MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 27th April 2015 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 Mrs Nichola Stokoe Mr Michael Rennie

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies:

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 25th November 2014

021F/2015 The minutes of the meeting held on the 25th November 2014 were approved as a correct record and signed by the Chairman.

4. End of Year accounts 2014/15 – first draft

022F/2015 The Clerk noted that the precept amount had to be reduced in the accounts to remove the element of the precept which was made up by the grant from Tandridge District Council, which needed to be shown under the Grants heading in the accounts and on the annual return. This meant that the precept was shown as £40,222 and the amount of the Grant was £1778.

This was noted and accepted by members.

It was further noted by the Chair that the total in the Grant column was not £1,778 and the Clerk clarified this as the Grants account also included income from Tatsfield in Bloom, which included £1,000 from Surrey County Council, £300 from IQ Financial and £87 from Waitrose tokens.

023F/2015 The first draft of the accounts as presented was approved by those present – it was recommended this be presented to the new Parish Council for approval in June unless significant changes were required by the internal auditor who would be visiting on 8th May 2015.

5. Aileen McHugo Building: rent review / charge for services:

The Clerk noted that the Retail Price Index for March 2015 was 0.9%. This would mean that the first floor rent would increase from £3503.42 to £3534.95 for 2015/16.

There had been a 2.46% increase in the utilities cost, due to increased pricing mainly.

024F/2015 It was resolved that the first floor rent by increased as agreed in the lease by the Retail Price Index percentage as at 31 March 2015 which was deemed to be 0.9% bringing the rent increase to £3534.95.

It was further resolved that the service charge be increased to reflect the rise in utilities costs by 2.5% bringing the service charge cost to £742.61.

025F/2015 It was resolved to apply these increases equally to rents and service charge elements for the Ground Floor Tenants.

This would mean an increase from £1671.20 to £1693.20 for the year 2015-16.

6. Items for Discussion or Referral to Future Agendas.

None

The Meeting closed at 8.55 p.m.

Item & page (27 April 2015)	Action	Who	Date by	Result
023f/2015, 1	Prepare Year end accounts for presentation to new Parish Council in June, as long as no changes required by Internal Auditor	Clerk	31/5/2015	In progress
024F/2015, 1	Inform Phil Clark of rent review	01/05/2015	Clerk	COMPLETE
025F/2015, 1	Inform tenants of rent review as their contracts come up for renewal	06/05/2015 - 01/09/2015	Clerk	In progress

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 27th April 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: MrsSusan Smale (in the chair)
Mr Doug Massey Mrs Nichola Stokoe, Mrs Helena Garcia. Mr Michael Rennie
Mr Peter Kerry Mr Ian Mitchell

In Attendance: Ana Hughes (Clerk)

And 0 parishioners.

1. APOLOGIES

No apologies.

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

None

3. Approve and sign the MINUTES of the meeting held on 13th April 2015

334/0415 The minutes and appendices of the meeting held on 13th April 2015 were approved as a correct together with their associated appendices.

4. PLANNING:

(a) TA/2015/660: Thistledown, Shaw Road, Tatsfield TN16 2BX

Demolition of existing dwellings, outbuildings and structures. Erection of detached dwelling and outbuilding with associated landscaping and access on to Shaw Road, erection of detached dwelling and garage with associated landscaping and reinstatement of existing access on to Westmore Road, and associated works. (Amended description).

335/0415 It was resolved that the Parish Council would not object to this planning application.

336/0415 The Clerk was instructed to inform Tandridge Planning of the Parish Council's decisions.

(b) Tandridge Strategic Housing Market Assessment 2015 Consultation : discuss / agree Parish Council response.

337/0415 Ian Mitchell had prepared and circulated a draft response in consultation with Nichola Stokoe as agreed at the main meeting. It was resolved to accept the submission of this draft response with the single change in the Q1a 'Building properties designed for older people' upgraded from Medium to High.

5. Parish Council property and Land:

(a) Westmore Green

- Scout Fete – Parish Council presence.

338/0415 The Scouts had asked whether the Parish Council would like a presence at the fete. It was resolved to accept their offer and leave the details of this matter to the new Parish Council.

- Tatsfield Singers : request to advertise on Westmore Green : event on 27/6/15

339/0415 It was resolved to agree with this request subject to the Clerk notifying the organisers of the Parish Council's usual terms and conditions.

(b) TCGA: Match Point Tennis enquiry to hold tennis lessons – discuss / agree

Clerk had received an enquiry from Match Point Tennis to hold tennis lessons in the Community Games area on a Saturday morning for local residents. This is a commercial enterprise who is already giving lessons through Tatsfield School. The enquiry had questioned the charges proposed by the Clerk as being excessive.

340/0415 The Parish Council resolved that the Clerk should check with Tandridge District Council what their charges are and whether these had been updated recently. The Clerk was also asked to request a formal proposal from Match Point Tennis and inform them there was flexibility in supporting a local business.

6. Finance:

(a) Approval of invoice for Woodstone Landscaping – bench installation for £1605.00 + VAT

341/0415 It was resolved this invoice be approved and paid as the contractor had completed the work to a high standard. Nichola Stokoe noted she still had the remaining bench and the commemorative plaq ue at her residence and its location and installation would need to be agreed by the new Parish Council

7. May meeting : agree date change to 18th May 2015

342/0415 The Parish Council resolved to agree the date change of the main meeting to 18th May 2015 to ensure the new Parish Council had time to acclimatise to their new roles.

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.

- Susan Smale noted that she and Ian Mitchell had held a discussion with Millards and Parkwood Golf Course regarding the proposed new footpath – there were positive sounds from both parties but queries regarding where it should be located and the safest avenue could involve having to remove a hedgerow. A site meeting with Philippa Gates was proposed for 5th May 2015. This should be taken forward by the new Parish Council.

The meeting concluded at 9.35 pm

Item & page (10 Mar 2014)	**Action**	**Who**	**Date by**	**Result**
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
Item & page (9 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
253/0415	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0415	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0415	Action the list of items for the AMB	Clerk	09/3/2015	In progress
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
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	
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
289/0415, 23	Arrange quote for work	Clerk	31/3/2015	COMPLETE
Item & page (23 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
300/0315	Inform Scouts of approval and obtain documentation	Clerk	31/3/2015	COMPLETE
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (27 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
335-36 /0415 40	Inform Tandridge Planning of Parish Council decision	Clerk	04/05/2015	COMPLETE
338/0415 40	Inform Scouts of decision and pass details to new Parish Council	Clerk	18/5/2015	In progress
339/0415 40	Notify Tatsfield Singers of usual Terms and conditions for advertising on Westmore Green	Clerk	01/5/2015	Complete
340/0415 40	Contact Tandridge ref tennis court hire prices	Clerk	18/5/2015	COMPLETE
340/0415	Contact enquiry and request formal proposal.	Clerk	18/5/2015	Complete

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Mr Peter Kerry Mr Ian Mitchell

In Attendance: Ana Hughes (Clerk)

And 0 parishioners.

1. APOLOGIES

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DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 29th June 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe, Mrs Helena Garcia-McLeod, Mr Mike Sarll, Mrs Pat Coombe
Mr Niall Kells

In Attendance: Ana Hughes (Clerk)

And 0 parishioners.

1. APOLOGIES

400/0615 Althea Davies sent her apologies and these were noted and accepted by members.

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

401/0615 A declaration of personal interest was noted with respect to item 6b on the agenda for Helena Garcia-McLeod (allotmenteer), Mike Sarll (Chair of the Tatsfield Allotments and Community Gardens Group) and Niall Kells (Allotmenteer)

The Clerk noted that she believed the resolution passed in November 2012 still held and that therefore dispensation under this resolution was granted to members for the purpose of discussion and voting on this item.

3. Approve and sign the MINUTES of the meeting held on 8th June 2015

402/0615 The minutes and appendices of the meeting held on 8th June 2015 were approved as a correct record and signed by the Chairman together with their associated appendices.

4. Approve Terms of Reference for Parish Land committee.

403/0615 It was resolved that the Terms of Reference for the Parish Land Committee be adopted subject to the following changes:

- Replace the 'z' with an 's' in the word authorised.
- Replace 'Standing Orders' with 'Terms of Reference' in the header.

The Clerk was instructed to perform these changes.

5. PLANNING:

(a) TA/2015/996: Pipersdene, Parkwood Road, Tatsfield TN16 2LT

Erection of entrance gates. (Retrospective)

404/0615 It was resolved to object on the basis that the development is visually intrusive and does not respect local character (CSP 18); that is not in keeping with the prevailing landscape/streetscape (DP7) and that it is therefore inappropriate development in the Green Belt (DP10). The Parish Council further regrets the failure to apply for planning permission by the resident in the first place but would be prepared to withdraw their objection should the height of the gates be reduced.

(b) TA/2015/1099: 1 Rag Hill Close, Tatsfield TN16 2LR

Erection of single storey extensions to north, east and west elevations, 2-storey extension to west elevation & dual pitched roof over existing built form to west elevation. (Certificate of Lawfulness for a Proposed Use or Development)

405/0615 I*t was resolved that the Parish Council would respond with no comment.*

(c) TA/2015/1165: 3 The Square, Paynesfield Road, Tatsfield TN16 2AS

Erection of single storey side extension. Lawful Development Certificate (LDC)

406/0615 It was resolved that the Parish Council would respond with no comment.

407/0615 The Clerk was instructed to inform Tandridge District Council of the Parish Council's resolutions.

(d) Planning Meeting at Tandridge District Council (25/6/15) – update

Ian Mitchell reported that the above planning meeting had included an attempt to obtain further consultation on the proposed methodology, mainly by resident groups (Oxted and Limpsfield Residents Association included). This did not get adopted following a warning by the chairman that this would potentially delay adoption of the Local Plan by up to 6 months and this could leave the District vulnerable to developers who would capitalise on the absence of a local plan.

6. Parish Land:

(a) Village Hall: Discuss feasibility of side extension to Village Hall and possible soft play area.

408/0615 It was resolved that the Parish Council was happy to accept the door in the new proposed location by the air conditioning, in principle, subject to the presentation by Little Acorns of formal plans and investigation into Building Regulations requirements. In Addition it was resolved that the Parish Council would be happy to support a feasible proposal for a soft play area as long as this could be used by all Village Hall users.

Helena Garcia-McLeod had received a quote of £1750 to repaint the windows and 2 porches in the Village Hall.
409/0615 It was resolved a further quote was required and that this should include a quote for other external woodwork such as soffits.

410/0615 It was further resolved that should be arranged between the Village Hall Management Committee and Parish Council members to decide conclusively what is needed regarding the windows and investigate possible replacement with UPVC windows.
It was also proposed that Nichola Stokoe should check the current lease as to who was responsible for the windows.

(b) Tatsfield Allotments and Community Gardens: Management agreement – discuss legal advice and resolve way forward.
The Clerk advised that in her opinion the Parish Council should follow the advice given by Ian Davison of Wellers Law Group (old Hedleys) and request a revision of the lease. The Parish Council noted her advice but did not resolve to follow at this stage.

411/0615 It was resolved to reaffirm the steps and resolution taken on 23rd February 2015 and await confirmation from Tatsfield Horticultural Society that they were in full support of the Tatsfield Allotments and Community Garden taking over the Management Agreement.
(c) Maesmaur Corner
The residents of Vale House had made 3 proposals regarding the 30m2 in dispute at Maesmaur Corner.

412/0615 It was resolved that the Parish Council support the proposal for a licensed to named persons over this item of land and that proposed charge of £500 plus legal costs of £400 be offered to draft and conclude the license. The Clerk and Nichola Stokoe to proceed.
7. Finance
(a) CCTV: quote received to put on Aileen McHugo Building for £849
Niall Kells noted the quote from ADT for 2 cameras to be installed on the Aileen McHugo Building with monitoring connected and also central monitoring / maintenance for a price of £849 + VAT and £19.99 a month charge. He was asked to obtain a demonstration to ascertain the quality of the picture.
413/0615 It was resolved to proceed with the purchase of the ADT system as long as members were satisfied with the quality and product following further investigation.
8. Lay-by parking: discuss and agree next steps
The Clerk advised that she had progressed the matter to SSALC as the usual avenues of legal advice had changed recently.
The Chairman also noted he had requested advice from Surrey Highways as to ownership of the land.
9. Church Lane Footpath: discuss and agree next steps
414/0615 It was resolved that the offer from Parkwood on this matter was not acceptable to this Parish Council. It was further resolved that the Clerk should draft a letter to the owners of the land on the other side of the road to the original proposed location of the path asking under what circumstances they might be willing to grant a permissive footpath, with the assistance of Nichola Stokoe.
10. Appraisal Follow up
415/0615 it was resolved that Niall Kells, Mike Sarll and Pat Coombe should review the current outstanding appraisal items and provide their feedback and suggestions for next steps.
11. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency
None
12. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA.
Bench: request permission from Steve Hyder to place bench on green in Square off Paynesfield Road
Parish Council need to agree on exact location.
Follow up Hayes pasture and Tatsfield in Bloom volunteer items.

Item & page (9 Feb 2015)	Action	Who	Date by	Result
253/0415	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0415	Ask about remarking for the TCGA	Clerk	28/2/2015	COMPLETE
256/0415	Action the list of items for the AMB	Clerk	09/3/2015	COMPLETE
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
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Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (18 May 2015)	**Action**	**Who**	**Date by**	**Result**
354/0515, 42	Contact Roger Pearce ref review of Appraisal. Circulate list of outstanding Parish Council appraisal items	Clerk / Chair	July 2015	COMPLETE
367/0515	Obtain further quote from re comparable work and request availability from both contractors.	Clerk	31/5/2015	COMPLETE
369/0515	Write letter to Mike Lambert and contact school caretaker.	Clerk	08/6/2015	COMPLETE
370/0515	Further details for proposed door in side of Village Hall from Little Acorns	H Garcia-Macleod, N Kells, Clerk	08/06/2015	Replaced with 408/0615
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
388/0615	Contact Martin Bullock	Clerk	30/6/2015	In progress
390/0615	Inform insurance company of fulfillment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
393/0615	Obtain updated quote for Hayes pasture	Clerk	15/6/2015	In progress
397/0615	Investigate the costs of repairing the water butt and notice board.	Clerk	29/6/2015	COMPLETE
Item & page (29 June 2015)	**Action**	**Who**	**Date by**	**Result**
404-407/0615	Inform Tandridge Planning of Parish Council decisions	Clerk	3/7/2015	COMPLETE
408/0615	Inform Little Acorns of Parish Council decisions and request further information	Helena Garcia-Mcleod / Clerk	13/7/2015	COMPLETE
409/0615	Obtain a further quote for painting for Village Hall	Helena Garcia-Mcleod / Clerk	7/7/2015	In progress
410/0615	Arrange meeting with VHMC and PC	Clerk	13/7/2015	In progress
410/0615	Check lease	Nichola Stokoe	3/7/2015	COMPLETE
412/0615	Draft letter offering license to Vale House	Nichola Stokoe / Clerk	13/7/2015	In progress
413/0615	Investigate the ADT offer and system further and then offer recommendation	Niall Kells	13/7/2015	COMPLETE
414/0615	Draft letter re footpath	Clerk / Nichola Stokoe	13/7/2015	In progress

MINUTES of the Meeting of Tatsfield Parish Council held on the 13th April 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 3 parishioners.

1 APOLOGIES

None.

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

Nichola Stokoe 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.
Ian Mitchell declared a personal interest in item 10b

3 Agree and sign the MINUTES OF THE PREVIOUS MEETINGS held on 9th March 2015 and 23rd March 2015

309/0415 The minutes and appendices of the meeting held on 9th March 2015 and the minutes for the meeting held on 23rd March 2015 were approved as a correct record and signed by the Chair.

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

The Clerk noted all actions should be covered under existing agenda items.

5 PLANNING

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

- TA/2015/554: Hillcottage, Johns Road, Tatsfield TN16 2AP
  Erection of raised roof to front elevation to provide additional habitable accommodation within loft space and open veranda. Formation of three roof lights to east elevation and three roof lights to west elevation.

310/0415 If the District Council considers that this proposal – based on the further increase in useable floor space – is inappropriate development, we suggest that special circumstances exist. The floor space already exists and is merely being put to an alternative use. The impact of the increase in bulk will be negligible as seen from the street and minimal as seen from neighbouring properties.

- TA/2015/572: Castleneau, Ricketts Hill Road, Tatsfield TN16 2NA
  Demolition of existing dwelling, outbuilding, garage and sheds. Erection of dwelling, outbuilding, garage and shed with associated driveway and landscaping

311/0415 No objection.

It was noted that a High Court hearing for the previous appeal overturned by the Planning Inspector for TA/2014/1321 at the same address would be held in June 2015.

The Clerk noted that the item on Appendix A relating to 2015/566/NH - Hillside, Ricketts Hill Road, Tatsfield TN16 2NB was for information only as it was a Notification of a Proposed Larger Home Extension and the Parish Council was not consulted on these types of planning applications.

312/0415 The Clerk was instructed to inform Tandridge Planning of the Parish Council decisions.

(b) Planning member for April: Susan Smale

313/0415 Susan Smale agreed to be the planning member for April.

(c) Tandridge District Council Planning Policy:

- Strategic Housing Land Availability Assessment – Ian Mitchell noted that Tandridge District Council had invited offers of land for possible development under their Strategic Housing Land Availability Assessment. Several parcels of and had been put forward for Tatsfield on and are listed on a map and include Thistledown site, Paynesfield Road back gardens, George's Road and the site of The Ship – all sites that had been listed previously.
- Tandridge Council Strategic Housing Market Assessment 2015 – Consultation – discuss and respond

314/0415 The Parish Council has until 1st May 2015 to respond. It was resolved that Ian Mitchell and Nichola Stokoe should review the consultation and propose a discussion document to be reviewed at the Supplementary Meeting on 27th April on this matter.

It was noted that there was a review of the Green Belt included as part of this Assessment process and that this could pose a real threat for the Green Belt in Tatsfield.

- Inclusion of the former Redlands plant as one of the Tatsfield sites proposed for development: this is a new site that has been put forward as a possible site for development to Tandridge and is listed on their Strategic Housing Land Availability Assessment map. Ian Mitchell noted this is a large site.

6 FINANCE

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

315 /0415 It was resolved that the contents of Appendix B be approved and the cheques were duly signed.

(b) Discuss and agree items requiring expenditure:

- Shredder : Swordfish 800XXC 8 Sheet Micro Cut Paper/Document Shredder - £139.23

316/0415 It was resolved that this item be approved as listed.

- Car park flower beds

The Clerk noted she had not yet received a quote for this item and that it should be deferred.

- Aileen McHugo Building – replace hot water pump (£226)

317/0415 Following a short discussion it was resolved that the Parish Council did not feel this was necessary expenditure, and that if hot water was required then tenants should use the kitchen.

