment bags. The Clerk to progress

**(b) Quote for Car park beds :**

The Clerk noted this needed to be deferred as she had not yet received any quotes.

**(c) Quote for further electric work to Ground Floor AMB : £246.04**

305/0315 It was resolved that this work be approved and the Clerk was instructed to progress and inform the contractor.

**7. Tatsfield Responders: proposal from Phil Clark for Responders to take over rota duties on Defibrillator**

306/0315 The Chair proposed and it was resolved to accept the offer from Phil Clark for the Tatsfield Responders to take over the rota duties to inspect the defibrillator and advise the Parish Council on the need for new batteries. It was additionally resolved that the Clerk should include the cost of spare batteries in the next budget and ensure they were available at short notice.

**8. Management of Facebook: progress since 26/1/15, discussion on content and general use**

307/0315 A proposal had been mentioned by Peter Kerry that Sue White was willing to take over the management of Facebook page and make it more interactive and village centric, with little involvement from the Parish Council as to content and management. The Chair proposed and it was resolved that this matter be debated at the main meeting and that the full proposal be included in the agenda.

**9. Care Act information pack : discuss action and next steps**

308/0315 The Chair proposed and it was resolved that this matter be deferred to the main meeting for more input from absent members.

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

None.

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

- The Clerk noted that the Tandridge Strategic Housing Market Assessment 2015 Consultation would be included in the April meeting agenda and that it should be noted that the Parish Council was aware of this matter and its potential importance for planning and development of the district.
- Positive feedback for the contractor who was installing the new benches – suggest he be on the ‘approved list’ for contractors for the future.
- The Clerk noted an item for the following agenda related to Tatsfield in Bloom volunteers, specifically those performing litter picking and other tasks. Following discussions with the insurance company it became clear that changes have meant that new processes need to be put in place regarding volunteers and risk assessments need to be performed – until these processes are agreed volunteers are not insured unless these tasks are specifically managed by the Parish Council.

The meeting concluded at 9.25 pm

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	In progress
<b>Item &amp; page (9 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
253/0315	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0315	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0315	Action the list of items for the AMB	Clerk	09/3/2015	In progress
<b>Item &amp; page (23 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
266/0215, 19	Inform Whelan of new management group	Clerk	TBC	
268/0215., 19	Complete door installation	Clerk	11/3/2015	In progress
<b>Item &amp; page (9 Mar 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
276/0315, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	COMPLETE
285/0315, 22	Progress invitations for APM and complete advertising	Clerk / members	31/3/2015	COMPLETE
289/0315, 23	Arrange quote for work	Clerk	31/3/2015	In progress
<b>Item &amp; page (23 Mar 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
299/0315	Inform Tandridge planning of the Parish Council's decisions	Clerk	26/3/2015	COMPLETE
300/0315	Inform Scouts of approval and obtain documentation	Clerk	31/3/2015	In progress
301/0315	Inform Tatsfield PS PTA of approval	Clerk	27/3/2015	COMPLETE
302/0315	Letter confirming Terms and conditions and receipt of required documentation	Clerk	26/3/2015	In progress
304/0315	Inform Phil Clark of the approval of grant request	Clerk	27/3/2015	COMPLETE
305/0315	Inform N Kells of approval for AMB electric quote	Clerk	26/3/2015	COMPLETE
306/0315	Inform P Clark of approval for responders and ask about batteries	Clerk	31/3/2015	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 12th January 2015 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, Ms Helena Garcia-Macleod, Mr Michael Rennie

In Attendance: Mrs. Ana Hughes (Clerk)

Mr. Bob David (Tandridge DC Councillor)

Mr David Hodge (Surrey County Councillor)

And 3 parishioners.

**1 APOLOGIES**

Mr. Peter Kerry, Mrs. Nichola Stokoe and Mr Ian Mitchell - these were received and accepted by members.

**2 DECLARATIONS OF INTEREST (relating to items on the Agenda)**

None

**3 To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 8th December 2014**

197/0115 The minutes of the meeting held on 8<sup>th</sup> December 2014 were agreed as a correct record and signed by the Chairman together with appropriate appendices.

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

198/0115 The Chair confirmed no update was yet available on the Appraisal review.

**5 PLANNING**

**(a) To determine the Parish Councils position on Appendix A (if relevant)**

- **TA/2014/1973: The Red House, Ricketts Hill Road, Tatsfield, TN16 2NB**

Formation of rear tennis court and swimming pool. (Certificate of Lawfulness for a Proposed Use or Development)

199/0115 *No comment.*

- **TA/2014/1996: Shamari, 40 Westmore Road, Tatsfield, TN16 2AX**

Demolition of existing garage. Erection of single storey side extension and front porch.

200/0115 *No objection: This appears to be a significant extension but the Parish Council has no objection as long as the dimensions proposed fall within acceptable bounds for extensions within a settlement area.*

- **TA/2014/1999: 4 Pynesfield Road, Tatsfield, Surrey, TN16 2AR**

Erection of two storey side extension and front porch.

201/0115 *No objection*

202/0115 The Clerk was instructed to inform Tandridge Planning of the Parish Council decisions.

**(b) Planning member for January: Helena Garcia-Macleod**

203/0115 Helena Garcia-Macleod was appointed as the planning member for January with her agreement.

**(c) Neighbourhood Plan Development Committee: approve Design Statement 2014 – updated**

204/0115 It was resolved to defer this to the next main meeting as Ian Mitchell who was the lead on this project was absent from this meeting.

**(d) Tandridge District Council Strategic Housing Land Availability Assessment methodology consultation**

The Chair noted in her briefing paper that this was a methodology to assess the land availability for housing requirements by Tandridge District Council There would be 2 phases with the first focusing on brownfield sites, towns, built-up areas and village settlement areas – the village centre was likely to fall in this category.

Phase 2 would only be considered if there were not enough adequate sites for likely demand from Phase 1 and this would encompass Green Belt.

205/0115 It was resolved that the Parish Council had no comment to make on the methodology proposed. The Clerk was asked to ascertain at what point the Parish Council would be made aware of potential sites if these were 'offered' in Tatsfield as part of Phase 1. It was further resolve this item should remain on the agenda for progress reporting.

**6 FINANCE**

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

206/0115 Items on Appendix B were duly approved and cheques were signed as required. It was noted in Item 10b that the Parish Council had received £450 from the company who had first damaged the Tatol Bed. This would be donated to Tatsfield in Bloom as agreed for the swift repair to the damage performed by volunteers.

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

- Installation of benches –

The Clerk noted she was still awaiting quotes and one potential contractor had declined the work. A replacement had been contacted but no quote had yet been received.

- Kitchen external door purchase and installation – estimated costs at around £1,000 in total  
207/0115 It was resolved to approve an amount of up to £1,000 to cover the purchase and installation of an external door in the kitchen and installation of a fire bar for opening on the inside. The Clerk to proceed with purchase and arrange installation.

## **7 HIGHWAYS & RIGHTS OF WAY**

### **a) Highways:**

Doug Massey noted that gritting updates were functioning well and thanked Surrey Highways for the flaying of the hedge in Ship Hill.

### **b) Rights of Way:**

The Clerk noted receipt of the official communication from Surrey of the Order to updated FP25 to a Bridleway and that she would notify the Parish Council once she had received confirmation of its implementation.

8.51 pm Meeting suspended for public contribution

8.56 pm Meeting reinstated.

## **8 NOTIFIED ITEMS**

### **(a) Housing: update**

No update

### **(b) World War 1 100th Anniversary: update**

No update – there had still been no contact from interested parties in the village regarding the organisation of a War Memorial group.

### **(c) Old Lane ditch: update**

Doug Massey noted the ditch appeared clear on his last inspection.

### **(d) Staging date and pension obligations: update and clerk additional duties**

208/0115 It was resolved the Clerk should be nominated as the person for named correspondence for the new responsibilities required of the Parish Council under the Pensions Act 2008. An official request had been received from the Pensions Regulator. It was further resolved the Clerk should undertake the necessary steps to fulfil the duties under these laws as determined by the Pensions Regulator, including researching the Local Government pension option. It was noted this would incur additional hours of work for the Clerk.

### **(e) Youth Club proposal - update on progress**

209/0115 The Chair noted that Surrey had been contacted for advice on how to proceed with the establishment of a Youth Club on Parish Council property. It was resolved that a meeting between members and the Youth Club proposers and possible volunteers could be arranged by the Clerk once more information was available.

### **(f) The Meadow proposal – discussion**

210/0115 The Chair noted a proposal from a resident for the Parish Council to purchase the Meadow and manage it as a dog walking area. The Clerk informed the meeting that in her opinion the Parish Council had not received information that could be considered new with regards to this item and therefore it could not be considered for another 4 months under Local Government Act 1972 legislation. Concerns remained regarding boundaries, costs and maintenance issues and these had not changed. It was resolved to consider the matter in April 2015.

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

### **(a) County Councillor**

David Hodge reported on the following points:

- 1- He is awaiting a date for the repairs to Approach Road.
- 2- Council tax amounts are currently under discussion. There is an enormous issue with providing required school places and this is likely to lead to very difficult decisions needing to be made in around 18 months.

### **(b) District Councillor**

Bob David reported on the following points:

- 1- Good news that the second appeal for 'Castleneau' has been allowed although the first appeal was declined. The officer's report on the 2<sup>nd</sup> appeal is very interesting.
- 2- Tandridge is also in the process of approving their Council tax.
- 3- Bob David and Sue Smale received a complaint from residents regarding the state of the road in Chestnut Avenue – there is also concern about a tree which has not been cleared from the road, litter being left there and no road cleaning taking place. Bob David has ascertained this is an adopted public road and therefore maintained by Surrey Highways – all potholes and complaints about road surface should be addressed to them. Bob is happy to

undertake communication with residents on the Parish Council's behalf and to explain the process of reporting issues to the relevant authorities – i.e. Tandridge for road cleaning and rubbish. The tree has actually fallen on a part of the road owned by another authority and therefore cannot be reported to Surrey. The Chair thanked Bob David for his work and response on their behalf.

**(c) Tatsfield Community Responders:**

No update available.

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

Helena Garcia-Macleod reported 2 items that had been passed to her at the recent meeting of the Village Hall Management Committee.

211/0115 It was resolved that the Village Hall Management Committee should approach Tatsfield Primary School directly should they wish to request an extension to the lighting in the school side of the car park.

212/0115 It was resolved the Parish Council advised the Village Hall Management Committee to approach the owners of cars who were parking overnight in places that were causing discomfort to users of the Village Hall directly and ask that they move their cars to other spaces in the car park.

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

Bob David reported more meetings were planned and that floral displays would be associated with the anniversary of the twinning with Vern d'Anjou this year.

**(f) Police: update**

No update.

**(g) Biggin Hill Airport: update**

Ian Mitchell had reported a meeting would take place on 15<sup>th</sup> January that could cover more details on the executive jet emergency experienced recently and the recent offer to finance the Battle of Britain memorial chapel. It was also possible the Heritage Centre could be discussed.