- Quote for work to northern end Westmore Green / Hayes pasture

318/0415 The Clerk noted she was still awaiting a quote on this item – she suggested asking the contractor who had installed the benches and this was agreed. It was further resolved to save time and progress this item that the Parish Council approved a quote up to £750 to repair the barriers in Hayes Pasture and the northern end of Westmore Green.

(c) Ratify and approve increase to Clerk's salary to SCP 20 : increase to £9.90 per hour successful annual review backdated to 1 February 2015

319/0415 The Chair noted a successful annual review had taken place in February and it was resolved the Parish Council approve her recommendation to increase the Clerk's salary to SCP 20 - £9.90 per hour and backdate this to 1 February 2015 as per the Clerk's contract of employment.

8.51 – Parish Council meeting suspended for Public discussion
8.53 - Parish Council meeting reinstated.

7 HIGHWAYS & RIGHTS OF WAY

a) Highways:

320/0415 The Parish Council discussed an email from Surrey County Council informing the Clerk the grit bin at the junction of Church Hill with Clarks Lane would not be replaced by Surrey Highways. It was resolved that the Parish Council accepted at this juncture that the grit bin would not be replaced and would revisit the situation should events and circumstances require it. The Clerk was asked to inform Surrey County Council of the Parish Council's decision.

Doug Massey noted that traffic signs near Monks Cottage had been reported to Surrey Highways as vandalized and replacements had been made.

The Clerk noted a resident had complained to David Hodge regarding the upcoming resurfacing work at Approach Road and asked that Church Hill be considered instead. The Parish Council would await the response from David Hodge.

b) Rights of Way:

- Stile on footpath 21 – update ref petition – response from SCC

Ian Mitchell noted that a reply to the petition lodged with the Local Committee last month had been received from Surrey County Council. Initially the Countryside Group would be looking to attempt a resolution through local landowners. The Parish Council could consider offering to install a stile should it be provided by Surrey.

321/0415 It was resolved this item should be kept on the agenda for the next few months and reviewed for progress.

8 NOTIFIED ITEMS

(a) Housing: update

No update

(b) Facebook Management handover: agree handover of Tatsfield Village Facebook page to Sue White

Peter Kerry noted that Sue White from the Tatsfield Communications Advisory Committee had agreed to take over management of Twitter and Facebook pages and make them more user friendly and village centric.
Peter Kerry advised the Parish Council should consider reviewing current electronic and media infrastructures on an annual basis to ensure the best possible use was made of all advances. This would need to be considered by the new Parish Council.

322/0415 it was resolved that the Parish Council write to the TCAG and thank members for their work the past 4 years, as well as inviting them to submit reports or updates through the new Parish Council as an external organisation.
323/0415 It was further resolved that Sue White should arrange for a handover with Nichola Stokoe and the Clerk who currently managed Facebook and Twitter on behalf of the Village.

(c) World War 1 100th Anniversary: update
Ian Mitchell noted that another anniversary of a Tatsfield resident's death would take place in May and more in August.
324/0415 It was resolved that the display should continue to take place to mark these anniversaries on the windows of the Aileen McHugo Building as they appeared to be a good location and very visible to the community.

(d) Youth Club proposal – update
No update.

(e) Defibrillators – update
The Chair noted that 2 training sessions for defibrillator use had been organised in the Village Hall but that they needed to check the timings with Martin Bullock who would be doing the training on 19th and 23rd April 2015. Current times listed were 10.30-12.30 on 19th and 18.00 – 19.15 on 23rd but these would be confirmed by Susan Smale.

(f) Parish Council position statements : update
325/0415 It was resolved that as the new Parish Council was not going to be composed entirely of new councillors as there were 3 current councillors standing, this item was no longer considered as necessary and therefore it should be removed from the agenda. All position statements made so far would still be passed on to the new Parish Council.

(g) Annual Parish Meeting – update
326/0415 It was confirmed access would be available from 6.30pm to set up for the Annual Village Meeting. Refreshments to be purchased and arranged and upon request, David Hodge's agenda item was moved to a later slot as he would not be attending until after 8.15pm.

(h) New arrangements for use of volunteers : agree new proposals and implement
327/0415 Based on the new requirements from the Parish Council's insurers regarding volunteers and their cover under the Parish Council insurance, the Clerk had put forward a number of steps needed to ensure that volunteers would continue to be granted cover (Appendix C). It was resolved to accept the steps detailed in Appendix C and the Clerk was instructed to proceed in implementing them to the best of her ability and to liaise with volunteer groups – namely Tatsfield in Bloom.

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 noted the possible change of dates in the May Parish Council meeting.
2- Mr Hodge detailed the resident complaint raised in Item 7a had been handed over to Highways officers.
3- Mr Hodge informed the Parish Council that a Community Buildings Fund might be of interest to groups in the village once it is implemented in the near future.

(b) District Councillor
Bob David reported on the following points:
1- Tandridge District Council had no choice regarding the review of the Green Belt as part of their Housing Assessment. They were informed by the Government minister that their Local Plan would not be approved unless the process included a review of the Green Belt.
2- The poll cards issued did not mention the possibility of a Parish Council election. Bob David has written to Louise Round (Chief Executive in Tandridge District Council) to request that new poll cards be issued with details of the Parish Council election for Tatsfield voters.

3- A village Spring Clean is taking place on 18th April 2015.
4- The hustings for election candidates for parliament has been arranged to take place in the WI Hall on 22nd April 2015.

(c) Tatsfield Community Responders:

No update.

(d) Village Hall Management Committee:

328/0415 It was resolved that the list of items provided would need to be examined by the new Parish Council and a maintenance plan for annual tasks should be determined, preferably by a parish councillor who could be responsible for buildings.

(e) Tatsfield in Bloom: update

Bob David noted that planting had been completed with a focus on French colours and a French theme to celebrate the 40 years of twinning with Vern d 'Anjou. Flower boxes and planters would be done in May / June.

9.47pm – Parish Council meeting suspended for Public discussion
9.50pm – meeting reinstated

(f) Police: update

No update.

(g) Biggin Hill Airport: update

Ian Mitchell reported Bromley Council had approved the Biggin Hill Airport's application for extended hours and that the upcoming meeting would likely focus on a debrief of the process.

(h) Speedwatch

Ian Mitchell noted the group was continuing its work.

(i) Tatsfield Fairtrade Steering Group

Doug Massey reported the next meeting would take place on 20th April 2015.

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

329/0415 Doug Massey noted this was still outstanding and would need to be addressed by the new Parish Council – this proposal was approved by members.
).

b) Westmore Green :

- Traffic island in Village Centre – update

330/0415 it was resolved that following the Chair's report that she had not received any further proposals, progress on the changes to the traffic island and location of the new bench and paths would need to be passed to the new Parish Council.

- Damage to Westmore Green near Whitewood Cottages / layby – update

This had been covered under Item 6b and the Clerk would progress.

- Request to advertise on Westmore Green : South East Open Studios

331/0415 The request to advertise the South East Open Studios event on the island as part of Westmore Green opposite the Ship was approved subject to the standard advertising conditions and the Clerk instructed to inform the applicant .

c) Maesmaur Corner: update

The Chair noted that a letter had been drafted and sent by the Clerk confirming what had been agreed at the meeting with residents in January 2015. This would need to be monitored to ensure the new boundary was implemented as agreed.

d) Tatsfield Green:

- Damage to verge outside Top o the Down – update

The Clerk noted she had not received further contact but the earth appeared to have been cleared although further work was expected before full reinstatement of the verge was going to take place.

- Pippins wayleave : confirm agreement to complete the process

332/0415 The Clerk had received a request from Pippins solicitors for the Parish Council to proceed as per the initial letter sent in September 2014 with fees of £1400 to cover the wayleave and the drafting of the document. This was confirmed by members. The Clerk noted she had been in contact and a draft wayleave had been sent. She had received an undertaking from the solicitors (Charles Clarke & Co) that the wayleave would proceed even if the sale of the

property was not completed and was awaiting their signed copy and the payment which was expected to take place by 27th April 2015.

(e) Parish Council Car Park and retained facilities:

- Peters Traditional Fish and Chips : update

Helena Garcia-Mcleod confirmed she had shown Alex Peters how to use the bollards and provided a bollards key. They had to delay their opening until the 9th April 2015 and had quickly

(f) Tatsfield Community Games Area:

The Chair noted that Summer timings would be in effect as of 13th April 2015 and the Community Games area would be open between 5pm and 8am weekly and all weekend.

(g) Aileen McHugo Building:

- Discuss outstanding items on list for ongoing maintenance and improvement of AMB

The Clerk noted most outstanding items required a handyman and Helena Garcia-McLeod agreed to provide a couple of possible names.

(h) Village Hall :

This item had been covered under item 9d.

(i) Tatsfield Allotments and Community Gardens: update

Nichola Stokoe confirmed that the Clerk needed to receive a statement from Tatsfield Horticultural Society confirming they are in agreement for Tatsfield Allotments and Community Gardens to take over the management of the allotments in their place, together with the original signed copy of the agreement they hold before progress could be made. It was noted that concerns had been expressed at a recent meeting regarding the Composting Group and the storage containers.

333/0415 It was resolved that the Parish Council needs to receive a detailed list of the THS concerns regarding the change of management group listed in an email to the Clerk so that these can be addressed.

(j) 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

- 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

The Chair thanked Ian Longley and Bob David for their consistent attendance and support of Parish Council meetings during this last 4 years. This was echoed by all members.

The meeting concluded at 10.14pm

Matters raised under Public adjournment:				
1- There is a serious pothole on Rag Hill which has been reported to Surrey Highways and has a reference number.				
Item & page (10 Mar 2014)	**Action**	**Who**	**Date by**	**Result**
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Chair	New Year	In progress
Item & page (10 Nov 2014)	**Action**	**Who**	**Date by**	**Result**
142/1114	Inform organization of grant approval and obtain required proof of purchase to support grant paperwork	Clerk	30/11/14	COMPLETE
Item & page (26 Jan 2015)	**Action**	**Who**	**Date by**	**Result**
225/0115	Arrange guidelines for policy on items to be presented for approval in February	Chair / all	9/2/15	COMPLETE
Item & page	**Action**	**Who**	**Date by**	**Result**

(9 Feb 2015)				
253/0415	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0415	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0415	Action the list of items for the AMB	Clerk	09/3/2015	In progress
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
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	COMPLETE
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
285/0415, 22	Progress invitations for APM and complete advertising	Clerk / members	31/3/2015	COMPLETE
289/0415, 23	Arrange quote for work	Clerk	31/3/2015	In progress
Item & page (23 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
300/0315	Inform Scouts of approval and obtain documentation	Clerk	31/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
310-312 /0415, 31	Inform Tandridge Planning of Parish Council decisions	Clerk	18/4/2015	COMPLETE
314/0415	Review consultation and provide discussion document	Nichola Stokoe / Ian Mitchell	27/4/2015	COMPLETE
320/0415	Inform Surrey County Council of grit bin decision	Clerk	27/4/2015	COMPLETE
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
323/0415	Arrange handover to Sue White for Twitter and Facebook	Clerk / Nichola Stokoe	07/5/2015	COMPLETE
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
331/0415	Inform SEOS of approval for advertising event	Clerk	30/4/2015	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 18th May 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Susan Smale(in the chair until item 1)
Mr Ian Mitchell (in the chair from Item 2)
Mrs Nichola Stokoe, Mr Niall Kells, Mrs Althea Davies, Mrs Helen Garcia-Macleod, Mrs Pat Coombe, Mr Mike Sarll

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

And 7 parishioners.

1 ELECTION OF CHAIRMAN.
343/0515 Susan Smale asked for nominations for Chairman from the members present. Mike Sarll proposed Ian Mitchell and this was seconded by Helena Garcia-Macleod. There were no other contenders and all were in agreement with the proposal. Susan Smale then handed over Chairmanship of the Parish Council and the meeting to Ian Mitchell and retired from the meeting.

2 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN
Ian Mitchell signed his declaration of acceptance of Office of Chairman witnessed by the Clerk.

3 ELECTION OF VICE CHAIRMAN
344/0515 Ian Mitchell asked for nominations for the office of Vice Chair from the members present. Ian Mitchell proposed Nichola Stokoe and this was seconded by Mike Sarll. There were no other contenders and all were in agreement with the proposal.

4 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN
Nichola Stokoe signed her declaration of acceptance of Office of Vice Chairman witnessed by the Clerk.

5 APOLOGIES
None

6 DECLARATIONS OF INTEREST (relating to items on the Agenda)
None

7 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 27th April 2015
345/0515 The minutes of the meeting held on the 27th April 2015 were approved and signed by the Chairman as a correct record.

8 Proposal for and agreement on committees for the coming year and their members
346/0515 It was resolved that there should be 2 committees for the coming year:

- Finance Committee – this committee would be comprised of Ian Mitchell, Nichola Stokoe, Pat Coombe, Niall Kells and Mike Sarll. The Chairman would be proposed at the first meeting of the committee.
- Parish Land Committee – this would replace the previous Green Spaces and Rights of Way Advisory Committee and would be promoted to full committee status. Members would be Mike Sarll, Althea Davies and Niall Kells. The Chairman would be proposed at the first meeting of the committee.

9 Proposal for and agreement on Terms of reference for committees
347/0515 It was resolved that the Terms of Reference for the Finance and Parish Land committees would be agreed upon at the next Parish Council meeting in June.

10 Proposal for and agreement on sub-committees / advisory groups for the coming year and their members
348/0515 It was resolved that there would be no sub-committees or advisory groups for this coming year at this stage.

11 Proposal for and agreement on Terms of reference for item 10
None

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

349/0515 The Chairman listed the Roles, Responsibilities and assignment to external groups as listed in Appendix C. These were approved by all members. All roles were filled apart from the Volunteers role and the Parish Council representative to SSALC. It was resolved that these should be deferred to a later meeting.

350/0515 The Chair noted that the role of planning member would have 2 permanent members assigned – Nichola Stokoe and Ian Mitchell and that each month 2 further members would be assigned to assist and consult with. This would ensure new members were given experience of the role. This was approved and meant that no recommendation to full council on planning applications would be possible without consultation between the 4 members assigned to planning for that month. This should reduce the likelihood of needing more than one Parish Council meeting per month.

13 Review of leases and property agreements

351/0515 It was resolved that these should be reviewed at the next Parish Council meeting in June 2015.

14 Review of Standing Orders and Financial Regulations

352/0515 It was resolved that this should be deferred to the next Parish Council meeting in June 2015.

15 Receive and accept the Finance Committee Minutes from 27th April 2015

353/0515 It was resolved that these were received and accepted.

16 Officer's report on actions outstanding since the previous meeting

The Clerk noted that most outstanding actions were covered by existing agenda items but that the Appraisal follow-up was still outstanding and that no action or date had been set.

354/0515 It was resolved that the Clerk should send around a list of all the outstanding Parish Council appraisal recommendations and that the Chairman should liaise with Susan Smale who offered to contact Roger Pearce to evaluate the current position on a follow up appraisal group.

17 PLANNING

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

- **TA/2015/788: Hillside, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of single storey extension to north east elevation and single storey extension to south east elevation. (Certificate of Lawfulness for a Proposed Use or Development)

355/0515 No comment

- **TA/2015/803: Sylvan Bank, Ship Hill, Tatsfield TN16 2JY**

Erection of single storey extension to north east elevation and erection of porch to south west elevation. (Certificate of Lawfulness for a Proposed Use or Development)

356/0515 No Comment

- **TA/2015/857: 1 Rag Hill Close, Tatsfield TN16 2LR**

Erection of single storey extensions to north, east and west elevations and two storey extension to west elevation. (Certificate of Lawfulness for a Proposed Use or Development)

The Chairman noted this application had been withdrawn by the applicant and therefore no action was required by the Parish Council

- **TA/2015/877: 35 Paynesfield Road, Tatsfield TN16 2AT**

Erection of single storey side extension, raised roof ridge height with gable end to south elevation, rear dormer and two dormer windows to front roof slope in association with conversion of loft space to habitable accommodation.

357/0515 No objection

358/0515 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions.

The Chairman noted that 2 further planning applications had been received but not in time to be addressed at this meeting: TA/2015/870 (Pipersdene) and TA/2015/902 (Red House). The new rules for planning would be applied in these 2 cases and recommendations made to full council on 8th June 2015.

(b) Planning team for May:

359/0515 It was resolved that Pat Coombe and Mike Sarll would assist in planning for May.

18 FINANCE

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

360/0515 It was resolved that the contents of Appendix B be approved and the cheques were duly signed.

(b) Discuss and agree items requiring expenditure:

- Request for Grant from Oxted CAB

361/0515 It was resolved that a grant amount of £200 be awarded to the Oxted Citizens Advice Bureau for the 2015-16 financial year. The Clerk to proceed.

(c) Update on Annual Accounts progress

The Clerk noted the internal audit was booked for 2nd June 2015 and the Finance Committee had approved the draft accounts to be recommended to full council for approval, subject to no changes required following the internal audit. Copies of the draft accounts were available for all members on Dropbox or direct from the Clerk.

362/0515 It was resolved that there was no need for an additional Finance Committee meeting before the main meeting on 8th June 2015.

19 HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

The Chair noted notification of road works forthcoming for Approach Road (in June) and for White lane in September. These would be notified through Facebook, the Parish Magazine and website as appropriate.

(b) Rights of Way:

The Chairman noted that he and Susan Smale had approached Millwood Designer Homes and Parkwood Golf Club regarding the possibility of a new footpath in Church Lane and that this would be addressed further in due course by the new Parish Council.

8.57pm – Parish Council meeting suspended for Public discussion.
9.10pm – Parish Council meeting reinstated.

20 NOTIFIED ITEMS

(a) Housing

No update.

(b) World War 1 100th Anniversary: update

The Chairman noted individual casualties would continue to be displayed on the Aileen McHugo building as agreed.

363/0515 it was resolved details of each casualty should be sent to Sue White as the anniversaries came up so that they could be displayed on Facebook as well

(c) Youth Club proposal – update

364/0515 As the Clerk had not received any further updates on this matter it was resolved she should try one last time to obtain progress report by emailing the young people concerned.

(d) Defibrillators – update

The Clerk noted Phil Clark from the Tatsfield Community Responders had offered to take over the outstanding training session should Mr Bullock from London Ambulance service not be able to do it.

365/0515 It was resolved the Clerk should ask for a possible date from Mr Bullock and then follow up with Phil Clark should he not be able to deliver the training.

(e) Community Buildings Survey

366/0515 It was resolved the Clerk should attempt to find out a little more about the reasons behind the need for filling this survey in as it was going to be quite a lot of work. The Clerk should also resend the survey email to all members.

Niall, Helena and the Clerk were the likely candidates to be filling the survey in for starters but all members could be needed to assist.