**(h) Speedwatch**

Ian Mitchell noted activity continued through the winter with a focus on the approach to Tatsfield School. Training for 2 new Speedwatch members was also taking place.

**(i) Tatsfield Fairtrade Steering Group**

Fair-trade AGM (general) on 17<sup>th</sup> January 2015. Fair-trade fortnight would take place in the Village Hall from 8/3/15 and was currently being organised.

## **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):**

- Maintenance plan for parish land – update

Doug Massey needs to organise a new meeting in the next few weeks to address all outstanding items.

**(b) Westmore Green:**

- Traffic island in Village Centre – update

213/0115 The Chair noted that the magazine article requesting suggestions for the redevelopment of the traffic island in the village centre had received a reply proposing an ornamental fountain with flower beds. She would await further possible suggestions.

- Tatol Bed damage: update

214/0115 The Clerk noted the Dutch company whose vehicle had caused the first damage in October to the Tatol bed had paid the amount quoted for repair of £450. It was resolved this should be donated to the Tatsfield in Bloom volunteers as they had swiftly repaired the damage.

**(c) Maesmaur Corner: update**

215/0115 The Chair reported the recent meeting with both neighbours of this parcel of Parish Council land had taken place and there had been a general acceptance by all parties of the outcome of the Parish Council's surveyors report. It was resolved that the Parish Council's interests were best upheld by requesting a reinstatement of the correct boundary, not in selling the land to Vale House. The Chair and Clerk were instructed to proceed with this process.

**(d) Tatsfield Green:**

- Damage to verge outside Top o the Down – update  
216/0115 It was resolved this should be deferred until the next main meeting.

- Pippins way leave : update  
217/0115 Following receipt of a further letter, the Clerk had been instructed to inform the Parish Council’s solicitor of the current correspondence. It was agreed to await a short time for a possible response from the resident’s solicitor before informing the agent for the sale of the property.

**(e) Parish Council Car Park and retained facilities:**

The Clerk confirmed that she was waiting for confirmation of the bulky rubbish dates.

**(f) Tatsfield Community Games Area:**

No update.

**(g) Aileen McHugo Building:**

218/0115 The Clerk had organised cleaning of carpets in the room and replacement of the kitchen door had now been approved. It was resolved to wait until more members were present before discussing the remaining items on the list.

**(h) Village Hall:**

No update.

**(i) Tatsfield Allotments and Community Gardens: update**

The Chair noted that the TACG group would address the matter of their own constitution at their next meeting where most members were expected to attend and that this should then result in a formal approach to the Parish Council.

**11 MEETINGS TO ATTEND / CORRESPONDENCE:**

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

None

**(b)** to discuss **Correspondence** received by the Clerk

- The Clerk had received letters of thanks from Dave Bishop to all who assisted in making the Christmas Carol Singalong so successful, as well as from Kent Surrey Sussex Air Ambulance for the grant PC made of £500 and from Tatsfield Vern d’Anjou group for the PC grant.

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

219/0115 It was resolved that the recent complaint from residents of Chestnut Avenue would be addressed and responded to by Bob David who had done a lot of the background research. Thanks for his hard work on this matter were issued by members.

**13 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA**

- Need new lights for the Christmas tree
- Consideration to plant a new Christmas tree to resolve the cost and worry about obtaining one each year
- Protocols for responding to the recent events in Paris re Tatsfield’s twinned town of Vern d’Anjou – Chair will ask Tatsfield Vern Group for guidance
- Correspondence from resident group opposed to proposals from Biggin Hill airport to extend hours

The meeting concluded at 10.12pm

Matters raised under Public adjournment:

- 1- Parkwood Golf Course under new management
- 2- Tatsfield Parish Magazine – will need new editor to oversee the production of the magazine in the near future.

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
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	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
147/1114	Action points for Village Hall damaged items	Clerk	8/12/2014	In progress
150/1114	Tatol damages actions	Clerk	30/11/2014	COMPLETE
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	In progress
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
202/0115, 1	Inform Tandridge planning of Parish Council decision	Clerk	13/1/15	COMPLETE
205/0115, 1	Ask at what point Parish Council would be made aware of offered sites in Phase 1	Clerk	9/2/15	In progress
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	In progress
214/0115, 3	Arrange for £450 to be donated to Tatsfield in Bloom	Clerk	9/2/15	COMPLETE
215/0115 3	Arrange for letters to confirm next steps for Maesmaur Rd	Chair/Clerk	26/1/2015	COMPLETE



**MINUTES of the Meeting of Tatsfield Parish Council held on the 9th February 2015 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, Ms Helena Garcia-Macleod, Mr Michael Rennie,  
Mr Ian Mitchell, Mrs Nichola Stokoe

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

Mr. Bob David (Tandridge DC Councillor)

**And 5 parishioners.**

**1 APOLOGIES**

Mr. Peter Kerry - these were received and accepted by members.

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 THE PREVIOUS MEETING held on 26th January 2015**

234/0215 The minutes of the meeting held on 26th January 2015 were agreed as a correct record and signed by the Chairman.

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

235/0215 The Clerk noted all items would be covered under existing agenda headings.

**5 PLANNING**

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

- **TA/2015/102: Woodlands, Old Lane, Tatsfield, TN16 2LH**

Demolition of existing garage and shed. Erection of single storey detached garage/carport.

236/0215 *It was resolved that a response of No Objection be returned on this proposal*

- **TA/2014/1321/cond1: Castleneau, Ricketts Hill Road, Tatsfield, TN16 2NA**

Details pursuant to condition 3 (external materials) - FOR INFORMATION ONLY

237/0215 The Clerk was instructed to inform Tandridge Planning of the Parish Council decisions.

**(c) Planning member for February: Doug Massey with M Rennie**

238/0215 Doug Massey agreed to be the planning member for February, assisted by Michael Rennie.

**(d) Neighbourhood Plan Development Committee: approve Design Statement 2014 – updated**

239/0215 Ian Mitchell presented a draft Design Statement document complete with some photographs and noted further updates and current pictures were imminent. Content had already been approved (173/1214) at the December 2014 main meeting and a final version with updated photos would be presented for final approval as soon as possible.

**(e) Tandridge District Council Strategic Housing Land Availability Assessment - update.**

The Chair noted that there was no update on this matter at present.

**6 FINANCE**

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

240/0215 Items on Appendix B were duly approved and cheques were signed as required. The Clerk noted that there were replacement cheques for payments not received from Getmapping plc (paid in October 2014) and RIaltas Business Solutions (November 2014). In both cases the cheques had been cancelled by the Clerk and the charge for cancelling cheque 1151 for Getmapping would be refunded by this organisation as they had lost the cheque originally.

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

- Installation of benches - quotes and order dates

The Clerk confirmed 2 landscape gardeners had agreed to supply quotes but she had not received them in time for this meeting.

- Trees in Tatsfield Green - behind Rag Hill Close

241/0215 The Chair proposed and it was resolved that the matter be passed to Tandridge District Council who managed the Greens on the Parish Council's behalf and request their input. Doug Massey noted he was not in support of cutting back trees for cosmetic reasons given the open and rural nature of the Green and Tatsfield itself.

- Attendance at Surrey Countryside and Rural Enterprise Conference: Shaping the Future of Rural Surrey (J Allbutt) - £53.60

242/0215 The Chair proposed and it was agreed that this conference attendance be approved. Mr Allbutt agreed to provide a report on his attendance and pass on any reports / papers received as a result.

243/0215 The Clerk she had received 2 quotes for work to be done to the Aileen McHugo Building first floor (£44.40) and to replace damaged bulkheads on the Village Hall external wall (£85.58). Both of these items fell within

the Clerk's remit as detailed in the Financial Regulations for the Parish Council. These were approved as being essential maintenance.

## **7 HIGHWAYS & RIGHTS OF WAY**

### **a) Highways:**

Doug Massey noted that recent gritting of Priority 1 route for Ricketts Hill Road had not been successful and it may be necessary to relocate the grit bin currently at the bottom of Ricketts Hill Road further up to the corner of Paynesfield Road where it would be more useful.

The Chair noted that a recent interest from Tatsfield Primary school in the possibility of assistance from Surrey County Council in clearing the car park was likely to be unsuccessful as Surrey was clear in their responses that schools are responsible for their own arrangements.

Ian Mitchell noted Church Lane was to be closed on 16/2 – 20/2 for utility road works.

### **b) Rights of Way:**

Doug Massey noted a complaint from a local resident was underway for stock electric fencing on Footpath 22 which was blocking a right of way. Further information would be made available as and when possible.

## **8 NOTIFIED ITEMS**

### **(a) Housing: update**

No update

### **(b) Broadband provision to Tatsfield: update**

244/0215 The Chair proposed and it was resolved to defer this issue brought up by Peter Kerry to a meeting he would attend.

### **(c) World War 1 100th Anniversary: update**

245/0215 Following a short discussion Ian Mitchell proposed and it was resolved to keep this item on the agenda. April would see the 100<sup>th</sup> Anniversary of the first death of a Tatsfield resident in one of the previous centuries World Wars.

### **(d) Youth Club proposal - update on progress**

The Chair noted there had been no contact from Surrey despite her emails requesting assistance on this matter. The Clerk offered to call and would await receipt of contact details from the Chair. No other updates were available.

### **(e) Defibrillators : update**

246/0215 Following the examination of the report from the Chair, she proposed and it was resolved that the Clerk be instructed to order a single unit of a LIFEPAK CR Plus Semi-Automatic Defibrillator with an external AED cabinet at an estimated cost of £1159 plus VAT. The mounting location would be agreed at a later meeting but was likely to be at the front of the Village Hall to provide a most centralised location.

The Chair also noted that training could be arranged through her contact at London Ambulance Service for use of the defibrillator.

09.02 PM – meeting suspended for public comments

09.12PM – meeting resumed.

### **(f) Parish Council position statements : update**

247/0215 The Chair noted that so far she had only had the opportunity to undertake 2 position statements in draft format that were currently placed for comment on Dropbox. She invited members to think of other important areas requiring policy statements – i.e. Highways and Aileen McHugo management.

### **(g) Oxted School - proposed changes to Foundation / Academy**

248/0215 The Clerk had received an offer from one of the Governors to address any concerns the Parish Council may have on the change of status of Oxted School to a Foundation, before applying to the Secretary of State for Academy status. It was resolved that this item should remain on the agenda in case concerns were brought to the attention of the Parish Council.

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

### **(a) County Councillor**

No report as the County Councillor was not present.

### **(b) District Councillor**

Bob David reported on the following points:

- 1- The Resources Committee will be agreeing on proposals to put forward to full Council shortly on Council Tax – either a 1.9% increase of a freeze, which is what has taken place for the last 4 years.
- 2- Tandridge District Council has lodged a High Court Appeal on the Castleneau planning application which was approved by Government inspector on the applicant's appeal last month, on the grounds that the approval of this development sets a dangerous precedent for Green Belt planning.