21 REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS

a) County Councillor

David Hodge updated the meeting with the following points:

1- There is a Surrey County Council Annual meeting this week and he suggests the Parish Council takes stock of the roads in Tatsfield and submits proposals to him about those needing repair.

b) District Councillor

Martin Allen, the new District Councillor, informed members he had his induction at Tandridge on 19th May 2015 and would report back at the following main meeting.

c) Tatsfield Community Responders:

Covered under item 20d.

d) Village Hall Management Committee:

- Bees in side wall: Helena Garcia-MacLeod noted the bees had been checked out but she had received no further complaints. She offered to follow up for further possible steps.

- Maintenance plan: Helena and Niall Kells would be addressing the creation and ongoing update of a regular maintenance plan for the Village Hall in the coming weeks.

e) Tatsfield in Bloom: update

Bob David informed the meeting a planting session for baskets and mangers had taken place and a further session for containers and beds would take place on 6tth June 2015. Judging for South East in Bloom would be on 9th July 2015.

f) Police: update

The Chairman noted that the complaints regarding people camping near Footpath 17 had been resolved – they were known to the householder.

g) Biggin Hill Airport: update

The Chairman noted a new consultation on changing approach paths would be taking place on 29th May 2015.

h) Speedwatch

The Chairman informed members several sessions had taken place. The most successful - with no one caught speeding – and demonstrated the deterrent effect of Speedwatch.

i) Tatsfield Fairtrade Steering Group

Jennie South noted that the review of Tatsfield's Fairtrade status would take place this year. They had held a successful tea tent on Westmore Green recently and Doug Massey was investigating a new gazebo. The Clerk reminded her that any order would need to be placed by her as the item would belong to the Parish Council.

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

It was noted this item should be changed to the new Parish Land Committee who would be addressing the relevant items and arranging a meeting in the coming month.

b) Westmore Green:

- Traffic island in Village Centre – update

The Chairman noted this item would need to be addressed by the new Parish Council – most specifically the location of paths, possible new Christmas tree and the new bench.

- Damage to Westmore Green near Whitewood Cottages / lay-by – update

367/0515 It was resolved that the 2 quotes received were not comparable and the Clerk was instructed to request an update from one of the contractors, as well as asking both contractors for their availability to start the replacement of barrier. This would be required for a decision in June 2015.

c) Maesmaur Corner: update

The Chairman noted that a response was awaited from the residents at Vale House on this boundary matter.

d) Tatsfield Green:

- Damage to verge outside Top o the Down – update

Mike Sarll noted it appeared the residents had cut some trees possibly on Parish Council land on the verge. The Chairman said he would check this.

- Pippins wayleave : update

The Clerk noted payment for the wayleave had been received but no signed document and therefore the Deed was still not in place. Nichola Stokoe suggested looking up the contact details for the buyer's solicitor.

10.10pm Parish Council meeting suspended for Public discussion

10.16pm Parish Council meeting reinstated.

e) Parish Council Car Park and retained facilities

- Pitch update – Fish and Chips Van

368/0515 It was resolved to instruct the Clerk to contact the new owners of the Fish and Chips business and request the paperwork and keys before a meeting could take place.

f) Tatsfield Community Games Area

- Mike Lambert notice given – discuss and agree new maintenance person.

369/0515 It was resolved that the Clerk should write a letter thanking Mike Lambert for all of his hard work and commitment these past years. The Clerk was further instructed to contact the caretaker at Tatsfield Primary school to see if he would be interested in the work.

g) Aileen McHugo Building

No update.

h) Village Hall

The Chairman noted he had been approached by the Chair of Little Acorns Pre School with a proposal for a new side door leading to the outside of the village Hall. This had been discussed a few times during the previous Parish Council. Tandridge Planning had stated no planning permission would be required.

370/0515 It was resolved a number of items needed addressing such as Building Regulation requirements, at least one further quote and more detailed plans. Helena Garcia-MacLeod and Niall Kells to liaise with the Clerk and Little Acorns.

i) Tatsfield Allotments and Community Gardens

Mike Sarll noted that the proposed new management agreement was under control and being addressed.

23 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Chelsham and Farleigh Village Meeting : 26th May 2015 at 8pm – Farleigh Hall – no-one available
- Oxted and Limpsfield Residents Group meeting 4/6/15 at 7pm - South Godstone Community Centre. : Althea Davies, Mike Sarll, Ian Mitchell and Helena Garcia-MacLeod to attend

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

All correspondence was covered under previous headings.

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

25 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Settlement Plan consultation from Tandridge District Council – as a Defined village in the Green Belt Tatsfield would need to address this survey and produce a response by the next Parish Council meeting as it was due by 26th June 2015.
- Commercial vehicles parking in the Approach Road lay-by next to the White House.
- Banners and advertising in Tatsfield generally – is the Parish Council concerned enough about all these to place them on the agenda next month?

The Meeting closed at 10.30 p.m.

Subjects raised in Public Adjournments
1-Susan Smale offered to assist with the follow up to the Appraisal. 2-Can the Parish Council do anything about the vans parking almost permanently in the lay-by opposite the Tatol bed on the Approach Road. 3-Is the Parish Council going to discuss the planning application on 35 Paynesfield Road with neighbours? 4- The Parish Council should keep an eye on the forthcoming London Borough of Bromley's plan to review the Green Belt designation near Biggin Hill airport. It is most likely to be out towards Downe but it could affect Tatsfield. 5- Why are there some village groups and organisations on the agenda and some are not? 6- Traffic island in Village Centre: are there not too many paths producing possible exits and therefore making the island dangerous?

Item & page (10 Mar 2014)	Action	Who	Date by	Result
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Clerk / Chair	July 2015	See 354/0515
Item & page (9 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
253/0415	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0415	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0415	Action the list of items for the AMB	Clerk	09/3/2015	In progress
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
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	
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (27 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
338/0415 40	Inform Scouts of decision and pass details to new Parish Council	Clerk	18/5/2015	In progress
Item & page (18 May 2015)	**Action**	**Who**	**Date by**	**Result**
354/0515, 42	Contact Roger Pearce ref review of Appraisal. Circulate list of outstanding Parish Council appraisal items	Clerk / Chair	July 2015	
358/0515, 43	Inform Tandridge District Council of resolutions on planning	Clerk	21/5/2015	COMPLETE
361/0515	Inform Oxted CAB of grant award	Clerk	31/5/2015	COMPLETE
363/0515	Inform Sue White of WW1 anniversary details	Chair	20/5/2015	COMPLETE
364/0515	Request update from Youth Club parties	Clerk	31/5/2015	COMPLETE
365/0515	Request information from M Bullock ref training for defibrillator	Clerk	31/5/2015	COMPLETE
366/0515	Resend email with Survey and find out more about reasons behind needing to fill it in.	Clerk	31/5/2015	COMPLETE
367/0515	Obtain further quote from re comparable work and request availability from both contractors.	Clerk	31/5/2015	In progress
369/0515	Request keys and paperwork from Fish and chips owner	Clerk	31/5/2015	Complete
369/0515	Write letter to Mike Lambert and contact school caretaker.	Clerk	08/6/2015	
370/0515	Further details for proposed door in side of Village Hall from Little Acorns	H Garcia-Macleod, N Kells, Clerk	08/06/2015	In progress

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 8th June 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mr Niall Kells, Mrs Althea Davies, Mrs Helena Garcia-Macleod, Mrs Pat Coombe, Mr Mike Sarll

In Attendance: Mrs Ana Hughes (Clerk)

And 6 parishioners.

1 APOLOGIES
371/0615 Mrs Nichola Stokoe's apologies were received and accepted by members. Apologies were also received from Mr David Hodge (County Councillor and Mr Martin Allen (Tandridge DC Councillor).

2 DECLARATIONS OF INTEREST (relating to items on the Agenda)
None

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 18th May 2015
372/0615 The minutes of the meeting held on the 18th May 2015 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

4 Proposal for and agreement on Terms of reference for Finance and Parish Land Committees
373/0615 It was resolved to accept the existing Terms of Reference for the Finance Committee. It was resolved that the decision on the proposed Terms of Reference for the Parish Land Committee would be deferred to the next meeting as not all members had managed to examine the document.

5 Review of leases and property agreements
374/0615 The Clerk noted that there had been no change in the leases and property agreements in the past year.
The following leases and property agreements are currently in place :
There has been no change in the following currently active leases / property agreements:

- Aileen McHugo Building: single year tenancy leases (annually renewable) with Chartwell Cancer Trust Ltd (Room 1), Howard & Sons (Room 3) and BiggIn Words Ltd (Room 2).
- Aileen McHugo Building: ongoing 5 year lease (with 1 year 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 Tatsfield 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).

The Parish Council noted their existence. The review of tenancies for the Aileen McHugo building would take place annually as usual in March. It was further noted that the tenancy agreement for the first floor would be up for renewal in 2016 and this would need reviewing in early March.

6 Review of Standing Orders and Financial Regulations
375/0615 It was resolved that the current Standing Orders (2014) would be accepted and only reviewed on the recommendation of the Clerk in the current year. The Financial Regulations (2012) would be reviewed this year by the Clerk.

7 Officer's report on actions outstanding since the previous meeting
The Clerk noted that most outstanding actions were covered by existing agenda items.

8 PLANNING
(a) To determine the Parish Council's position on Appendix A :

- **TA/2015/870: Pipersdene, Parkwood Road, Tatsfield TN16 2LT**
  Erection of raised roof to existing garage in association with conversion of garage to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

376/0615 No comment

- **TA/2015/902: The Red House, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of single storey detached outbuilding to south of existing dwelling. (Certificate of Lawfulness for a Proposed Use or Development)

377/0615 No Comment

- **TA/2015/845: 6 Westmore Road, Tatsfield TN16 2AX**
  Change of use from shop to residential dwelling (Class C3)

378/0615 It was noted that Tandridge District Council has a policy (DP3) to resist the loss of shops and that they may ask for a retail marketing exercise. It was resolved not to object to this application – the business has not operated for about 10 years.

- **TA/2015/1003: 5 The Square, Tatsfield TN16 2AS**

Conservatory - (Notification of a Proposed Larger Home Extension)
FOR INFORMATION ONLY.

379/0615 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions.

The Chairman noted that an additional and retrospective planning application TA/2015/996 would be addressed at the next meeting.

(b) Planning team for June
380/0615 It was resolved that Pat Coombe and Mike Sarll would continue to assist in planning for June.

(c) Tandridge Settlement Survey – deadline 26/615 – agree response
381/0615 It was resolved to accept the draft circulated for submission as the Parish Council's response to the Tandridge Settlement Survey, with the following alterations:

- Add Charles Darwin to school facilities used
- Remove Oxted from facilities used outside of the District and add in Biggin Hill (sports facilities, swimming pool, library)
- Add a Cash machine to facilities that would be useful to the village in Any Other Comments.

The Chairman reported on his attendance at the Green Belt Assessment Methodology Workshop he attended on 8/6/15 – this covered methodology to be used in preparing the next Local Plan which would include an examination of the state of the Green Belt. He noted there were concerns from several local groups and Parish Councils that this could then lead to a review of the Green Belt boundaries.

Mike Sarll noted attendance at the CPRE meeting the previous week, which made new members aware of the campaigning body. It appeared well funded and with good staff and was looking to set up a local branch in Tandridge.

9 FINANCE
(a) Authorize payments (including presentation of cheques) detailed in Appendix B
382/0615 It was resolved to accept the payments presented on Appendix B – cheques would be signed outside of the meeting as the other active signatory – Nichola Stokoe – was unwell and this meant the cheques would need to be brought to her to be signed.

The Clerk noted the new bank mandate had now been almost completed and members now needed to present the completed mandate and their identity for verification at HSBC. As soon as this was completed new signatories could be added. It was expected this could take up to 10 days following completion of all verification.

(b) Discuss and agree items requiring expenditure:

- Grant request from Victim Support 2015-16

383/0615 It was resolved that this should be delegated to the Finance Committee for a final decision.

- Approve Training for Councillors - £50+VAT (training budget)

384/0615 It was resolved that training provision for all councillors at £50 + VAT per councillor be approved and the Clerk should investigate the possibility of obtaining training at Tatsfield.

(c) Annual Accounts : presentation of annual accounts 2014/15 for approval by full council
385/0615 Following a brief explanation by the Clerk, the Parish Council members resolved to accept the accounting statements as presented in the Section 1 of the Annual Return 2014/15 and the Annual Governance statement as detailed in Section 2 of the Annual Return 2014/15. These were duly signed and dated by the Chairman and the Clerk.

It was further resolved that the Balance sheet and annual notes to the accounts be accepted as presented and these were also signed and dated by the Chairman and the Clerk.

9.00pm – Meeting adjourned for public participation
9.09pm – meeting reinstated.

10 HIGHWAYS & RIGHTS OF WAY

(a) Highways:

- List of roads to submit to David Hodge requiring repairs. ACTION

386/0615 It was resolved to inform David Hodge the following roads in Tatsfield required attention as he requested at the meeting on 18th May 2015:

- Church Lane / Church Hill – most urgent
- Bottom of Rag Hill Road
- Lusted Hall Lane (near The Copse)
- Junction of Lusted Hall Lane and Approach Road

The Parish Council would continue to monitor and examine the state of highways in the parish and inform David should further roads were brought to its attention.
The Clerk to inform Mr Hodge.

(b) Rights of Way:

- FP21 kissing gate to replace style – update

The Clerk noted she had received an email from Surrey County Council notifying of Sarah Jenner's retirement and the new officer starting only at the end of July. This indicated no action would be taken until the new officer was up and running. The Chairman requested that he and Althea Davies be sent a copy of the email.

- Parish Council Footpaths inspection

The Chairman noted the footpaths inspection had been started and would proceed over the summer.

- Church Lane footpath – update

The Chairman noted he was not optimistic of a speedy solution to this matter. Members suggested the possibility of assistance from Surrey County Council and the landowner on the other side of the road.

11 NOTIFIED ITEMS

(a) Housing

No update.

(b) World War 1 100th Anniversary: Bench siting

387/0615 It was resolved that the bench with the memorial plaque would be sited at square on Paynesfield Road. Niall Kells had contacted Steve Hyder to understand whether permission would be required to site a new bench at this location.

(c) Defibrillators – update

388/0615 It was resolved the Clerk should call Mr Bullock and request an update on this matter before passing it to the Responders – the Parish Council appreciated all his hard work during the defibrillator installation and the training he gave before coming unwell.

(d) Community Buildings Survey

Helena Garcia-McLeod noted Carol Jordan had assisted in completing the Village Hall survey and this would be finished by the end of June. Niall Kells and the Clerk were completing the Aileen McHugo Building survey.

(e) Volunteers: assign responsible member and update on progress

389/0615 It was resolved that Pat Coombe would be assigned the responsibility for Volunteers and become the Parish Council representative in liaising with volunteer groups. The Roles and Responsibilities list to be updated by the Clerk to reflect this appointment.
Volunteer groups needed to be identified and asked whether they wished to be included in the Parish Council insurance by complying with the list of items approved by the Parish Council in April 2015.
Details of compliance to be agreed outside of the main meeting.
390/0615 It was resolved that once the items in the list approved by the Parish Council in April 2015 had been fulfilled, then the Clerk would notify the insurance company and request confirmation of the volunteers being covered under the terms of Parish Council insurance. It was noted that this was not a requirement for all volunteer groups, but if they wished to be covered then each group would need to fulfil the set of measures.

(f) Lay-by parking

391/0615 It was resolved this should be deferred until the next meeting.

(g) Tatsfield Parish Council presence at Scout Fete – 21/6/2015

392/0615 It was resolved to agree in principle to a Parish Council presence at the fete and to accept the kind offer of a place in the Tatsfield Horticultural Society's gazebo. The Clerk to proceed.

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

a) County Councillor

Mr David Hodge had sent his apologies and an update regarding the surface repairs for Approach Road which were scheduled to start in autumn 2015. Surrey Highways will be resurfacing from Ship Hill to south of Waylands, a length of approximately 800 meters. The section from South of Waylands to Clarks Lane (Approximately 450m) does not require the same construction and will be highlighted for future surface treatment works to protect the road.

b) District Councillor

The Chairman noted Mr Martin Allen had sent his apologies to the Clerk along with the following update:

1- He has been assigned to Housing Committee and as No.2 for the Biggin Hill Airport Consultative Committee.

2- Had Planning Training and sat in on his first formal committee on 4th June 2015.

3- First attendance on the Housing Committee will be on the 18th but he will be having some training with an appropriate officer on the 15th.

4- An event will be held on the outdoor Gym on Westmore Green at 1.45pm on 10th 17th 24th and 1st and 8th July hosted by Ben Stubbs an instructor from the Tandridge Trust. Martin has asked for a " flyer" so that it can be included in the Parish Magazine for July

c) Village Hall Management Committee:

- Maintenance plan – update

Helena Garcia-McLeod noted new internal doors were ordered for the Village Hall and that the contractor asked to provide a quote for the list of items confirmed by Niall Kells stated he was not a painter and the Parish Council would need a painting contractor for the external work on the list.

10.02 pm – meeting adjourned for public participation
10/06 pm – meeting reinstated

d) Tatsfield in Bloom: update

Jon Allbutt noted the judging date for South East in Bloom was in July and that the TIB volunteers were going to assist the school as their judging date was 17th June 2015. All work was on schedule.

e) Biggin Hill Airport: update

The Chairman updated members on a new noise tracking and monitoring system to be implemented should Bromley Council agree and an imminent consultation on a new route for incoming aircraft, which in his opinion should not impact Tatsfield.

f) Speedwatch

The Chairman noted the recent session had been successful but that sessions outside the school still showed parents especially both breaking the 20mph limit and using mobile phones whilst approaching Tatsfield Primary School.

g) Tatsfield Fairtrade Steering Group: update

No update.

h) Tatsfield Vern d'Anjou Association

No update.

i) Oxted Citizens Advice Bureau

No update.

j) Tatsfield Horticultural Society

The Chairman noted the following items from Martin Allen:

- The Plant Sale held in May was very well supported - a small balance of items will be replanted out in to larger pots and available for sale at some point in June.
- THS at the Tatsfield School Fair on the 6th June, where they will be trying to encourage young green fingers to " pot out some french beans " and take them home and look after them.
- Sunday 14th June will see the 15th Tatsfield Garden Tour, between 1 and 5pm to visit 6 separate sites.

Proceeds will go to a good cause.

- THS will also be at the Scout fete on the 21st June and looking further ahead they are arranging an evening garden visit on the 15th July.
- The treasurer has confirmed receipt of the £ 500 grant towards the annual costs of maintaining the compost site and equipment and thanks the Parish Council for their continued support.

13 PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Land Committee: update

Mike Sarll noted the group had met informally – a formal meeting is yet to be agreed. Items discussed included :

- Traffic island : agreed paths were rough and a trip hazard – resurface in stone
- Researched possibility of electricity to the traffic island to power Christmas Tree lights – need to obtain a quote for a pillar and connection to low voltage electricity
- Briefly discussed a war memorial should the village start up a group.
- Traffic island in Village Centre – update

b) Westmore Green:

Discussed in item 13a.