- 3- Chestnut Avenue is being kept clean by Tandridge and residents are aware of reporting procedures for pot-holes.
- 4- New nursery to be set up on the site of the Old School – it is part of a chain and could potentially be a challenge to Little Acorns.
- 5- Westmore Green sign damage has been reported to Tandridge and will be replaced as soon as is possible.

**(c) Tatsfield Community Responders:**

No update available.

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

No update currently.

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

Bob David noted that the 40<sup>th</sup> Anniversary of the twinning with Vern d'Anjou was the theme for this year's Tatsfield in Bloom displays. The Clerk would be receiving estimates on planting for the flower bed in front of the new houses on Westmore Green and the car park flower beds.

**(f) Police: update**

No update.

**(g) [Biggin Hill Airport: update](#)**

249/0215 Ian Mitchell reported the recent emergency meeting of the committee had led to a 9:3 vote in support of the Airport's proposals. London Borough of Bromley has issued its own consultation which is available until 13<sup>th</sup> March 2015. The Clerk has received a request for feedback to the consultation and will be responding based on the decision taken in October 2014.

**(h) Speedwatch**

Ian Mitchell noted 2 new recruits were undergoing training.

**(i) Tatsfield Fairtrade Steering Group**

Doug Massey noted a final meeting for the programme of events for Fairtrade Fortnight would take place on 16/2/15. He issued an invitation for attendance at an evening event on 8<sup>th</sup> March 2015 for Food, drink and Fairtrade in the Village Hall. Doug Massey also stated he is currently looking into more robust gazebos for the Parish Council and Fairtrade 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):**

- Maintenance plan for parish land – update

Doug Massey confirmed this is still outstanding and needs to be addressed.

The Clerk should be expecting formal quotes regarding work to be done to flower beds in the car park and Westmore Green.

**(b) Westmore Green:**

- Traffic island in Village Centre – update

The Chair confirmed she had now received 2 proposals for the traffic island layout. These would need to be considered together with new layouts for the paths.

**(c) Maesmaur Corner: update**

250/0215 The Clerk noted she was waiting for confirmation regarding dates for a meeting with Vale House. Members would arrange to meet at the site before a confirmed date to measure and set up the proposed boundary.

**(d) Tatsfield Green:**

- Damage to verge outside Top o the Down – update

251/0215 The Chair proposed and it was resolved that the Clerk find out the exact date the initial letter to the owner of Top o the Down was sent and this be communicated to the Chair and a further letter sent asking for an update on the progress of the works.

- Pippins wayleave : update / approve letter

252/0215 Following receipt of the most recent letter from the solicitors acting on behalf of the owners of Pippins, no other contact had been made with the Parish Council. The Chair proposed and it was resolved that a letter be sent to the owner and solicitor for Pippins informing them the matter had been passed to the Parish Council's solicitor.

253/0215 Nichola Stokoe proposed and it was resolved that a general letter should be drafted and sent to estate agents in the area informing them of the ownership of Tatsfield Green and the need for permission to cross the Green should this not already be in place.

- Bench placement - final decision

254/0215 It was generally agreed the current location of the benches around the pond and on Westmore Green opposite the Allotments site would be maintained. The 2 currently on Tatsfield Green need to be thought about as does the final one – possibly on the traffic island ? This would need to be considered at a later meeting.

**(e) Parish Council Car Park and retained facilities:**

Nothing to report.

**(f) Tatsfield Community Games Area:**

255/0215 The Clerk was asked to find out whether there were plans to organise remarking of the Community Games area and whether this would be identified at the next inspection. The school would need to be notified about any potential remarking plans.

**(g) Aileen McHugo Building:**

- Discuss outstanding items on list for ongoing maintenance and improvement of AMB

256/0215 The Chair proposed the following items based on Ian Mitchell's list and all were in agreement:

- New padlock needed for the heating controls and the combination changed. Additionally the controls need to be regulated.
- Check the door name plates are still in place.
- Realign cupboard doors in the kitchen
- Get in touch with Chartwell Cancer Trust regarding the boxes outside Room 1 and request these are removed as they constitute a fire hazard and a possible obstruction in reaching the emergency exit.

The Clerk was instructed to action the above as far as possible.

**(h) Village Hall:**

No update.

**(i) Tatsfield Allotments and Community Gardens: update**

257/0215 The Clerk noted she had received and circulated a formal notification from the Tatsfield Allotments and Community Gardens Group re having their own constitution and therefore becoming responsible for the management of the allotments. The Chair proposed and it was agreed that Nichola Stokoe would propose a plan of next steps and the Clerk would action as appropriate.

**11 MEETINGS TO ATTEND / CORRESPONDENCE:**

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

None

**(b)** to discuss **Correspondence** received by the Clerk

The Clerk noted a thank you had been received from the Tatsfield Vern d'Anjou Association.

**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**

The Chair and Ian Mitchell reported they had met with the new owners of the Golf Club re the possibility of a new footpath off Church Lane. Ian Mitchell had previously received positive responses from the developers of the old school site but the bulk of the proposed footpath lay on golf club land. Both parties felt the meeting had been positive and the current owners would consult with grounds staff re the proposals.

The meeting concluded at 10.19pm

Matters raised under Public adjournment:
1- When is the next inspection for the Community Games area ? It looks like the surface may need remarking at some point soon.

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
147/1114	Action points for Village Hall damaged items	Clerk	8/12/2014	COMPLETE
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	In progress
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
205/0115, 1	Ask at what point Parish Council would be made aware of offered sites in Phase 1	Clerk	9/2/15	COMPLETE
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	In progress
214/0115, 3	Arrange for £450 to be donated to Tatsfield in Bloom	Clerk	9/2/15	COMPLETE
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	In progress
230/0115	Add link from Facebook page to CAB facebook page	Clerk/N Stokoe	9/2/15	In progress
231/0115	Request admins for Facebook page	P Kerry	15/2/15	in progress
<b>Item &amp; page (9 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
236-237/0215, 11	Inform Tandridge planning of Parish Council decisions	Clerk	16/2/15	COMPLETE
241/0215, 12	Request assistance and opinion on trees in Tatsfield Green from Tandridge District Council	Clerk	12/2/2015	COMPLETE
246/0215	Order single Lifepak unit and case for installation in Village centre	Clerk	12/2/2015	COMPLETE
251/0215	Inform Chair re first letter to Top o the Downs	Clerk	12/2/2015	COMPLETE
252/0215	Letter to Pippins owner/solicitor	Clerk / Nichola Stokoe	20/2/2015	In progress
253/0215	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0215	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0215	Action the list of items for the AMB	Clerk	09/3/2015	In progress
257/0215	Action list for next steps with TACGG	Nichola Stokoe	09/03/2015	COMPLETE

**MINUTES of the Meeting of Tatsfield Parish Council held on the 9th March 2015 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, Ms Helena Garcia-Macleod, Mr Michael Rennie,  
Mr Ian Mitchell, Mrs Nichola Stokoe Mr. Peter Kerry  
**In Attendance:** Mrs. Ana Hughes (Clerk)  
Mr. Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey County Councillor)

And 8 parishioners.

**1 APOLOGIES**

None.

**2 DECLARATIONS OF INTEREST (relating to items on the Agenda)**

Helena Garcia declared a personal interest in item 5a on the agenda. She did not leave the room but did not participate in either the discussion or voting on this item.

**3 To agree and sign the MINUTES OF THE PREVIOUS MEETING held on 23<sup>rd</sup> February 2015**

271/0315 The minutes of the meeting held on 23rd February 2015 were agreed as a correct record and signed by the Chairman.

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

The Clerk noted all items would be covered under existing agenda headings.

**5 PLANNING**

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

- **TA/2015/222: April Cottage, 1 Grove Road, Tatsfield, TN16 2BB**

Erection of first floor side extension

272/0315 *It was resolved that a response of No Objection be returned on this proposal as long as increases in volume proposed lie within permitted parameters.*

273/0315 The Clerk was instructed to inform Tandridge Planning of the Parish Council decisions.

Ian Mitchell noted that the appeal lodged against the refusal for Willow Tree House (2013/1751) had been dismissed over a 3.2% increase.

Additionally an appeal against the Tandridge District Council enforcement order for Hillside Road property had also been made (originally noted in June 2014 minutes item 5d and subsequent meeting minutes until the enforcement order notification in December 2014 – item 6d).

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

274/0315 Nichola Stokoe agreed to be the planning member for March in the place of Susan Smale.

**(c) Neighbourhood Plan Development Committee: approve [Design Statement 2014](#) – updated**

275/0315 It was noted that the Design Statement had been renamed as ‘Development Statement 2015’ not as indicated in the Agenda.

276/0315 Ian Mitchell had circulated an updated draft Development Statement 2015 document complete with additional photographs and having included comments from members. It was resolved to accept this draft Development Statement 2015 in its current format to become the Parish Council’s definitive and final version. This would then be issued to Tandridge planning and the Clerk would update the website to include the final version.

**(d) Tandridge District Council Strategic Housing Land Availability Assessment - update.**

The Chair noted that there was no update on this matter at present.

**6 FINANCE**

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

The Clerk noted a number of large invoices were being paid this month, including the benches and the door for the kitchen.

277/0315 It was resolved that the contents of Appendix B be approved and the cheques were duly signed.

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

- Grant Request for 2015-16 from St Marys Hospice

278/0315 The Clerk noted she had written the name of the organisation requesting the grant incorrectly – this should in fact be St Catherine’s Hospice. It was resolved that a grant of £200 be issued to this organisation for its support of Tatsfield residents (on average care given to 5 residents each year). The Clerk to inform the recipient.

- Shredder – agree cost

279/0315 The Clerk’s request for a shredder to ensure sensitive information was disposed of safely was approved in principle subject to clear quotes being presented at the next meeting.

## **7 HIGHWAYS & RIGHTS OF WAY**

### **a) Highways:**

Doug Massey noted a complaint had been received re speeding down Rag Hill Road by a resident as well as large lorries causing accessibility issues for users of the road. Doug had alerted Surrey Highways and was awaiting their comments and advice before suggesting any further action.

### **b) Rights of Way:**

Ian Mitchell noted a petition for replacing the current stile on Footpath 21 with a kissing gate was to be presented to the Chairman of the Local committee on 20/3/2015. He thanked officers at Surrey County Council for their assistance and guidance in this matter and their suggestions for the best way forward.

280/0315 It was resolved the above action be supported by Tatsfield Parish Council.

## **8 NOTIFIED ITEMS**

### **(a) Housing: update**

The Chairman noted she had been in contact with Jo Passmore's successor at English Rural who would be providing an update and report on Gresham Close for the next meeting.

### **(b) Broadband provision to Tatsfield: update**

Peter Kerry reported that it appeared British Telecom had run out of connections for superfast broadband in the village.