- Barrier and path repairs – update

393/0615 It was resolved that Kevin Agate be appointed to replace the barriers in Westmore Green as per his quote of £186 +VAT and that the Clerk should request an update of his quote for work in Hayes Pasture to include further barriers from marker stone to marker stone. As long as the new quote fell within the £750 approved for the clerk to action this item back in April 2015 (318/0415) then he should be appointed as the contractor for this work as well.

c) Maesmaur Corner: update

394/0615 It was resolved that this be deferred to the next meeting as Nichola Stokoe's expertise was necessary.

d) Tatsfield Green:

- Pippins wayleave : update

The Clerk noted she had received the signed wayleave from Pippins solicitors and had returned the Parish Council's copy signed and dated.

395/0615 it was resolved this item could be removed from the agenda.

- Old Lane ditch

Althea Davies noted this was an ongoing matter and should be dealt with under the Parish Land heading.

e) Parish Council Car Park and retained facilities

- Update on bollard keys

The Clerk confirmed this related to the keys passed to the new business owner of the Fish and Chips van.

396/0615 it was resolved the Clerk should contact the current owner stating the keys should be returned and that the Parish Council was going to consult legal advisers, as well as offer postage for the keys.

f) Tatsfield Community Games Area

No update.

g) Aileen McHugo Building

- Renewal

The Clerk noted Room 1 had renewed and Room 3 was up for tenancy renewal shortly.

The recent vandalism to the building was discussed (notice board damaged and water butt) – the Clerk noted that it would not be worth claiming on the Parish Council's insurance as the policy excess was £250 and the notice board was likely to be repairable.

397/0615 it was resolved the Clerk should investigate the costs of repairing the water butt and notice board.

h) Village Hall

- Discuss feasibility of side extension to Village Hall and possible soft play area.

398/0615 It was resolved this matter should be deferred to the next meeting as it was extremely late.

i) Tatsfield Allotments and Community Gardens

- Management agreement : update

399/0615 It was resolved this matter required Nichola Stokoe's presence for a full discussion and should be deferred to the next meeting.

j) Hayes Pasture : barrier repairs

This item was discussed under item 13b.

14 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Citizens Advice Bureau Oxted Annual General Meeting 20/6/2015 – Althea Davies to attend.

(b) to discuss Correspondence received by the Clerk

- Thank you from St Catherine's Hospice for the Grant
- Thank you from Councillor Elizabeth Parker for the Annual Village Meeting

400/0615 The Parish Council noted both items of correspondence.

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

None.

16 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Parish Council should consider purchasing a dozen 50 litre bags and filling them with the salt that is currently causing a blockage at the TCGA side of the Aileen McHugo Building.

The Meeting closed at 10.50 p.m.

Subjects raised in Public Adjournments
1- Verges and Westmore Green cut incorrectly again this year – needs to be revisited with Steve Hyder 2- What is happening about the village centre paths ? 3- If things get too complicated with the volunteer tracking then Tatsfield will lose volunteers.

Item & page (10 Mar 2014)	Action	Who	Date by	Result
8g, 19	Agree follow up of progress on appraisal recommendations with members of the appraisal group	Clerk / Chair	July 2015	See 354/0515
Item & page (9 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
253/0415	Letter to local estate agents	Clerk / Nichola Stokoe	20/2/2015	In progress
255/0415	Ask about remarking for the TCGA	Clerk	28/2/2015	In progress
256/0415	Action the list of items for the AMB	Clerk	09/3/2015	In progress
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (27 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
338/0415 40	Inform Scouts of decision and pass details to new Parish Council	Clerk	18/5/2015	COMPLETE
Item & page (18 May 2015)	**Action**	**Who**	**Date by**	**Result**
354/0515, 42	Contact Roger Pearce ref review of Appraisal. Circulate list of outstanding Parish Council appraisal items	Clerk / Chair	July 2015	
367/0515	Obtain further quote from re comparable work and request availability from both contractors.	Clerk	31/5/2015	In progress
369/0515	Write letter to Mike Lambert and contact school caretaker.	Clerk	08/6/2015	In progress
370/0515	Further details for proposed door in side of Village Hall from Little Acorns	H Garcia-Macleod, N Kells, Clerk	08/06/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
376-379/0615, 52	Inform Tandridge Planning of Parish Council decisions	Clerk	11/6/2015	COMPLETE
384/0615	Investigate cost of a training course in Tatsfield	Clerk	30/6/2015	COMPLETE
386/0615	Inform David Hodge of roads identified	Clerk	15/6/2015	COMPLETE
388/0615	Contact Martin Bullock	Clerk	30/6/2015	
389/0615	Update Roles and Responsibilities document	Clerk	15/6/2015	COMPLETE
390/0615	Inform insurance company of fulfillment of Volunteer list	Clerk	13/7/2015	in progress
392/0615	Thanks THS for their offer of gazebo space at the Scout Fete	Clerk	15/6/2015	COMPLETE
393/0615	Obtain updated quote for Hayes pasture	Clerk	15/6/2015	In progress
396/0615	Contact new Fish and Chips van owner for keys again	Clerk	29/6/2015	Complete
397/0615	Investigate the costs of repairing the water butt and notice board.	Clerk	29/6/2015	In progress

MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 16th July 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 1.30 p.m.

Present: Mr Mike Sarll (in the chair)
Mrs Althea Davies Mr Niall Kells
In Attendance: Mrs Ana Hughes (clerk)
And 1 parishioner.

1. Election of Chair

01/PL 0715 Althea Davies proposed Mike Sarll as Chair for the meeting and this was seconded by Niall Kells.

2. Apologies

None

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

It was noted that Althea Davies lived in Old Lane (one of the items to be discussed). The Clerk advised that this should be considered under the delegated authority for *Dispensations from the requirements of Section 31(4) of the Localism Act 2011* under which the Clerk could grant special dispensation if the declaration of interest would impede the Parish Council or committee from undertaking their normal duties.

4. General discussion of role and relationship to Tandridge District Council

02/PL 0715 it was resolved a meeting was needed with Steve Hyder of Tandridge District Council to clarify a number of queries most notably but not limited to :

- Tree survey for Tatsfield and Westmore Green – frequency and who is responsible?
- Tatsfield Green: cutting schedule, what is included, when and how could this be changed?
- Tatsfield Green: could paths through Green, around benches and the verges be cut more often?
- Old Lane: could the verge be cut on the road side as it obscures the ditch and makes things dangerous.
- Old Lane: clearing of ditch – who is responsible, is there a schedule for clearing and is it cleared right up to Castleneau?
- Triangle outside Monks cottage ?

The Clerk was instructed to arrange the meeting.

5. Parish Land maintenance schedule

- Trees: this was partly covered under item 4 – concern about the frequency and consequent cost of tree surveys.
- Greens: again partly covered under Item 4. Need to check ref cutting schedules, trees etc
- Verges: who is responsible (SCC / volunteers)
- Parish Council land – other –

1- Hedges

03/PL 0715 it was resolved the Clerk should keep a note of the main land owners whose hedges were often overgrown and send a letter annually to remind them.

2- Rights of Way:

04/ PL 0715 it was resolved the committee should become aware of the Footpaths and Rights of Way in the village and take stock of their general status.

The Clerk noted Surrey Rights of Way team had jurisdiction and responsibility over footpaths and rights of way but they often relied on volunteers and local people to assist with clearing.

6. Budget

The Clerk provided a copy of the current year's budget and explained different categories.

05/PL 0715 It was resolved to request that the Green Spaces and Rights of Way committee budget item be changed to the Parish Land Committee.

7. Items for Discussion or Referral to Future Agendas

- Traffic island : power / Christmas lights
- Arrange next meeting straight after the meeting with Tandridge District Council.

The Meeting closed at 15.05 p.m.

Item & page (16 July 2015)	Action	Who	Date by	Result
02/PL 0715 1	Arrange meeting with Steve Hyder	Clerk	21/7/2015	COMPLETE
03/PL 0715	Send letter if hedges are overgrown	Clerk	TBD	

MINUTES of the Meeting of Tatsfield Parish Council held on the 27th July 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe, Mrs Helena Garcia-McLeod, Mr Mike Sarll, Mrs Pat Coombe
Mr Niall Kells

In Attendance: Ana Hughes (Clerk)

And 4 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 13th July 2015

433/0715 The minutes of the meeting held on 13th July 2015 together with their appendices were adopted and signed by the Chairman following approval of the additional items to Appendix B in Item 6b below.

4. PLANNING:

(a) TA/2015/1217: Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET

Demolition of existing buildings and erection of up to 20,938 sq.m of Class B8 commercial buildings across four plots, access, servicing, parking and landscaping. Full details for Plot 1 and access, and outline for Plots 2, 3 and 4.

434/0715 No objection however the Parish Council would like to request that in order to protect the amenities of neighbouring residents, a condition should be imposed to reduce the need for and use of reversing alarms on vehicles using the site.

(b) TA/2015/1262: Sylvan Bank, Ship Hill, Tatsfield TN16 2JY

Erection of single storey extension to front/side elevation.

435/0715 No objection.

(c) TA/2015/1327: The Ingle, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of single storey side extension, single storey rear extension and extension to rear dormer in association with conversion of additional loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

436/0715 No comment.

437/0715 The Clerk was instructed to respond to Tandridge planning with the Parish Council's resolutions.

(d) TA/ 2015/845 - 6 Westmore Road - Change of use: discuss approach to Parish Council

The Chairman explained that Tandridge's District Plan has a policy resisting the loss of village shops. The owner needs to demonstrate a clear and effective marketing exercise over 12 months to sell the shop as a business. The Chairman noted the results of the Appraisals in 2003 and the recent appraisal and suggested the owner might use these in their efforts to produce evidence to assist.

The Chairman further noted that contacting owners of previous businesses who had closed and asking for their support might assist.

438/0715 The Parish Council had not objected to this planning application and it was resolved that there is nothing further apart from advice that the Parish Council can do to support the owner in this planning matter.

5. Parish Land:

(a) Village Hall:

- sign proposals

439/0715 Having considered the options put forward by the Village Hall it was resolved the Clerk should request quotes for 2 signs, one on the back and one on the front of the Village Hall, with an arrow indicating the entrance. The Clerk was also asked to obtain a quote for a wooden sign (based on the example provided by the Village Hall)as a comparison.

- report on meeting held on 21/7/2015

The Clerk gave a brief synopsis of the meeting at which several items were discussed:

1- A new door to the hedge side of the Village Hall so all can use it – originally requested by Little Acorns. Clerk had confirmed both planning permission and building regulations would be needed, resulting in a total cost of around £392.50.

440/0715 it was resolved that the Parish Council should obtain an additional quote for the work for the new door – the Clerk to proceed. No final decision can be made until all facts and figures are available for consideration.

2- Storage Area extension
441/0715 It was resolved to revisit the plans for the Village hall extension in 2000 to see if any further light could be shed on ownership of the boundary. The Clerk should proceed with quotes for removal as well as cutting back the hedge and then installing a fence at the known boundary.
3- Designated soft play area: this had been requested by Little Acorns originally.
This is a long term project and needs further investigation on grants and funding.
4- Village Hall Windows – replacement or repainting options
442/0715 It was confirmed further quotes for replacement with UPVC windows as well as another painting quote are needed. The Clerk / Niall Kells to investigate and report back.
5- History Project: use of upstairs room in Village Hall for storage and permanent displays
The Clerk noted a number of questions relating to the History project had been raised for clarification by Ian Mitchell.

(b) Parish Land Committee:

- Formal request to rename budget item assigned to Green Spaces and Rights of Way Committee to Parish Land committee.

443/0715 it was resolved to adopt the formal request and assign the former Green Spaces and Rights of Way Committee budget to the Parish Land committee. The budget amount for the year 2015-16 is £2,000

- Report on meeting held on 16/7/2015

Mike Sarll reported on the meeting based on the draft minutes. The most important point to note related to a meeting held on 27th July 2015 with Steve Hyder which clarified a number of queries raised in the Parish Land Committee meeting and established lines of responsibility. The committee are planning further meetings this week with contractors Tandridge uses for maintenance of the Green as well as Steve Cunnah from Surrey, who is responsible for verges.

6. Finance

(a) Approval for expenditure

- Wasp nest removal: £45 for first next and then £15 per additional nest.
- CCTV signs (3 for around £60)
- Gazebo approved in November 2014 – request to add in writing (£40-£70 per section) on the gazebo.

444/0715 It was resolved to accept the expenditure for the wasp nest removal at the Village Hall (£45+VAT) and the CCTV signs (£52.29 + VAT).
The Clerk explained that the gazebo ordered had not been ordered in the correct colour and required lettering – various options had been sent to members for consideration. The company providing the gazebo had agreed to exchange the previous for the new one when ordered, but this would incur an administration fee of around £45. The Clerk offered to pay for this as it had been her mistake.
445/0715 It was resolved to accept the request to add in writing on the roof (Tatsfield + Fairtrade logo) at a cost of £82 + VAT. This would still mean that the original price agreed in November 2014 for £500 would not be exceeded as the gazebo + writing (less VAT) came to £497.83. The Clerk's offer was not accepted.

(b) Add to Appendix B from main meeting (13/7/2015):

- £499 for Gazebo (approved 25/11/14 – 017F/2014)
- Mike Lambert – final account £51.00
- Dave Mitchell : Village Hall repairs £130
- Woodstone Landscaping: final bench installation: £462.00 (including VAT)
- Balcombe Pest Control: wasp nest removal £45 + VAT

446/0715 All items listed above were adopted to add to Appendix B from the meeting on 13/7/2015 and cheques were duly signed.
The Clerk noted that the bank mandate had now been accepted and all members could sign cheques.

9.03pm The meeting was adjourned for public participation
9.12pm the meeting was reinstated.

(c) External audit update: Financial Risk assessment

The external auditor had requested minuted proof of a financial risk assessment adopted by the Parish Council in the year ending 31 March 2015 or a qualification would be issued. This was not possible as it had not been formally adopted, although a review of processes and risk management was an ongoing process and adoption of governance statements included a review together with the review done by the internal auditor. However the Clerk believed the external auditor was unlikely to accept these as fulfilling their request.
The Clerk had provided a draft Financial Risk assessment to be considered by members.
447/0715 The draft Financial Risk assessment (appendix C to these minutes) was adopted and it was resolved the Clerk should respond to the request by the external auditor explaining the situation and request that this mitigate the

qualification. The Clerk was also asked to ensure a process for formal adoption of a financial risk assessment in the future to be put in place.
The Clerk was further instructed to understand the possible consequences of a qualification for the Parish Council.

7. Tatsfield Village:

- request to erect additional signs for Crossways / Goatsfield Rd

448/0715 it was resolved that further signage in Westmore Road as suggested by a resident would not be of benefit to the village as a whole at this stage. The Clerk was instructed to respond to the resident and update them.

- Road safety concerns: Lusted Hall Lane junction with Approach Road and Ship Hill junction near old school.

449/0715 it was resolved that the road safety concerns raised by residents at the above junctions, together with a recent concern regarding lorries and HGVs in Rag Hill Road should be referred to Surrey Highways and followed up. A response to residents should also be given, by the Clerk where contact details were available.

8. Appraisal Follow up: recommendations from working group

450/0715 It was resolved to defer this item as recommendations were not yet available.

9. Consultation: Community Youth Work services in Tandridge

451/0715 It was resolved this required an individual response from members and more importantly residents in the village and that publicity be given but that no further action from the Parish Council was needed.

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

The Chairman noted the Parish Council should consider complaints re the bench recently installed on the green in the square off Paynesfield Road as raising concerns for privacy.
452/0715 It was resolved the bench be turned 180 degrees to face into the green on the square.

The Chairman asked the Parish Council to consider the inclusion of the Office in a recent Parish Room hire request for a public inquiry in November 2015 at the Aileen McHugo Building.
453/0715 It was resolved that a total of £150 be charged for use over 2 days of the Parish Room and office for the public inquiry in November.

11. Matters for Reporting or Inclusion in a Future Agenda

- Advertising in the village (October agenda as Chairman away in September).
- Request for a dog waste bin on the south end of Westmore Green – cost of £179 + Vat and can be ordered direct from Tandridge (Sept agenda)
- Request for a dog waste bin on Westmore Rd at the junction with Crossways
- Formalise process for Risk assessments of parish land and property
- Maesmaur corner
- Althea Davies sent her apologies for the meeting of 14/9/2015

The meeting was concluded at 9.37pm

Subjects raised in Public Adjournments
1- New Bench on the square in Paynesfield Road – incorrectly placed, people sitting can see right into the house opposite's rooms – please turn it around. 2- 6 Westmore Green – can the Parish Council help and support their application in any way ref moving from commercial to residential status. 3- Fingerpost on Paynesfield Road pointing to the footpath is lying on the floor and needs to be repaired. 4- Parish Council noticeboard in village centre – there needs to be a clear management of advertisements, especially commercial ones, and ask people to put up A5 posters, not A4 which does not seem to fit. It would also help if some of the more long term adverts could be moved to the locked noticeboard.

Item & page (23 Feb 2015)	Action	Who	Date by	Result
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (29 June 2015)	**Action**	**Who**	**Date by**	**Result**
409/0615	Obtain a further quote for painting for Village Hall	Helena Garcia-McLeod / Clerk	7/7/2015	In progress
414/0615	Draft letter re footpath	Clerk / Nichola Stokoe	13/7/2015	In progress
Item & page (13 July 2015)	**Action**	**Who**	**Date by**	**Result**
427/0715	Request high level free advice from Wellers Hedley's	Clerk	31/7/2015	In progress
Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
Item & page (27 July 2015)	**Action**	**Who**	**Date by**	**Result**
434 – 437/0715, 69	Inform Tandridge planning of Parish Council responses	Clerk	31/7/2015	COMPLETE
439/0715, 69	Obtain quotes for Village Hall signs	Clerk	01/09/2015	COMPLETE
440/0715, 70	Obtain quote for new door proposal in Village Hall	Clerk / N Kells	01/09/2015	COMPLETE
441/0715, 70	Investigate options for hedge at boundary with Old Police House as well as clarify ownership.	Clerk/ N Stokoe	01/09/2015	in progress
442/0715, 70	Obtain quotes for painting and new windows in Village Hall	Clerk / N Kells	01/09/2015	COMPLETE
445/0715, 70	Organise new gazebo with accepted writing and return of old one.	Clerk	28/8/2015	In progress
447/0715, 71	Contact external auditor and request mitigation given Financial Risk assessment now adopted Understand consequences of audit qualification	Clerk	31/7/2015	COMPLETE
447/0715, 71	Process for review and formal adoption of financial risk assessment annually	Clerk	01/09/2015	in progress
448/0715, 71	Respond to resident re signage proposal	Clerk	31/7/2015	COMPLETE
449/0715, 71	Refer concerns to Surrey Highways (Steve Cunnah)	Clerk / M Sarll / N Kells	31/7/2015	COMPLETE

DRAFT MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 10th September 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.00 a.m.