281/0315 It was resolved to ask Surrey County Council to update the Parish Council on how British Telecom would resolve this apparent issue. David Hodge would report back when further information became available.

### **(c) World War 1 100th Anniversary: update**

282/0315 Ian Mitchell proposed and it was resolved to adopt the proposal that the 100<sup>th</sup> anniversary of the first fatality of a Tatsfield resident in the first World War would be remembered by displaying details of the resident on Aileen McHugo Building as they had been in November 2014. Details would also be provided to the Church in case interested family members made enquiries there. Further updates through the coming months would also be made available and would possibly need reviewing by the new Parish Council in May 2015.

### **(d) Youth Club proposal - update on progress**

The Chair noted she had heard from Surrey County Council and now had details relating to what was needed from the Parish Council and adults to be involved in setting up a possible Youth Club. The Clerk had requested a meeting and still had not yet heard back from the young people involved in the initial request.

### **(e) Defibrillators : update**

The Chair noted the new defibrillator and cabinet had been installed in the front left corner of the Village hall and was ready to use. Training was being arranged and dates would be agreed following this meeting (to be provided by the Ambulance Service), wither in the WI Hall or Village Hall.

283/0315 It was resolved that dates be agreed with the Village Hall bookings secretary Helena Garcia outside of the meeting and these be issued in the Parish Magazine / website and Facebook as required.

08.44 PM – meeting suspended for public comments

08.50PM – meeting resumed.

### **(f) Parish Council position statements : update**

The Chair noted these were still a work in progress and welcomed contributions from the Clerk on Dropbox use and layout as well as from Peter Kerry on the Communications Advisory Committee.

### **(g) Oxted School - proposed changes to Foundation / Academy**

284/0315 it was resolved this be taken off the agenda as the need was no longer seen as necessary. This could of course change should residents raise an issue with the Parish Council in the future.

### **(h) Annual Parish Meeting – 28th April 2015 and discuss details**

285/0315 It was resolved to agree to the format proposed by the Chair in her recent communique with the meeting to be held on 28<sup>th</sup> April 2015 from 8-10pm with refreshments from 7.30pm. It was also agreed that there would be a series short talks with 6 speakers, including County and District Councillors (should this be allowed by the Monitoring Officer), Tatsfield Vern d'Anjou Association, London Ambulance service, St Catherine's Hospice and Citizens Advice Bureau. Final agenda and poster to be agreed outside of the meeting.

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

### **(a) County Councillor**

David Hodge provided an update on the following items:

- 1- Mr Hodge is attempting to find out when Approach Road is to be repaired.
- 2- Surrey County Council is against Oxted School becoming a Foundation school.
- 3- Surrey officers are already looking into and investigating the issue brought to their attention on Footpath 21 with the stile as mentioned in item 7b.

### **(b) District Councillor**

Bob David reported on the following points:

- 1- Tandridge had voted to freeze council tax for a 5<sup>th</sup> consecutive year without major disagreements at the meeting.
- 2- Hustings arranged for the 5 election candidates on 22<sup>nd</sup> April 2015 in WI Hall.

**(c) Tatsfield Community Responders:**

Phil Clarke had sent a [report](#) updating the Parish Council on progress and welcoming 2 new trainees. He had requested a grant to purchase 2 new equipment bags and this would be discussed at the supplementary meeting. He had also offered to the responders to add maintenance of the defibrillator to their responder duties – this would also be addressed in the supplementary meeting.

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

286/0315 Helena Garcia noted a list of items needing maintenance and repair would be sent to the Clerk as compiled by Lloyd Gulley. She asked whether the Parish Council had a maintenance schedule for the village hall. It was resolved to discuss this once the list had been received.

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

Jon Allbutt reported that planting was progressing well and that more volunteers were needed.

**(f) Police: update**

Ian Mitchell reported a new Inspector Dan Gutierrez for the district. Residents were also urged to report any abandoned cars in the parish to local PCSOs and reminded members that PCSO Rupert Kelly was outside Linda's each Monday.

**(g) Biggin Hill Airport: update**

Ian Mitchell reported the Bromley Committee meeting on 25/3/15 would decide on whether to approve Biggin Hill Airport's application for longer hours.

**(h) Speedwatch**

Ian Mitchell noted that recent activities in and around the 20 mile per hour zone had caught 16 people speeding including using their mobile phones.

**(i) Tatsfield Fairtrade Steering Group**

Doug Massey noted the recent event for Fairtrade week had been very successful with a short film and speakers entertaining around 90 people in the Village Hall. £360 had been raised that evening which was a great achievement and had been well supported by the village. Thanks were issued to the Parish Council for its constant support of 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):**

- Maintenance plan for parish land – update

Doug Massey noted this was still outstanding.

- Flower bed maintenance in car park Westmore Green – £115.00 quote for Westmore Green

287/0315 It was resolved to approve the quote for planting the flower bed outside the new houses on Westmore Green (where The End used to be).

**b) Westmore Green :**

- Traffic island in Village Centre – update

288/0315 The Chair noted there was no update on this matter and that this was likely to be an ongoing project to consider all options. She noted this was likely to be handed over to the new Parish Council in May.

- Damage to Westmore Green near Whitewood Cottages / layby

289/0315 Ian Mitchell noted the residents affected in Whitewood Cottages had been approached. Building work was causing exacerbation to already muddy surfaces in the layby and path in that section of Westmore Green – he suggested laying stone chippings. The Chairman proposed and it was resolved the Clerk should request a quote to repair the damage to the pathway and suggest a working solution to the problem.