Present: Mr Mike Sarll (in the chair)
Mrs Althea Davies Mr Niall Kells

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 PREVIOUS MEETING held on 16th July 2015
05/PL 0915 It was resolved the minutes reflected a true and accurate recording of the meeting held on 16th July 2015 and they were duly signed by the chairman.

4. Parish Land maintenance schedule

- Review of grass cutting contractors - Tandridge District Council and Surrey County Council

It was noted that Tandridge District Council employed 2 contractors : Quadrant, who were responsible for Westmore Green and the lower section of Tatsfield Green (where the royal oak was planted); Nick Dance was the other contractor and he was responsible for Tatsfield Green (upper) and for clearing Old Lane ditch.
It was further noted that there appeared to be some confusion regarding timings of cuts.

06/PL 0915 It was resolved that the cuts to Westmore Green and the lower part of Tatsfield Green were acceptable but that the committee needed to agree a more agreeable schedule for the upper part of Tatsfield Green and communicate this to Tandridge / Nick Dance.

The Chairman noted that Surrey County Council were supposed to be responsible for sight line cuts on Tatsfield Green but that this did not appear to be taking place. Thus far attempts to contact Surrey Highways to clarify the situation had not been successful.
The Chairman had received a quote from Nick Dance through Steve Hyder for 5 cuts to sight lines at £280 a cut which would be £1400.

07/PL 0915 It was resolved the Clerk should attempt to contact Surrey through David Hodge for clarification of the obligations (if any) for sight line cuts and open a dialogue on this matter. It was further agreed that meeting the Surrey Highways team at Godstone may be a positive move.

- Review of Hedge cutting: Lloyd Gulley (ref hedge on Maesmaur / Ship Hill)

The Clerk noted that hedges on Maesmaur / Ship Hill were currently cut once a year as was the hedge by the Village Hall. The costs for the cuts on both hedges were currently £458 although this figure also included tidying up the Maesmaur site.
08/PL 0915 it was resolved that both hedges required an additional cut and the Clerk was instructed to request this and ask Mr Gulley to include 2 cuts in his renewal quotes.

- Agree schedule for visiting all Parish Land sites

09/PL 0915 it was resolved that all Parish Land sites would be visited as follows :
Niall Kells = Kemsley Wood, Hayes Pasture, and Westmore Green Althea Davies=Ashen Shaw,& King Edward V11 Memorial Garden, Mike Sarll: Shaw Road Triangle & Tatsfield Green.
Each site would be visited at least twice a year to check for Health and Safety matters and note any changes relevant to risk assessments as well as possible maintenance issues.

- Risk assessment progress

10/PL 0915 Althea Davies undertook to provide a general Risk assessment format for discussion by the 24th September 2015 so this could be agreed at the next meeting and the process could be started.

· Proposal to add map / locations of Parish Land sites and encourage resident participation and report of potential problems / dangers

11/PL 0915 It was resolved to instruct the Clerk to inform residents through social media and the Parish Council / Village websites of the Parish Land Committees initiative and to encourage residents to contact the Clerk should any matters come to their attention on parish land. A map should be included for location of Parish Land areas.

5. Parish Land: outstanding / ongoing items

· Request for new dog waste bins: Westmore Green & Northern End Goatsfield Road (Junc. Shaw Road)

12/PL 0915 It was proposed that 2 new dog waste bins be purchased at a cost of £75+VAT each (total £150 = VAT) through Tandridge District Council to be located as detailed in the agenda item above and to be installed and emptied by Tandridge District Council.

· New litter bins: approach Tandridge for new litter bins in AMB car park / Village Hall

13/PL 0915 It was resolved that further research to determine the best location for potential new bins and a proposal for the bins would be ready for the next meeting. Current pricing appeared to be between £75-£100 per bin to be ordered through Tandridge District Council and be emptied by the same.

· Diseased lime trees on Westmore Green: update through Tandridge

The Chairman noted that Steve Hearn had agreed the lime tree identified as seriously diseased by Jon Allbutt needed cutting down and removing. It was noted this could be upsetting for residents and that communication needed to be handled carefully.

14/ PL 0915 The Clerk was instructed to draft a communiqué to residents re the need to cut the diseased lime tree down.

15/PL 0915 Further clarification needed on what was going to happen to the other tree identified on Westmore Green – Niall Kells to investigate

16/PL 0915 It was resolved that Jon Allbutt would be approached to ask for advice on replacing the tree which needed cutting down and removing.

· Village centre footpaths: discussion on quotes received (£4,500 - £7,000) and recommendation to full Parish Council.

17/PL 0915 It was resolved that the second option for replacement of the Village Centre footpaths (£6,500 - £7,000) be recommended to full Council on 14th September 2015 and that selection of the supplier would be made following agreement by the Parish Council to this recommendation. The Chair noted that the second option with dropped kerbs, strengthened pathways and therefore more resilience would be better value for money in the long run.

6. Land behind School: clarification on status (is it Public Open Land)

18/PL 0915 The Clerk was instructed to request clarification on the status of the land behind Tatsfield Primary School and whether it was considered public open land and therefore dog walkers can let dogs off their leads.

7. Bus stop proposals for Tatsfield Green

· Initial discussion

All members were in favour of declining the proposal. It was noted that the Parish Council would not be able to stop proposals or building of formal bus stops on areas that did not belong to them.

· Proposal of response to full Parish Council

19/PL 0915 It was resolved that the Parish Land Committee's recommendation to full Council on the proposed formal bus stops on Tatsfield Green should be negative on the following grounds

- that it will be unsightly and an unnecessary "Urbanisation" of a Green Belt site.
- that the current Hail & Ride service is very good and that removing this service will encourage greater use of cars and reduce the popularity of this vital transport link
- that formal stops will force elderly and young people to walk further on a narrow road with no street lighting or footpaths
- there is no need for additional tracking of the 464 service, we know its schedule.

8. Items for Discussion or Referral to Future Agendas

The next meeting was agreed for 30th September 2015 at 10am in the Parish Rooms.

The Meeting closed at 11.50 a.m.

Item & page (16 July 2015)	Action	Who	Date by	Result
03/PL 0715	Send letter if hedges are overgrown	Clerk	TBD	
Item & page (10 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
06/PL 0915	Agree Tatsfield Green cutting schedule	All Committee	30/9/15	
07/PL 0915	Contact David Hodge and request clarification on sight line cuts	Clerk	14/9/15	In progress
08/PL 0915	Request quotes from L Gulley re hedges	Clerk	30/9/2015	COMPLETE
10/PL 0915	Risk assessment draft	Althea Davies	24/9/2015	
11/PL 0915	Information on website / social media inviting assistance from residents in reporting potential dangers in Parish Land	Clerk	30/9/2015	
12/PL 0915	Order 2 new dog waste bins	Clerk	30/9/2015	
13/PL 0915	Research general waste bins for proposal to next meeting	A Davies	30/9/2015	
14/PL 0915	Draft communique to residents re diseased lime tree	Clerk	18/9/2015	
15/PL 0915	Clarify what is happening re 2nd lime tree	Clerk	18/9/2015	in progress
16/PL 0915	Request advice for replacing tree from Jon Allbutt	Clerk	30/9/2015	
17/PL 0915	Request endorsement by the Parish Council of the recommendation for more expensive path option for Village Centre	All	14/9/2015	COMPLETE
18/PL 0915	Clarify status of whether land behind Primary school is public open land	Clerk	30/9/2015	

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 10th September 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe Mr Mike Sarll Mrs Pat Coombe Mr Niall Kells

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies:

None

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 27th April 2015

026F/2015 The minutes of the meeting held on the 27th April 2015 were approved as a correct record and signed by the Chairman.

4. Grant requests 2015/16:

· Christmas Carol service (£350 given last year)

027F/2015 It was resolved the Clerk should request further information from Mr Bishop given the number of new Councillors interested in the details regarding this event. It was agreed that in principle the Parish Council should support the event as it does each year but that further details regarding the allocation of costs was needed.

· Little Acorns Pre-School: request for assistance with new door Aileen McHugo Building: rent review / charge for services:

028F/2015 Nichola Stokoe proposed and it was resolved that this should be a Parish Council project managed and driven by the Parish Council. It was further agreed that more information and detail surrounding each quote was needed, as well as an agreement from Little Acorns Pre-School regarding a non-refundable contribution from them towards the total cost of the project. This matter would be addressed at the main meeting on 14th September 2015.

5. Budget 2016-17: an introduction to the process

The Clerk provided an explanation of the Budget process for 2016-17 which would involve examining the previous year's budget, assessing the needs of projects, likely expenditure in all categories and possible decreases or completion of existing projects and then consulting with the Finance Committee over the coming months until a proposed precept and budget was presented to the Parish Council for approval in December 2015.

6. Discussion re reserves for future projects:

· Windows for Village Hall

029F/2015 It was agreed that a reserve of at around £10,000 should be set up in the coming budget for this project, in the event that grants were not possible and to cover unforeseen costs. This would be incorporated into the 2016-17 budget process.

· Aileen McHugo Building

030F/2015 There was an amount set aside in the Capital Expenditure budget which was enough to cover a boiler replacement however the Clerk noted that this should really be set up as a reserve if there were no plans to replace the boiler in the next financial year. This was agreed and should be included in the new budget.

031F/2015 It was felt generally that there was no need to expand or consider expansion of the Aileen McHugo Building as the Parish Council was not a landlord and therefore other options for storage should be considered.

· Village Pathway project: up to £7,000

032F/2015 The Clerk explained this project could be funded by the existing budget as long as virements were approved by the committee for the next meeting and should the project be agreed as viable by the Parish Council. This was noted and accepted by members.

033F/2015 it was generally agreed that consideration to other potential projects be given and proposals be sent to the Clerk over the coming months.

034F/2015 The Clerk suggested moving monies relating to the Car Park maintenance project into a separate reserve fund and this was agreed.

7. Items for Discussion or Referral to Future Agendas.

None

The Meeting closed at 9.25 p.m.

Item & page (27 April 2015)	Action	Who	Date by	Result

025F/2015, 1	Inform tenants of rent review as their contracts come up for renewal	06/05/2015 - 01/09/2015	Clerk	In progress
Item & page (10 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
027F/2015 3	Request additional information re costs for Christmas Carol event	Clerk	14/9/2015	COMPLETE
029F/2015 3	Set up a reserve project for the windows replacement in the Village Hall	Clerk	30/9/2015	
030F/2015	Set up a reserve fund for potential emergencies such as boiler replacement for the AMB	Clerk	30/9/2015	
033F/2015	Feedback and identify potential projects needing reserve funds to Clerk over the coming months	All	12/9/2015	
034F/2015	Set up a reserve fund for the Car park maintenance monies	Clerk	14/9/2015	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 28th September 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)
Mrs Helena Garcia-McLeod, Mr Mike Sarll, Mrs Pat Coombe Mr Niall Kells Mrs Althea Davis

In Attendance: Ana Hughes (Clerk)

And 0 parishioners.

1. APOLOGIES

484/0915 Mr Ian Mitchell's apologies 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 meeting held on 14th September 2015

485/0915 The minutes of the meeting held on 14th September 2015 were adopted and agreed as a correct record and signed by the Chair together with all appropriate appendices.

4. Parish Land:

(a) Village Hall:

- discuss and review updated quotes for windows

Three suppliers had provided quotes to replace the windows in the Village Hall – all included quotes for full replacement with all casement windows and these quotes ranged from £6,450 to £8,500. Additionally one of the quotes offered sash windows and casement windows (as they are currently) and this amounted to £9,440.
486/0915 it was resolved to select Albion Windows & Conservatories Ltd as the preferred supplier for this project and to recommend their quote for a mix of sash and casement windows at £9,440 to the Village Hall Management Committee. The Clerk was asked to contact the supplier and inform him of this fact.
487/0915 It was resolved Niall Kells and Helena Garcia-McLeod would join Roger Sawyers and Peter Maynard from the Village Hall Management Committee (VHMC) to form a sub-committee to examine grant options and external funding sources. The Clerk to inform the VHMC Secretary.

- discuss and approve specification for new door.

The Chair noted that one of the builders had withdrawn their quote and the Parish Council was now left with 2 quotes, both with differences and prices ranging from £2940 - £5060.
488/0915 It was resolved the Clerk should investigate further what Building Regulations required for an external door to be compliant on a community building with regards to access to and from the building, clarifying queries relating to handrails on ramps, steps and others. The Parish Council could revisit this matter once this information was available. It was further noted that Little Acorns Pre School had not yet confirmed they would accept the requirement of a non-refundable contribution to this project of at least £1200 as determined by the Finance Committee (resolution 028F/2015). It would be wise to wait until the Clerk had received a response from Little Acorns on this matter.

(b) Parish Land Committee:

- Discuss quotes for path and choose path option for island in the Village Centre (Westmore Green).

489/0915 It was resolved to accept the quote from M&S Paving Ltd for £6,320 from the 3 quotes supplied to the Clerk for replacement and improvement of the path on the island at the Village Centre.
The Clerk was instructed to clarify that the quote provided by the preferred supplier included dropped kerbs and paving the area around the horse trough in the middle of the island. Subject to these items being included this supplier should be asked when he could start the work and M&S Paving would be awarded the contract.

Mike Sarll noted that the quote could reduce in price depending on what type of stone was selected for the new pathways – the quote was based on a £25 per square metre price for stone, but should a cheaper stone be selected the price would be less than that quoted.

(c) Tatsfield Green: Bus stop waiting area proposal - discuss Parish Council response to proposal from Transport for London on building a bus stop on Tatsfield Green

490/0915 It was resolved that a final decision on this matter would be deferred to the supplementary meeting on 26th October 2015 when more information would be available from Transport for London (TfL). The Clerk was instructed to obtain a copy of the policy by TfL on ending their Hail and Ride service for Tatsfield. She was further asked to arrange a meeting with the representative of TfL and members to discuss options and plans.
491/0915 It was determined that resident opinions would be asked on this matter through the website and facebook options as it would be too late for the Parish Magazine. The Clerk to liaise with members to arrange this.

(d) Tatsfield Community Games Area: update on meeting with caretaker at Tatsfield Primary school and decision on next steps.

Althea Davies and Pat Coombe updated members on their meeting with Jill Hancock and Derek Rose. In principle Mr Rose would perform all the duties listed in the letter sent by the Clerk in June 2015 excluding raising and lowering car park bollards. Additional duties were discussed including locking up the Community Games Area at dusk / nightfall and possible clearing of pathways and access to the school and Village Hall at times of inclement weather (snow / ice). Mr Rose had proposed 15 hours a month for the duties requested by the Parish Council.
The Clerk confirmed she had been informed of Mr Rose's hourly rate.
492/0915 It was resolved to accept Mr Rose's proposed hours to perform the duties listed in the letter from the Clerk in June 2015. It was further resolved that these should be reviewed after 6 months. A time sheet would be required for submission each month together with an invoice before payment could be authorised. These should be submitted to the Clerk.
493/0915 It was further resolved that Mr Derek Rose should be provided with a new letter drafted by the Clerk in which all the proposed terms and conditions be included, together with his proposed pay rate, which would be the same as his current rate from Surrey County Council.
494/0915 Members resolved the Clerk should request a further meeting with Mr Rose through Jill Hancock to discuss the proposal from the Parish Council and also to request clarification on a number of items:

- Review of hours following 6 months
- Notice period
- Requiring 2-3 weeks of notice for holidays
- No pay for holidays
- How would his duties be covered should he not be able to be present due to illness / other commitments? A particular concern was noted with regard to the clearing of snow / gritting paths to keep them safe for access to the school and the Village Hall. The car park should be excluded
    - Training: new councillor courses x 5 - £250

5. Finance

a) Approval for expenditure

495/0915 This was a ratification of the decision taken at the main meeting under Item 13 – all training requests were approved with Helena Garcia-McLeod needing to confirm whether she would be able to attend before the Clerk booked her place.

- Planning event attendance (Dorking) for Althea Davies / Nichola Stokoe - £25 x 2

496/0915 The place for Althea Davies was approved but Nichola Stokoe could not attend and therefore her place would be taken by Ian Mitchell. This was also approved.

- SSALC AGM attendance: Ian Mitchell + 1 other - £20 per member.

497/0915 Ian Mitchell's attendance at this meeting was approved. No members could join him therefore costs would remain at £20.

- D Mitchell : inspection work for bollards assessment - £60

498/0915 This was additional to the actual work approved under resolution 464/0915 and involved inspection work carried out before a quote could be issued. This item was approved.

b) Addition to Appendix B from main meeting:

- Revised insurance quote : £3360.46

499/0915 The revised quote was approved, the cheque was signed and the item added to Appendix B for September 2015.

6. Open Bookcase proposal: Discuss and agree Parish Council response

Members agreed that in principle the Parish Council supported this idea of an Open Bookcase in Tatsfield Village, but many questions were outstanding/
500/0915 The Clerk was instructed to ask David Hodge for guidance on possible locations, how to waterproof the structure, how to protect against vandalism and theft..

7. Grant Award policy: discuss and adopt

501/0915 The Grant award policy (appendix A to these minutes) was formally adopted and the Clerk was instructed to place it on the website and make all village Organisations aware of the new policy.

8. Open Spaces Consultation: response required by PSE Research on behalf of Tandridge District Council

502/0915 The questions and answers for the Open Spaces Consultation were adopted as follows:
1- Do you feel that the range of open spaces and outdoor recreation provision currently available in your Parish is consistent with the needs of the local population? **Yes.**
2- Are there any outdoor recreational facilities that you feel would be beneficial to the community that aren't currently in place? **No.**
3- Are there any comments you would like to make about the quantity and quality of open spaces/outdoor recreation provision in your Parish and across the District? **Not at this stage.**

The Clerk was instructed to submit the Parish Council's responses as adopted in this resolution.

9. Agree list for Mr David Hodge for delivery of planings from Approach Road repairs.

503/0915 It was resolved the Clerk should inform Mr Hodge that all planings would be happily received by the village and responses from interested parties were still being collated with 2 confirmed so far (Johns Road, Grove Road) . The Clerk would update Mr Hodge once a complete list was available.

10. Appraisal Follow up: recommendations from working group.

The working group noted that all the items assigned to the Parish Council and within their sphere of responsibility and power appeared to have been addressed or in the process of being actioned and that in their opinion there was no further action unless specific items needed further investigation.

504/0915 The Parish Council resolved to note and accept their recommendations.

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

The Chair noted that the parish Council had received an offer from volunteers to clean and perform maintenance work on the village pond and that this be accepted and thanks proffered to the co-ordinators. This would be addressed by the Parish Land Committee meeting on 30th September 2015.

505/0915 It was resolved that the offer from Volunteers to clean up the pond be received and gratefully accepted. The Clerk was asked to issue thanks to the residents offering to co-ordinate the work.

12. Matters for Reporting or Inclusion in a Future Agenda

- CCTV update – should be delayed until the Supplementary meeting in October 2015

The meeting was concluded at 9.40pm

Item & page (23 Feb 2015)	Action	Who	Date by	Result
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	COMPLETE
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (27 July 2015)	**Action**	**Who**	**Date by**	**Result**
441/0715, 70	Investigate options for hedge at boundary with Old Police House as well as clarify ownership.	Clerk/ N Stokoe	01/09/2015	In progress
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
461-467/0915 72 – 73	Inform contractors and proceed with orders / bookings where instructed	Clerk	25/9/2015	COMPLETE
475/0915	Proceed with arrangements for Christmas Carol service	Clerk	30/9/2015	COMPLETE
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
481/0915	Specification for door project	Niall Kells / Mike Sarll	28/9/2015	COMPLETE
482/0915	Contact village organisations and information poster ref A5 size on noticeboards	Clerk	28/9/2015	COMPLETE
Item & page (28 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
486/0915	Inform preferred supplier of award from Parish Council	Clerk	6/10/2015	COMPLETE
487/0915	Inform VHMC of subcommittee approval and preferred supplier	Clerk	6/10/2015	COMPLETE
488/0915	Investigate building regulation requirements for external doors on a community building	Clerk	12/10/2015	COMPLETE
489/0915	Clarify quote with M&S Paving and then inform him of preferred supplier status award for work on pathway replacement on island in Village Centre	Clerk	6/10/2015	COMPLETE
490/0915	Clarify matters on Hail and Ride decision by TfL and arrange meeting with members	Clerk	26/10/2015	In progress
491/0915	Arrange feedback from residents on TfL plans and bus stops	Clerk / members	26/10/.2015	COMPLETE
493/0915	Draft new letter with full proposals for Caretaker	Clerk	9/10/2015	In progress
494/0915	Arrange meeting with D Rose and members to discuss Parish Council proposal	Clerk	9/10/2015	COMPLETE
500/0915	Ask David Hodge for guidance on possible locations, how to waterproof the structure, how to protect against vandalism and thievery re Open Bookcase proposal	Clerk	12/6/2015	COMPLETE
502/0915	Submit Parish Council responses to Open Spaces Consultation	Clerk	2/10/2015	COMPLETE
503/0915	Contact David Hodge re planings and update when all confirmed groups have been received	Clerk	12/10/2015	In progress
505/0915	Thanks to volunteers re work on pond	Clerk	9/10/2015	COMPLETE

DRAFT MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 30th September 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.00 a.m.

Present: Mr Mike Sarll (in the chair)
Mrs Althea Davies Mr Niall Kells

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 PREVIOUS MEETING held on 10th September 2015
20/PL 0915 It was resolved the minutes reflected a true and accurate recording of the meeting held on 10th September 2015 and they were duly signed by the chairman.

4. Parish Land maintenance

· Tatsfield Green: agree cutting schedule

Further to the previous meeting it was noted that Westmore Green and the lower part of Tatsfield Green were cut by Quadrant every 2 weeks in the Summer months and that Tatsfield Green was cut by Nick Dance once a year at the end of the Summer at previous Parish Council's requests for it to be left as a Meadow.
David Hodge had clarified that Surrey County Council had no responsibility for sight line cuts on land it did not own, therefore responsibility would lie with the Parish Council should it require more cuts to Tatsfield Green (top end near Rag Hill Road / Old Lane) than were currently performed.
The Chair noted a quote had been sent to the Clerk for £280 per cut to all sightlines around the meadow end of Tatsfield Green with a recommendation of 5 cuts per year. This would also include the small triangle and lines of desire (pathway across Tatsfield Green and around benches).

20/PL0915 It was resolved that the Clerk should propose 3 cuts per year to Steve Hyder and subject to his and Nick Dance's approval that this should be implemented from 2016 for Tatsfield Green (top end). This would involve a total budget of £840.

· Risk assessment progress

Althea Davies had circulated a draft risk assessment document which was well received and supported.
21/PL0915 The Clerk was instructed to add the additional comments received to the draft document as well as gritting pathway down the side of the Village Hall / Aileen McHugo Building. The new document would then be recirculated by Althea Davies and be adopted at the next meeting.

22/PL0915 It was resolved that the risk assessment would formally take place twice a year in the first week of November and first week of April and the document would be updated for each member's area of responsibility as per the schedule agreed at the previous meeting as per resolution 09/PL0915. It was thought likely that members would visit their areas more frequently and that this would therefore result in more frequent updates but that at least 2 annual visits would be required.

It was noted by members that formal responsibility for the Westmore Green play area, Westmore Green and Tatsfield Green lay with Tandridge District Council who inspected them together with Tatsfield Community Games Area. However it was also understood that the Parish Council and residents be encouraged to highlight potential dangers on a day to day basis.

· Diseased lime tree: update

The Clerk noted that residents had been warned about the need to remove the diseased lime tree on Westmore Green following confirmation from Steve Hearn at Tandridge District Council. This had also been placed on Facebook. Mr Allbutt had been asked for input relating to a possible replacement and had suggested either oak or beech or even another lime – Tandridge should be consulted with regards to this last option as it could be dangerous should the disease be present in the other limes. The Clerk noted she was still waiting for an update from Steve Hearn regarding the 2nd lime tree identified by Jon Allbutt in that row.

5. Parish Land: financial items

- New dog waste bins: - pricing around £125 + installation

23/PL0915 It was resolved that 2 new waste bins be ordered by the Clerk from Scott Coughlan in Tandridge who would advise of installation costs, timings and arrange collection. It was resolved that in the absence of installation costs and to expedite action on this item that an amount up to £80 per bin be agreed for these costs (total of £205 +VAT per bin total).
The Clerk to proceed with the order and that the bins should be placed on at the southern end of Westmore Green roadside of Approach Rd, at an equal distance between the Telegraph pole and the tree. The bin on Northern end of Goatsfield Rd is to be located on left hand side 20m before junction with Shaw Rd.

- New litter bins: for car park - £250.80 + VAT

24/PL0915 following a recommendation from Niall Kells, it was resolved that a single bin be ordered for installation in the car park on the corner of the Aileen McHugo Building in between both entrances, close to the bollard. The Clerk to proceed with the order and confirm the price with Scott Coughlan for installation.

- New rubbish bin for Paynesfield Road by new bench: £496 + VAT

25/PL0915 It was resolved to purchase a new rubbish bin to match the style of the others in the Village to be placed next to the new bench on the Square off Paynesfield Road. This would be purchased at the price of £496 +VAT but to be confirmed by the Clerk together with any installation charge.

- Proposal for increased cuts on Tatsfield Green: £780 +VAT

The Chair noted that the actual price for the sightline cuts proposed was £280 + VAT for each cut (as discussed in item 4) and the £780 referred to a quote to ‘ raise canopies and remove epicormic growth from all trees running alongside of highways’ for Tatsfield Green.
26/PL0915 It was resolved the Clerk should seek an additional quote for the tree work quoted, from Acacia Tree Surgeons.
This would then be compared to the quote provided and revisited at the next meeting.

- Proposal from L Gulley ref additional hedge cuts:

The Chair noted that Lloyd Gulley had provided quotes for additional cuts for this year of £80 for Ship Hill / Maesmaur Corner and £150 for an additional cut to the hedge bordering the Village Hall and Old Police House, to take place in November 2015.
He had also provided quotes for perform these cuts twice the following year at a cost of £278 (Maesmaur Corner) and £430 (Village Hall).
27/PL0915 it was resolved to approve the additional cuts for 2015 at a cost of £230 total and to consider the quotes for 2016 at the next meeting. The Clerk was instructed to inform Mr. Gulley to proceed as proposed in his quote.

6. Land behind School: clarification on status (is it Public Open Land)

The Clerk informed members that David Hodge had clarified this matter stating the land was Surrey County Council vacant land which was left over from the school development. There is a Right of Way over part of the site which was a footpath. It was therefore not Public Open Land and there was no right for members of the public to let dogs off the lead.
28/PL0915 The Clerk was instructed to ask Ian Mitchell to include this clarification in his Village magazine article for November 2015.

7. Items for Discussion or Referral to Future Agendas

- Pond: it was noted that 2 residents had volunteered to co-ordinate and clear excessive weed growth in the pond. This was welcomed by the Committee and the pond would require consideration at the next meeting
- Replacement Lime tree: discuss options
- Community Games Area: opening hours

The Meeting closed at 11.45 a.m.

Item & page (16 July 2015)	Action	Who	Date by	Result
03/PL 0715	Send letter if hedges are overgrown	Clerk	TBD	
Item & page (10 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
06/PL 0915	Agree Tatsfield Green cutting schedule	All Committee	30/9/15	COMPLETE
11/PL 0915	Information on website / social media inviting assistance from residents in reporting potential dangers in Parish Land	Clerk	30/9/2015	In progress
12/PL 0915	Order 2 new dog waste bins	Clerk	30/9/2015	COMPLETE
15/PL 0915	Clarify what is happening re 2nd lime tree	N Kells	18/9/2015	COMPLETE
16/PL 0915	Request advice for replacing tree from Jon Allbutt	Clerk	30/9/2015	COMPLETE
Item & page (30 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
20/PL0915	Agree new sightline cutting schedule for 2016 with Steve Hyder	Clerk	12/10/2015	COMPLETE
21/PL0915	Recirculate updated draft risk assessment document	Althea Davies	31/10/2015	
23/PL0915	Order dog waste bins and clarify installation costs	Clerk	12/10/2015	COMPLETE
24/PL0915	Order waste bin for car park and clarify installation costs	Clerk	12/10/2015	in progress
25/PL0915	Order rustic bin and clarify installation costs	Clerk	12/10/2015	COMPLETE
26/PL0915	Additional quote for tree work	Clerk	31/10/2015	In progress
27/PL0915	Inform Lloyd Gulley to proceed with additional cut in Nov 2015	Clerk	5/10/2015	COMPLETE
28/PL0915	Request clarification be put in the Parish Magazine article for the Parish Council for Nov 2015	Clerk	12/10/ 2015	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th July 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)
Mr Niall Kells, Mrs Althea Davies, Mrs Helena Garcia-Macleod, Mrs Pat Coombe, Mr Mike Sarll
In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge District Councillor)
Mr David Hodge (Surrey County Councillor)

And 6 parishioners.

1 APOLOGIES
416/0715 Mr Ian Mitchell's apologies were received and accepted by members.

2 DECLARATIONS OF INTEREST (relating to items on the Agenda)
None

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 29th June 2015
417/0715 The minutes of the meeting held on the 29th June 2015 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

4 Officer's report on actions outstanding since the previous meeting
The Clerk noted that most outstanding actions were covered by existing agenda items.

5 PLANNING
(a) To determine the Parish Council's position on Appendix A:

- **TA/2015/1187 - Libra, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of two storey side extensions to north west and south east elevations and single storey extension to north east elevation in association with conversion of loft space to habitable accommodation.

418/0715 Objection on the basis that the proposed increases result in a disproportionate addition over and above the size of the original building which contravenes planning policy DP13.

- **TA/2015/1208 - Hillside, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of two storey side extension.

419/0715 No Comment

420/0715 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions

(b) Planning team for July: Althea and Helena
421/0715 It was resolved that Althea Davies and Helena Garcia-McLeod would assist in planning for July.

6 FINANCE
(a) Authorize payments (including presentation of cheques) detailed in Appendix B
422/0715 The payments on Appendix B were checked and approved. The Clerk noted that some of the cheques had been signed already given there were currently only 2 signatories active on the Parish Council bank account owing to complications with verification by HSBC meant a delay in implementing the new mandate. No objections to the payments were raised. There were a few cheques that could not be signed as they had been presented for payment when Ian Mitchell had already left and therefore could not be signed until he returned or the new mandate was implemented.
The Clerk noted this was hopefully going to take place by week commencing 20th July 2015.

(b) Discuss and agree items requiring expenditure:

- Discuss Blachere Quotation for Christmas Lights: £266.50 plus VAT

Niall Kells noted that all the avenues he had approached re obtaining power to the traffic island in the Village Centre had been frustrated. He would continue to assess options.
423/0715 It was resolved to revisit this item at the September main meeting to enable further exploration of options for power to the traffic island.

- Professional Fees incurred re Allotments Agreement changes: £368 + VAT

424/0715 The Clerk noted this item had been incurred following a change to the legal advice framework with SSALC. The expense was noted and approved.

(c) Annual Accounts: notification of alteration to Annual Report figure Box 6 and 7
425/0715 The Clerk explained that boxes 6 and 7 on the annual return had needed changing from (Box 6) £36,436 to £35,936 as she had found that £500 of discount for the benches had been applied incorrectly as an expense and needed to be journalled into the correct account. Box 7 had been changed to £95,910 to reflect the reduction in expenditure. Both boxes had needed initialling by the Clerk and Chairman and she was presented this to members for their information. The annual return had been sent as required to the external auditor.
The matter was noted and approved.

7 HIGHWAYS & RIGHTS OF WAY
(a) Highways:
Niall Kells informed members that the hole in Paynesfield Road he had reported at the previous meeting had been repaired. He was awaiting action by Surrey Highways on 2 further items: fly tipping in Rag Hill Road and a sign knocked down on the corner of Rag Hill Road and Old Lane.

(a) Rights of Way:
- Church Lane footpath – update

The Chair noted the letters to land owners were in progress and she hoped to complete them with the Clerk by August.

8 NOTIFIED ITEMS
(a) Housing
Helena Garcia-McLeod noted she was in the process of making contact with the new English Rural representative. She drew attention to the new housing requirements consultation from Tandridge District Council which would need addressing by residents.
(b) World War 1 100th Anniversary: Benches update
The Chair noted that Steve Hyder had authorised the new bench as agreed at the last meeting and it would be installed shortly by the Parish Council's contractor – Woodstone Landscaping. The plaque had been placed on the bench outside the Club by the pond. It was suggested this should be reported in the next Parish Council report in the Village magazine.
(c) Defibrillators – update
The Clerk noted Martin Bullock had agreed to complete the training.
426/0715 it was resolved training dates should be in September – one evening and one weekend – to ensure publicity in the Parish Magazine. Dates to be agreed with the Village Hall Bookings Secretary and Martin Bullock via the Clerk.
(d) Community Buildings Survey
The Clerk hoped this would be completed and handed in by the end of July for the Aileen McHugo Building.

(e) Volunteers: assign responsible member and update on progress
The Clerk noted she is awaiting confirmation from the Volunteer groups regarding paperwork and process before the insurance company can be notified.

(f) Lay-by parking – Approach Road
The Clerk noted advice from SSALC had suggested requesting high level opinions from Wellers Hedley's as Anne Bott could not offer any solution at first glance. The Clerk had not found any obvious power for the Parish Council to act as suggested by Anne Bott from SSALC.
427/0715 It was resolved the Clerk should request free advice from Wellers Hedley's as suggested by Anne Botts' response to the Clerk dated 6 July 2015.

9 REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS
a) County Councillor
Mr David Hodge reported on the following matters:
1- The Approach Road repairs would be undertaken on 27th November 2015 over 5 days.
2- He asked whether Maddisons in the village had been an active butcher's business. It was confirmed this was not the case and that it was unlikely the village could support a butcher. Mr Hodge would be writing to Tandridge District Council to confirm this.
3- Mr Hodge had no knowledge of having commissioned the footpath barrier repair at the northern end of Westmore Green. However the Parish Council was very grateful to the Rights of Way group in Surrey.
428/0715 It was resolved the Clerk should write to the Surrey Rights of Way officer and thank them for the replacement of the barrier in Westmore Green.
b) District Councillor

Mr Martin Allen reported on the following matters:
1- Attended a planning meeting.
2- He has the first full Council meeting on 16/7/15
3- Mr Allen attended the Titsey Annual Parish meeting.
4- A parking issue on Westmore Road had been addressed and was ongoing.
5- He was getting to grips with the Surrey County Council's school transport policy which would affect Tatsfield parents in the new school year.

c) Village Hall Management Committee:

- Update on storage and upstairs room for History Project
- Update on Little Acorns request for extra external door
- Windows update

Helena Garcia-McLeod noted a meeting between the Parish Council, Village Hall Management committee and Little Acorns had been arranged for 21st July 2015 and that these matters would be addressed at that time in great detail.

d) Tatsfield in Bloom: update

Jon Allbutt noted the judging day had gone well, the volunteers had done an amazing job at tidying up the village and many thanks to Tandridge District Council for assisting in the whole effort. The judges had appeared to be very impressed.

e) Biggin Hill Airport: update

The Chairman noted the next meeting would be attended by Niall Kells in Ian Mitchell's place on 16th July 2015.

f) Speedwatch

The Chairman noted Ian Mitchell had sent a report detailing success on Ricketts Hill Road but speeding issues remained in the school 20 MPH zone. A letter had been sent to the school requesting information be given to parents on the serious nature of this matter.

8.57pm – meeting suspended for public participation
9.16 – meeting reinstated.

g) Tatsfield Fairtrade Steering Group: update

It was noted that members had attended a conference in Bristol providing lots of ideas and inspiration. The next event was to be held on the Green outside Linda's in September and the group was planning on involving Tatsfield Primary school.

h) Tatsfield Vern d'Anjou Association

Althea Davies reported that this was a quiet period with preparation taking place for the visit to Vern in 2015. A quiz night was being prepared for the end of this year.

i) Oxted Citizens Advice Bureau

Althea Davies noted she had not been contacted by the Citizens Advice Bureau or given information on the next meeting. The Clerk would follow up.

j) Tatsfield Horticultural Society

Martin Allen reported on the following matters:

- Currently experiencing problems with the new shredder barely out of warranty and in protracted negotiations with the supplier for them to pay for repairs.
- Tatsfield Open Gardens was successful and interesting
- Evening Garden walk being organised.
- Recent appearances at the Scout and School fairs were great with lots of children growing their own beans

10 PARISH COUNCIL PROPERTY AND LAND

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

(a) Parish Land Committee: update

429/0715 It was resolved this should be deferred until the next main meeting as the Parish Land committee was meeting for the first time on 16th July 2015. A short update could be available at the supplementary meeting.

(b) Westmore Green:

- Traffic island in Village Centre – update

430/0715 it was resolved that this would be transferred to the Parish Land committee for their consideration.

- Barrier and path repairs – update

This was covered under item 9a.

(c) Maesmaur Corner: update

The Chairman noted the letter to residents at Vale House had been sent and the Clerk awaited their reply.

(d) Tatsfield Green:

- Old Lane ditch

431/0715 It was resolved this should be taken over by the Parish Land committee.