Ian Mitchell further proposed and it was resolved that the Hayes Pasture barrier repairs be added to this work. The Clerk to expedite.

**c) Maesmaur Corner: update**

290/0315 The Chair noted the meeting with neighbours on site had progressed well and the Parish Council had agreed the new boundary to be reinstated and that this was likely to deviate slightly to in order to make it necessary not to change an existing driveway. It was resolved the Clerk should send a letter to the residents confirming what had been agreed.

**d) Tatsfield Green:**

- Damage to verge outside Top o the Down – update

The Clerk had circulated a letter received confirming reinstatement would take place once a new water mains had been installed. The residents had also complained about 2 trees on the verge.



291/0315 It was resolved the Clerk should pass the matter regarding the trees to Tandridge District Council who manage the Green on behalf of the Parish Council. It was further resolved the Clerk should respond to the residents informing them of this fact.

- Pippins wayleave : update

The Clerk noted no further contact had been received, letters had been sent as requested by the Parish Council at the meeting in February and she was in the process of sending out letters to all estate agents. The matter had been passed to Roger Taylor, the Parish Council solicitor but was unlikely to be progressed until the property was once again on the market.

- Bench placement

292/0315 It was resolved that the new benches would replace the existing placements on Westmore Green and that on Tatsfield Green the one facing Ricketts Hill Road would be removed to the other side of the path (just further back from where it is currently) and the 7<sup>th</sup> one would replace the current location on Tatsfield Green (near Rag Hill Road). The 8<sup>th</sup> bench with the plaque would need to wait until a decision had been made on the traffic island layout. The Clerk was asked to communicate this to the contractor.

**e) Parish Council Car Park and retained facilities:**

293/0315 It was resolved a site meeting was needed to understand issues with the lighting bollards and the location of instructions on how to use the lighting bollards. This should take place in the next few days and further updates would be available at the next meeting.

**f) Tatsfield Community Games Area:**

- Access from Reeves field to Village Car park

294/0315 Following complaints received re users of the path from Reeves field to the car park causing damage to flower beds, it was finally resolved to investigate using vegetation to discourage people from using the flower bed and direct them to where they should go with stepping stones.

**g) Aileen McHugo Building:**

- Discuss outstanding items on list for ongoing maintenance and improvement of AMB

The Chair noted these were progressing and a further update would take place at a later meeting.

**h) Village Hall :**

No update – this was covered in item 9d.

**i) Tatsfield Allotments and Community Gardens: update**

The Chair noted slow progress was being made on the list of items agreed at the supplementary with most awaiting feedback from either Tatsfield Horticultural Society or the Allotments Group to move forward.

**(j) MEETINGS TO ATTEND / CORRESPONDENCE:**

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

- Limpsfield Annual Parish Meeting 18/3/2015 at 7.45pm – Helena Garcia-Mcleod might be able to attend,. Clerk to send out invitation to her.

**(b)** to discuss **Correspondence** received by the Clerk

- All correspondence had been covered in the agenda.

**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 IN FUTURE AGENDA**

Ian Mitchell noted that there were 3 lots of planning documents missing and asked everyone to check their homes for the missing documentation.

The meeting concluded at 10.14pm

Matters raised under Public adjournment:

- 1- Pot hole in Clarks Lane – needs to be filled.
- 2- Footpath 25 has become a bridlepath.
- 3- Is the Parish Council going to put up signs in the village indicating the location of the defibrillator ?
- 4- Thank you to the Tatsfield History Society for their recent display in the Parish Rooms.
- 5- Is the Design Statement 2015 going to be issued to residents now it has been approved ?

<b>Item &amp; page (10 Mar 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
<b>Item &amp; page (22 Sept 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
093/2014	Review Parish Room charges	Clerk	13/10/2014	In progress
<b>Item &amp; page (10 Nov 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	In progress
<b>Item &amp; page (8 Dec 2014)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
174/1214 92	Order benches and arrange delivery	Clerk	15/12/14	COMPLETE
<b>Item &amp; page (12 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
207/0115, 2	Purchase and arrange installation of new kitchen door	Clerk	9/2/15	In progress
<b>Item &amp; page (26 Jan 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	In progress
230/0115	Add link from Facebook page to CAB Facebook page	Clerk/N Stokoe	9/2/15	In progress
231/0115	Request admins for Facebook page	P Kerry	15/2/15	
<b>Item &amp; page (9 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
253/0315	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0315	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0315	Action the list of items for the AMB	Clerk	09/3/2015	In progress
<b>Item &amp; page (23 Feb 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
266/0215, 19	Inform Whelan of new management group	Clerk	TBC	
268/0215., 19	Complete door installation	Clerk	11/3/2015	In progress
<b>Item &amp; page (9 Mar 2015)</b>	<b>Action</b>	<b>Who</b>	<b>Date by</b>	<b>Result</b>
272, 273/0315, 21	Inform Tandridge planning of Parish Council decisions	Clerk	11/3/2015	COMPLETE
276/0315, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	
278/0315, 22	Inform St Catherine's Hospice of grant award	Clerk	23/3/2015	COMPLETE
285/0315, 22	Progress invitations for APM and complete advertising	Clerk / members	31/3/2015	
289/0315, 23	Arrange quote for work	Clerk	31/3/2015	
290/0315, 24	Letter to residents ref Maesmaur Corner boundary	Clerk	31/3/2015	COMPLETE
291/0315, 24	Inform TDC re trees and write letter of acknowledgement to residents of Top o the Down	Clerk	31/3/2015	COMPLETE