(e) Parish Council Car Park and retained facilities

Althea Davies asked whether the Parish Council needed to place signs warning of CCTV cameras present.
432/0715 The Clerk was instructed to investigate the requirements for CCTV systems for Parish Councils and provide her with recommendations.
Niall Kells noted that one of the bollards in the car park was loose and he was going to obtain a quote for repair.
The Clerk noted that ADT would be collecting the signed contract for processing on 14th July 2015 together with the cheque. She alerted the meeting to the possibility that the Direct Debit form needed 2 signatures and this may cause problems if ADT tried to lodge it before the mandate was complete.
This was noted.

(f) Tatsfield Community Games Area

- Update on progress for new caretaker

The Clerk informed members she was still awaiting a response from the caretaker and would chase him.

(g) Aileen McHugo Building

- Renewal of Room 3

The Clerk informed the meeting that Room 3 tenant had renewed his contract for another year and that the Parish Council needed to sign his copy so she could get it to him.

(h) Village Hall

This item was covered under item 9c.

(i) Hayes Pasture: barrier repairs

Mike Sarll noted he had met with the contractor to discuss the additional requirements. The Clerk had received a revised quote which in total came to £432 + VAT which was well within the limit of delegated power given to her as per resolution 318/0415. The Clerk would be informing the contractor he could proceed.

11 MEETINGS TO ATTEND / CORRESPONDENCE:

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

None at this time.

(b) to discuss Correspondence received by the Clerk

All correspondence had been covered under other agenda items.

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

None.

13 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Feedback following the Village Hall meeting on 21/7/15
- Feedback from the Parish Land committee on 16/7/15
- Traffic issues raised

The Meeting closed at 9.35 p.m.

Subjects raised in Public Adjournments
1- Would it be possible to place Keep left signs in Ship Hill, Old Lane and Approach Road as currently vehicles are being driven dangerously when they turn into these roads? 2- David Hodge noted he was now one of the 4 Vice Chairmen of the Local Government Association and therefore may have a challenge attending all meetings in the coming months on time. 3- Serious concern about the Lusted Hall Lane / Approach Road junction with many drivers not bothering to look before moving straight out onto the Approach Road. 4- What are the maintenance plans for the pond? 5- There is a hole in the pavement in the pavement near the Bakery wall near the new water meter.

6-	New benches in Tatsfield Green being overgrown – could the grass around them be cut please.
7-	What is happening with the path across Tatsfield Green?

Item & page (23 Feb 2015)	**Action**	**Who**	**Date by**	**Result**
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
322/0415	Thank TCAG for their work and invite updates on progress / work as an external organization.	Clerk	07/5/2015	In progress
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfillment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (29 June 2015)	**Action**	**Who**	**Date by**	**Result**
408/0615	Inform Little Acorns of Parish Council decisions and request further information	Helena Garcia-McLeod / Clerk	13/7/2015	COMPLETE
409/0615	Obtain a further quote for painting for Village Hall	Helena Garcia-McLeod / Clerk	7/7/2015	In progress
410/0615	Arrange meeting with VHMC and PC	Clerk	13/7/2015	COMPLETE
412/0615	Draft letter offering licence to Vale House	Nichola Stokoe / Clerk	13/7/2015	COMPLETE
414/0615	Draft letter re footpath	Clerk / Nichola Stokoe	13/7/2015	In progress
Item & page (13 July 2015)	**Action**	**Who**	**Date by**	**Result**
418-420/0715 62	Inform Tandridge planning of Parish Council decisions on planning applications	Clerk	20/7/2015	COMPLETE
426/0715	Arrange new training dates	Clerk	31/7/2015	Complete
427/0715	Request high level free advice from Wellers Hedley's	Clerk	31/7/2015	In progress
428/0715	Write to Rights of Way officer with thanks for Westmore Green barrier repair work	Clerk	31/7/2015	Complete
432/0715	Investigate requirements for CCTV installation	Clerk	21/7/2015	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th September 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)
Mr Niall Kells, Mrs Helena Garcia-Macleod, Mr Mike Sarll

In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge District Councillor)
Mr David Hodge (Surrey County Councillor)

And 4 parishioners.

1 APOLOGIES
454/0915 Mr Ian Mitchell, Mrs Althea Davies and Mrs Pat Coombe's apologies were received and accepted by members.

2 DECLARATIONS OF INTEREST (relating to items on the Agenda)
Mike Sarll declared an interest at the time of discussion of item 11j given his position as Chairman of the Tatsfield Allotments and Community Gardens Group. He left the room at the time of discussion of this item and did not return until discussion and voting on the item had been completed.

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 27th July 2015
455/0915 The minutes of the previous meeting held on 27th July 2015 were agreed as a true record of the supplementary meeting held on that date and signed by the Chair.

8.05pm Meeting suspended for public participation
8.24pm Meeting reinstated.

4 Officer's report on actions outstanding since the previous meeting
The Clerk noted that outstanding actions were covered by existing agenda items.

5 Receive and accept the Minutes of the Parish Land Committee Meeting held on 10th September 2015
456/0915 The minutes from the Parish Land Committee Meeting held on 10th September 2015 were received and accepted after individual proposals and recommendations were addressed in the agenda (notably items 9f and 11a) and subject to review of all quotations relating to 11a at the Supplementary meeting on 28th September 2015.

6 PLANNING
(a) To determine the Parish Council's position on Appendix A:

- **TA/2015/1460: Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA**
  Erection of two storey extension to west elevation. Erection of detached double garage to north elevation. (Certificate of Lawfulness for a Proposed Use or Development)

457/0915 No comment.

- **TA/2015/1461: Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA**
  Erection of single storey extension to west elevation. (Certificate of Lawfulness for a Proposed Use or Development)

458/0915 No comment.

- **TA/2015/1562: Rylands, Ship Hill, Tatsfield TN16 2JY**
  Demolition of existing conservatory. Erection of single storey side extension

459/0915 No objection.

460/0915 The Clerk was instructed to inform Tandridge Planning of the Parish Council's resolutions

(b) Planning team for September: Niall Kells
461/0915 It was resolved that Niall Kells would assist in planning for September.

7 FINANCE
(a) Authorize payments (including presentation of cheques) detailed in Appendix B
462/0915 All cheques were presented and duly authorised and signed. All other expenditure presented in Appendix B were approved.

(b) Discuss and agree items requiring expenditure:

- Electrical inspection to Aileen McHugo Building: £300 total.

463/0915 This item was approved and the Clerk instructed to inform the contractor and agree a date for the inspection.

- Bollards work in car park: £475 – Parish Council to determine whether this should come from the main budget or from the Car Park maintenance.

464/0915 It was resolved to approve this item and to allocate it to the Car Park Maintenance budget heading – the Clerk was instructed to inform the contractor to proceed.

- Village Hall car park signs : quote / artwork approval £104.88 including VAT

465/0915 The quote and artwork were approved. The Clerk was instructed to place the order subject to receiving approval from the Village Hall Management Committee.

- HR Event training – Althea Davies £75

466/0915 This item was approved and the Clerk instructed to book the training.

- New water butt (replaces damaged one): £150 supply and fit.

467/0915 This item was approved and the Clerk instructed to notify the contractor, subject to confirmation that the new water butt would include a tap that can be used to drain the water for use.

(c) Review Insurance requirements and approve current insurance cover

468/0915 The current insurance cover and renewal details were reviewed. It was resolved the current insurance requirements should be increased with the Parish Council accepting to assume responsibility for replacement or repairs to the fence surrounding the allotments. The increase to the renewal premium would be £45.58. The Clerk was instructed to obtain an updated quote and the payment would be made at the Supplementary meeting as it was due on 1 October 2015. The likely premium would be £3360.46.

(d) External audit: report from Clerk on qualification implications.

The Clerk noted that she had been in communication with BDO LLP regarding the absence of proof of a formal risk assessment for 2014-15 financial year and this was likely to result in a qualification. The impact of this on the Parish Council was likely to be minimal unless the Council wanted to obtain Quality status or apply for a Public Works loan in the near future. Her report was noted.

8 HIGHWAYS & RIGHTS OF WAY

(a) Highways:

- Tarmac in Rag Hill Road: update

Niall Kells noted that the tarmac left by the road surfacing contractors from the Ricketts Hill Road work last year was still there and had been reported to Surrey County Council. A further update was made by David Hodge in item 10a.

(a) Rights of Way:

- FP21 kissing gate to replace style – update

The new Surrey Footpaths and Rights of Way officer had now started work in her new role. The Clerk would be contacting her shortly.

- Church Lane footpath – update

The Chair noted that letters had been sent to landowners as agreed at the supplementary meeting in June (resolution 414/0615).

9 NOTIFIED ITEMS

a) Defibrillators – update

Helena Garcia-McLeod confirmed that 2 bookings for new training sessions had been agree with Martin Bullock and the Clerk had filled in the booking forms for the Village Hall – dates were Sunday 20th September – 10.00 – 12.00 and Thursday 24th September – 17.30 – 19.00. Posters had been placed in noticeboards, there was an advert in the Parish Magazine and on Facebook and the website.

b) Volunteers: update

The Clerk noted she had not received any update from Jon Allbutt on this matter.

469/0915 It was resolved the Clerk should remind Jon Allbutt about the lack of progress on this item.

c) Lay-by parking

470/0915 It was resolved that no further action be taken on this matter as there did not appear to be much that could be done without a large amount of public money spent and this was not deemed appropriate at this stage.

d) Grant award policy: discuss and approve

471/0915 it was resolved that members would prefer this be discussed and approved when a full Parish Council was present and it was deferred to the Supplementary meeting on 28th September 2015.

e) CCTV policy: discuss and approve.

472/0915 It was resolved that the policy proposed by the Clerk with full appendices and proper forms tailored to Tatsfield Parish Council be approved and adopted as the Parish Council's CCTV policy. The Clerk was instructed to make this available on the website.

f) Bus stop waiting area proposal : discuss and agree next steps.

The matter was discussed at length following consultation with Alison Houghton from Surrey County Council. The following points were made clear:

- Hail and ride is being phased out by Transport for London (TfL).
- There will be fixed bus stops at determined point on Ricketts Hill Road, currently based on data collected by existing services picking up and dropping off users of the service.
- TfL would like to build a bus stop with hardstanding and a bus stop pole /flag on Parish Council land on both sides of Manor Road which will mean building on Tatsfield Green. They are willing to work with the Parish Council to make the stop as unobtrusive as possible.
- If the Parish Council refuse this then there will be no bus stop between Eagle Drive and Old Lane.
- Other options for bus stops were proposed by the County Councillor – to be discussed off site.

473/0915 It was resolved that this matter be deferred to the Supplementary meeting for further discussion and deliberation.

g) Community Recycling Centres: public consultation

474/0915 It was resolved that this consultation be responded by individual members and did not lend itself for an official Parish Council response and that information was already being given to residents to encourage them to respond.

h) Christmas Carol Service

475/0915 it was resolved that the Parish Council should award the requested grant of £350 to Dave Bishop for expenses arising out of the organisation of the Christmas Carol service to take place on Friday December 18th 2015 from 7pm.

The Clerk was instructed to inform Mr Bishop and proceed with steps to close the road, inform the police and the responders.

It was further noted that assistance with lighting and procurement of a Christmas tree were needed.

i) Advertising in the Village: update and next steps.

The Chair reported that a number of local businesses and organisations had removed banner advertising that they had put on display in recent weeks. This was in response to enforcement letters from Tandridge District Council following the Parish Council's inquiry about their legality. In one case an advert had been replaced by one which conformed to planning law. Beaver Water World had been given approval for many of their adverts when the site was part of London Borough of Bromley. Further information would be made available when received.

8.55pm: Meeting suspended for public participation

9.00pm: Meeting reinstated.

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

a) County Councillor

Mr David Hodge reported on the following items:

1- There is no requirement for Surrey Highways to cut sight lines – Tandridge should be cutting Tatsfield Green as it manages the greens on behalf of the Parish Council.

2- Approach Road works are scheduled to start on 21st October and it will be closed for 5 days with diversions. The Parish Council should inform residents.

3- Work to repair Lusted Hall Lane will take place at the same time as Approach Road.

4- Where does the Parish Council want the road planings left – please determine and inform Mr Hodge after Supplementary meeting on 28th September.

5- Winter Maintenance plans were in place with wet grit, farmers given salt supplies, grit bins refilled in October 2015 and new improved gritting schedules for Tandridge.

6- Tatsfield Primary School's results were very good this year and the County Councillor had written a letter to highlight this.

7- Six wet spots identified in Tatsfield, including Rag Hill Road, Lusted Hall Lane, Church Hill, Old Lane, Kemsley Road and Maesmaur Road as well as a spot in Clarks Lane.

8- Has the Parish Council discussed Mr Hodge's Open Bookcase idea ?

b) District Councillor

Mr Martin Allen reported on the following items:

1- Very little in August as the Council closed down

2- Community Services Meeting disclosed an increase in waste collection efficiency but recycling was status

3- Food Hygiene project is successful

4- Tandridge is building more houses in the borough.

c) Village Hall Management Committee:

- Update on storage and upstairs room for History Project
  Helena Garcia-McLeod reported that there was support in principle for this proposal but that the Village Hall Management Committee (VHMC) was still not ready to completely give up the room before the storage challenges were met.
- Windows project: request for Parish Council members to join a sub-committee to discuss funding options
  The VHMC would like to work with Niall Kells and Helena in a sub-committee for funding options re the windows replacement project and would like to consider replacing the doors as part of this project too.

9.37pm Nichola Stokoe had to leave the meeting for a short while – Mike Sarll was accepted as Chair until her return.

d) Tatsfield in Bloom: update

Bob David noted that Tatsfield had been awarded a Gold but Limpsfield had won the overall category (Tatsfield 2nd out of 5).

9.42pm Nichola Stokoe returned to the meeting and took up the Chair once more.

e) Biggin Hill Airport: update

Ian Mitchell had left a short report including noting his attendance at the Battle of Britain event on 18th August 2015.

f) Tatsfield Fairtrade Steering Group: update

Bob David noted the next event was a tasting and sale of Fair-trade goods outside the shops on 26th September 2015 to which all were invited.

g) Tatsfield Vern d'Anjou Association

None

h) Oxted Citizens Advice Bureau

None

i) Tatsfield Horticultural Society

Martin Allen reported the THS show had been very successful especially in the Arts and Crafts section
He noted the THS would be looking for assistance from the VHMC and Parish Council to install additional lighting for help in lighting THS shows but that would benefit all Village Hall users. Costs were expected to be around £450.

11 PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Land Committee: update

- Discuss proposal to adopt recommended pathway option for the Village Centre island: costs between £4,500 and £7,000: decision on agreement to use reserves to fund project.

476/0915 It was agreed in principle that the recommendation from the Parish Land committee would be accepted subject to full further discussion of quotes and prices at the supplementary meeting as no one had seen any quotes or specifications.

The Clerk noted that all quotes should be requested by her following delegation and instruction by either full Council or an approved Committee with delegated powers (i.e. Finance or Parish Land). Individual councillors could assist with specialised knowledge but quotes and instructions to proceed should only take place through the Clerk. This was noted and agreed by members.

b) Westmore Green: update on diseased tree and next steps

Mike Sarll reported the diseased tree brought to the attention of the Parish Council by Jon Allbutt would need to be removed according to Steve Hearn from Tandridge. The Clerk had contacted Mr Hearn regarding a further tree and was awaiting his response.

477/0915 The matter should be brought to the attention of residents through the Parish Magazine and social media before the removal of the tree, together with assurances of plans for replacing the tree(s).

c) Maesmaur Corner:

- Next steps following receipt of undertaking from solicitors

The Chair noted that the draft License had been sent to the solicitors acting for Vale House and the Clerk was awaiting their reply.

d) Tatsfield Green:

- Old Lane ditch : dumping update

Niall Kells reported that Tandridge would be clearing and digging out the ditch beside Old Lane in October.

e) Parish Council Car Park and retained facilities

None – covered under item 11f.

f) Tatsfield Community Games Area

- Update on progress for new caretaker: meeting with Tatsfield Primary School to agree way forward

The Clerk confirmed a meeting had been scheduled for 22nd September to be attended by the caretaker, Jill Hancock, Pat Coombe and Althea Davies. They would report back in time for the Supplementary meeting.

- Complaints from Bassets Residents re anti-social behaviour.

The Chair noted complaints had been received regarding anti-social behaviour in the car park and most notable the TCGA by Bassets' residents. A formal letter sent to Tatsfield Primary school had been sent on to the Parish Council. Residents had been strongly encouraged to monitor activity and to report all anti-social incidents to the police immediately – this would highlight the need for additional police presence on site.
478/0915 It was resolved a request be made for assistance in stopping this behaviour through the Parish Magazine, noting that the Parish Council might need to close the facility should it continue to be misused. It was additionally proposed that the cost of an additional camera be investigated and the whole situation should be monitored continuously. The Police Community Support Officer had been notified. The Clerk was asked to enquire about a sign informing TCGA users of the need to behave appropriately.

g) Aileen McHugo Building

- CCTV progress report: quality of picture not adequate – discuss options

Niall Kells noted a complaint regarding the quality of the CCTV footing picture had been sent to ADT and he was awaiting feedback.

h) Village Hall:

- Painting windows quotes / new windows quote: consider and next steps

479/0915 it was noted that in principle the Parish Council would support the option to replace rather than paint the windows on the Village Hall. It was further resolved the Clerk should be instructed to extend existing quotes to include soffits and fascia replacements. Further discussion would take place on this once the new quotes had been received and circulated.
480/0915 The Parish Council agreed with Niall Kells and Helena Garcia-McLeod joining a sub-committee to work with the Village Hall Management Committee to determine possible sources of funding.

- New door in Village Hall: consideration of new quotes (£1,290 - £4,000)

481/0915 The Finance Committee had resolved this should be a Parish Council project and it was further resolved that a clear specification be agreed taking into account possible building regulation requirements such as steps / ramps connecting the door to the outside space. This would then be discussed at the Supplementary meeting and the Clerk would then contact all suppliers with the uniform specification and request like for like quotations.

i) Parish Council notice boards: consider proposal to limit size of notices to A5.

482/0915 It was resolved that all notices on the free public notice boards in the Village Centre and elsewhere be limited to A5 only. The Clerk to organise communication to village organisations and a poster on the notice boards informing potential users that non-compliant notices would be removed.

j) Tatsfield Allotments and Community Gardens: update

483/0915 Once Mike Sarll had left the room it was resolved that the Parish Council should proceed with the steps agreed at resolution item 265/0215 (Supplementary meeting in February 2015) as the Clerk had received written confirmation that Tatsfield Horticultural Society was happy for TACG to take over management of the allotments. The Clerk would proceed with the next step which would be to obtain a copy of the TACG constitution and redraft the agreement. The Clerk was instructed to proceed.
Mr Sarll was asked to re-enter the room once the resolution had been adopted.

12 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- English Rural Housing event in Guildford on 22/9/2015 – Ian Mitchell attending

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

The Clerk confirmed all correspondence received had been discussed under relevant agenda items.

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

The Chair noted that a new training course for new councillors was available – a previous one in July at the same venue had been cancelled by SALCC and all new councillors could attend this one, potentially Helena too so she asked that the Clerk be given power to book this to ensure councillors could obtain a place as these were likely to be tight. This was approved to be ratified at the supplementary meeting on 28th September 2015.

14 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- New bench on square needs a litter bin
- Is the BT public telephone being used in the village centre ?

The Meeting closed at 10.35 p.m.

Subjects raised in Public Adjournments
1- Is the road surface replacement in Approach Road and Lusted Hall Lane to be horse-riding friendly ? 2- Concern about removal of Hail and ride and replacement with pre-determined bus stops will create more danger for vulnerable users and reduce use of service 3- Can planings be used for any road and can they be delivered anywhere in the village?

Item & page (23 Feb 2015)	Action	Who	Date by	Result
265/0215, 18	Start work on items listed for TACGG	Clerk / Chair / N Stokoe	09/3/2015	In progress
Item & page (9 Mar 2015)	**Action**	**Who**	**Date by**	**Result**
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (13 July 2015)	**Action**	**Who**	**Date by**	**Result**
427/0715	Request high level free advice from Wellers Hedley's	Clerk	31/7/2015	Cancelled
Item & page (27 July 2015)	**Action**	**Who**	**Date by**	**Result**
441/0715, 70	Investigate options for hedge at boundary with Old Police House as well as clarify ownership.	Clerk/ N Stokoe	01/09/2015	In progress
445/0715, 70	Organise new gazebo with accepted writing and return of old one.	Clerk	28/8/2015	COMPLETE
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
457-460/0915 73	Inform Tandridge of Parish Council resolutions	Clerk	15/9/2015	COMPLETE
461-467/0915 72 – 73	Inform contractors and proceed with orders / bookings where instructed	Clerk	25/9/2015	in progress
468/0915	Obtain an updated quote for insurance	Clerk	17/9/2015	COMPLETE
469/0915	Request update from Jon Allbutt on Volunteers progress	Clerk	20/9/2015	COMPLETE
472/0915	Make CCTV policy available on the website.	Clerk	25/9/2015	COMPLETE
475/0915	Proceed with arrangements for Christmas Carol service	Clerk	30/9/2015	In progress
477/0915	Inform residents about need to remove diseased lime tree on Westmore Green	N Stokoe / Clerk	30/9/2015	In progress
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
479/0915	Contact all suppliers requesting addition of soffits / fascia replacements to quotes.	Clerk	21/9/2015	COMPLETE
481/0915	Specification for door project	Niall Kells / Mike Sarll	28/9/2015	
482/0915	Contact village organisations and information poster ref A5 size on noticeboards	Clerk	28/9/2015	In progress

MINUTES of the Meeting of Tatsfield Parish Council held on the 26th October 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe Mr Mike Sarll, Mrs Pat Coombe Mr Niall Kells Mrs Althea Davis

In Attendance: None

And 0 parishioners.

1. APOLOGIES

525/1015 Mrs Helena Garcia-McLeod and Ana Hughes' apologies 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 meeting held on 12th October 2015

526/1015 The minutes of the meeting held on 12th October 2015 were adopted and agreed as a correct record and signed by the Chair.

4. Receive and accept the Minutes of the Parish Land Committee Meeting held on 30th September 2015

527/1015 It was resolved that the minutes of the Parish Land Committee Meeting held on 30th September 2015 were received and accepted.

It was noted that Tandridge had committed to clearing out the ditch in Old Lane in November. It was not clear how far down the ditch the clearing would go and Mike Sarll agreed to investigate.

5. Planning

(a) Revisit TA/2015/1217: Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET

Demolition of existing buildings and erection of up to 20,938 sq.m of Class B8 commercial buildings across four plots, access, servicing, parking and landscaping. Full details for Plot 1 and access, and outline for Plots 2, 3 and 4.

Following further information received.

It was noted that this item was being revisited further to additional information, complaints and relevant items submitted to the District Council regarding this Planning Application. The Chair noted that the Parish Council's original decision had been not to object but to request that in order to protect the amenities of neighbouring residents, a condition should be imposed to reduce the need for and use of reversing alarms on vehicles using the site.

After further local consultation, the following concerns were addressed to the representative for the planning applicant (Mr Charles Bush):

- Q on traffic movement. – Mr Bush responded that there will be a reduction in HGV but an increase in LGV as that's what delivery companies use - 100 vans in and 100 vans out.
- Q. time of day HGV loading into depot – Mr Bush responded night time predominately.
- Q. How much were neighbours consulted – Mr Bush responded he was not aware of this.
- Q Were other sites considered – i.e. housing? Mr Bush responded the site would be kept as commercial and it would comply with Tandridge District Council's employment plan.
- Q Could there have been another way to access the road network - e.g. into M25. Mr Bush responded that they will be moving access road on A25 slightly west as this is deemed safer.

It was noted that proposed buildings are 3 x height of existing buildings. Previously this was a key consideration when building service station.

528/1015 It was resolved the following drafted response be submitted to Tandridge Planning as a new response from the Parish Council:

- *A full assessment should be undertaken of the true potential visual impact of the height of the proposed buildings both on long-distance views and on views from neighbouring properties.*
- *Conditions should be imposed to ensure that, to protect long-distance views, the buildings will always appear dark against the dark background of the site's surroundings; that there is year-round screening of the site during the life of the development and that the cumulative effect of the lighting will be less than that from the existing site.*
- *In order to protect the amenities of neighbouring residents, conditions should also be imposed to ensure that noisy activities are located well away from neighbouring residential properties and that the need for and use of reversing alarms on vehicles using the site is reduced to a minimum.*

The Chair noted that no further planning had been received and Rylands in Ship Hill had been approved.

6. Parish Land:

(a) Tatsfield Green: Bus stop waiting area proposal - discuss Parish Council response to proposal from Transport for London on building a bus stop on Tatsfield Green

It was noted the Clerk had received a number of responses from residents and these had been summarised and considered at the meeting. Comments included - no pavements lighting etc. hail and ride v important. If you have to go to bus stop then will probably find another way of travelling.

529/1015 It was resolved at this stage the Parish Council wished to have Hail & Ride retained. Even if we give permission for a bus stop on Tatsfield Green. Agreed to hear what TFL have to say at Wednesday's meeting and make a decision in November meeting.

(b) Tatsfield Green: boundary concern - discuss options and next steps.

The need to formalise what has been agreed at owner's request was noted, however there was concern at precedent.

530/1015 It was resolved the proposals to draft a new boundary would not be immediately rejected but that a draft response summarising the Parish Council's position would be sent suggesting that the resident provides plans for the Parish Council to consider.

(c) Village Hall: new door - response from Little Acorns Pre School and next steps

531/1015 It was resolved this matter be deferred to the November main meeting as no response from Little Acorns yet.

7. Finance

(a) Approval for expenditure

- Christmas lights – original quote from Blachere (0615) £266.50 + VAT

532/1015 It was resolved to approve this quote and order the lights.

(b) Addition to Appendix B from main meeting:

- Tatsfield in Bloom expenditure: 2 items needing to be added to Appendix B for October –
  - Cheque payable to Jon Allbutt - £236.89
  - Cheque payable to Bob David - £182.50

533/1015 The above items were approved to be added to Appendix B and cheques were signed.

8. Village matters:

(a) Concern ref road drainage action by Parkwood Golf Club

The Chair noted a resident had raised concerns on road drainage action taken by Parkwood Gold Club on Church Lane. It was noted the channel dug from golf club could cause potential drainage issues for Old Lane. Surrey highways are aware.

(b) Approach Road re-surfacing - report on work and related actions

The Chair noted that there were a number of lessons to be learned from the recent planings distribution exercise. The Parish Council had a list of 15 locations to receive planings - the Chair had met contractor and provided a full copy of the list, however it appeared this had not been passed on, emails and phone calls not followed up on.

534/1015 It was proposed an article in the magazine with observations / update on exercise. Some positive and negative feedback.

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

None

10. Matters for Reporting or Inclusion in a Future Agenda

Cutting schedule

The meeting was concluded at 9.09pm

Item & page (9 Mar 2015)	Action	Who	Date by	Result
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (27 July 2015)	**Action**	**Who**	**Date by**	**Result**
441/0715, 70	Investigate options for hedge at boundary with Old Police House as well as clarify ownership.	Clerk/ N Stokoe	01/09/2015	COMPLETE
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (28 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
490/0915	Clarify matters on Hail and Ride decision by TfL and arrange meeting with members	Clerk	26/10/2015	COMPLETE
Item & page (12 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
521/1015 88	Update parties on new sign at Rag Hill Road	Clerk	16/10/2015	COMPLETE
523/1015 89	Investigate possibility of free defib	Clerk	9/11/2015	In progress
Item & page (26 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
528/1015 95	Provide new response to Tandridge planning	Chair in Clerks absence	27/10/2015	COMPLETE
530/1015 96	Draft response to residents proposal and send	Chair / Nichola Stokoe	30/10/2015	COMPLETE
532/1015	Order Blachere lights	Clerk	9/11/2015	
534/1015	Magazine article to summarise experience of planings distribution from Approach Road	Chair	12/11/2015	

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 4th November 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe Mr Mike Sarll Mrs Pat Coombe Mr Niall Kells

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies:

None

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 10th September 2015

035F/2015 The minutes of the meeting held on the 10th September 2015 were approved as a correct record and signed by the Chairman.

4. Grant requests 2015/16:

a) Tatsfield in Bloom: £1000

The Clerk had received a request for £1000 grant for the 2016-17 financial year from Tatsfield in Bloom.
036F/2015 It was resolved this amount be granted subject to the Clerk receiving the items outstanding from the list agreed at resolution 327/0415 ref the new arrangements for volunteers by the start of the new financial year. The Clerk confirmed there were 3 items outstanding to be provided by Tatsfield in Bloom:

- *The Tatsfield Volunteer Group members list is provided but it should be understood that we cannot say that this is a definitive list or when each person will be 'on duty'*
- *Jon Allbutt will provide risk assessments that will be formally updated each year*
- *JA will provide a H&S training/briefing session each year with a short guide note*

The Clerk was instructed to inform Tatsfield in Bloom of the Parish Council's decision.

b) Tatsfield Community Responders: £318 for defib trainer - asking for contribution

The Clerk had received a request from the Tatsfield Community Responders for assistance in purchasing a training defib unit for providing training for the Primary School and other interested local groups. Total cost was £318.
037F/2015 It was resolved the total cost be granted to the Tatsfield Community Responders and that the Clerk should indicate the Parish Council's interest in training courses for residents in using the unit.

5. Budget 2016-17:

a) initial thoughts and comments on proposed budget

General agreement about budget headings proposed. There was discussion on items relating to repairs and maintenance of property and land and whether a general amount was still required in the Repairs and Maintenance non-recurring item (4206) and in the end it was agreed this should remain as contingency for possible work required which was not on Parish Council land.
038F/2015 The Clerk was asked to arrange boiler service to take place as soon as possible as many radiators did not appear to be working properly. She was also asked to arrange with the service company to ensure future services took place in August / September each year as this was more efficient in case of issues needing to be addressed.
039F/2015 It was resolved not to place an amount in the Neighbourhood Plan budget heading but that the Clerk should set up a reserve fund for £5000 for Neighbourhood Plan Reserve.

b) agree changes to proposed budget amounts

039F/2015 It was resolved the Clerk should implement the following changes to proposed budget amounts:

- 4015 General Expenses (Administration) – reduce total amount from £500 to £250
- 4045 Cleaning – increase total from £1600 to £2000 to provide contingency in case additional cleaning requirements were identified such as windows, carpets etc.
- 4050 Election – reduce total from £500 to £300
- 4110 Capital Expenditure – increase total from £3000 to £5000 – to account for a possible new boiler, kissing gate for FP 21 additional to other potential items.
- 4206 Repairs and Maintenance non-recurring – reduce from £2000 to £1500
- 4230 Aileen McHugo Building Maintenance – increase from £1000 to £2000 as there may be changes required as a result of the electrical survey to take place as well as a roof cleaning exercise.
- 4260 TACG Expenditure – reduce from £1500 to £1000
- 4270 Village Pond Expenditure – remove item as this would be covered under 4207 Parish Land Committee

It was noted that the Parish Land Committee item could be subject to change following the Parish Land Committee meeting on 6th November 2015 where the proposed budget of £4500 would be reviewed and quantified further.

040/2015 The Clerk was instructed to approach Surrey County Council Rights of Way officer to propose that a kissing gate be purchased and installed by the Parish Council on FP21. This item had been ongoing since March 2015 and there did not appear to be a solution forthcoming.

c) agree draft precept.

041F/2015 It was resolved that the precept should not be increased and should remain at £42000. It was also resolved that the proposed shortfall in the budget of £8946 following the changes listed above be met from the General Reserves, which currently stood at around £72804.

6. Budget 2015-16:

a) Agree Virements proposed to enable project for pathway on Village Green and other changes

042F/2015 It was resolved to accept the proposed the virements listed in Appendix A to these minutes, to enable payment of the Village Centre pathway project of £6500. The Clerk was instructed to proceed with the changes as approved.

7. Pension options: make choice based on proposed presented options

The Clerk had circulated 3 options for possible pension funds to ensure the Parish Council complied with obligations under auto-enrolment directives from 1 January 2016. They included the Local Government Pension Scheme with 20.5% employer contribution and 5.5% employee contribution, as well as 2 private options – People's Pension and NOW.

The Clerk indicated her preference leaned towards People's Pension.

043F/2015 It was resolved that further information would be helpful and the Clerk was asked to find out more details about the management charges so that budgeting could take place. It was additionally suggested that it would help to have an independent opinion on the 3 options with pros and cons – Clerk to investigate and present possibilities.

044F/2015 The Clerk was instructed to add a Pension budget item to the budget and indicate possible expected costs for the coming year.

8. Bank account change:

a) Discuss options to change bank account with a stepped move to Unity Trust Bank.

The Parish Council had not experienced good customer service from HSBC and they could not supply the required 3 part authorisation needs for Parish Council online banking which was now possible with the repeal of s150 (5) of the Local Government Act 1972.

045F/2015 It was resolved the Clerk should proceed with an application to open an account with Unity Trust Bank

9. Discussion re reserves for future projects:

a) Aileen McHugo Building

046F/2015 It was suggested by Niall Kells that this might be a good idea for a reserve fund as there were potentially big changes needed but these would only become apparent and clear in the coming weeks and therefore it was preferable to wait until a future meeting. This was agreed by the committee members.

10. Items for Discussion or Referral to Future Agendas.

None

The Meeting closed at 10.10 p.m.

Item & page (27 April 2015)	Action	Who	Date by	Result

025F/2015, 1	Inform tenants of rent review as their contracts come up for renewal	Clerk	06/05/2015 -01/09/2015	COMPLETE
Item & page (10 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
030F/2015	Set up a reserve fund for potential emergencies such as boiler replacement for the AMB	Clerk	30/11/2015	COMPLETE
033F/2015	Feedback and identify potential projects needing reserve funds to Clerk over the coming months	All	12/9/2015	Ongoing
Item & page (4 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
036F/2015 5	Inform Tatsfield in Bloom of PC decision	Clerk	6/11/2015	COMPLETE
037F/2015 5	Inform Tatsfield Responders of PC decision	Clerk	6/11/2015	COMPLETE
038F/2015 5	Arrange service of boiler and radiator checks as soon as possible and change date from 2016 to August /Sep	Clerk	6/11/2015	COMPLETE
039F/2015 6	Change agreed budget items as detailed and circulate new budget	Clerk	5/11/2015	COMPLETE
040F/2015 6	Contact Surrey Rights of Way and propose the Parish Council purchases and installs a new kissing gate to replace the stile on FP21	Clerk	9/11/2015	COMPLETE
042F/2015 6	Implement the virements approved in Appendix A to these minutes	Clerk	9/11/2015	COMPLETE
043F/2015 6	Investigate further pension options and suggest independent opinion	Clerk	16/11/2015	in progress
044F/2015 6	Add Pension budget heading	Clerk	5/11/2015	COMPLETE
045F/2015 7	Start process to open a Unity Trust Bank account	Clerk	20/11/2015	in progress

MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 6th November 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.00 a.m.

Present: Mr Mike Sarll (in the chair)
Mrs Althea Davies Mr Niall Kells

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 PREVIOUS MEETING held on 30th September 2015
29/PL 1115 It was resolved the minutes reflected a true and accurate recording of the meeting held on 30th September 2015 and they were duly signed by the chairman.

4. Parish Land maintenance schedule
a) Update of maintenance schedule : Tatsfield Green cuts, additional cuts to hedges
30/PL1115 The maintenance schedule was reviewed and the following changes were agreed:

- Change Tatsfield Green cut to normal once a year with 3 additional sight line / line of desire cuts agreed to start from April 2016. This should be revisited in November 2016 and reviewed.
- Add Old lane ditch to schedule – currently cleared once a year (just completed in November). It was agreed that at this stage there was no need to clear the ditch beyond where it is done by Tandridge contractors, which is just at the start of the tree line (King Edward VII land).
- Shaw Road Triangle – keep an eye on possible land encroachment
- Remove Tatsfield Green verges as this was not required.
- Nothing required for King Edward VII – natural dense wood, just keep an eye on it
- Tatsfield Community Games Area (TCGA) – the sign needs reviewing and a quote for a new sign with full details of behaviour requirements, access times and other dos / dont's
- Pond – currently being maintained by volunteers – recently experienced issues with disposing of waste from pond after a clearing exercise but this has not been brought directly to the committee's attention.

It was agreed there would be no specific budget item allocated and that any spend on this item would come out of the Parish Land Committee budget item. The Committee agreed that the volunteers would be supported in their efforts as much as possible.
31/PL1115 It was resolved that £200 be included in the Parish Land Committee budget to cover the needs of the volunteers generally in the village.

b) Risk assessment document: review and implement
Althea Davies suggested this be a regular item on the agenda and that the Risk Assessment file should be a living document to be reviewed / changed and added to when necessary. However this was a General Risk Assessment repository – recognising risks, offering mitigation and actions as required.
32/PL1115 It was resolved to adopt the proposed document and the process to populate and develop this document. It was further resolved to designate a number to each risk log item, then identify and allocate each risk to each item on the Parish Land register and the person responsible for each area and include those in the document
c) Epicormic Growth on Tatsfield Green trees: update on quote from Acacia Tree Surgeons
The Clerk noted that she had not yet received an alternative quote – this item to be deferred.
5. Parish Land: outstanding / ongoing items
a) Dog waste bins: update
The Clerk noted the dog waste bins had been ordered and Scott Coughlan would indicate when they would be installed.
b) New litter bins in AMB car park / Village Hall: update
The Clerk noted the litter bins had been ordered and she was awaiting confirmation of delivery / installation from Scott Coughlan.
c) Diseased lime tree on Westmore Green: date for removal
The Chair noted the diseased tree had been removed very competently by the tree team from Tandridge earlier in the week and only the stump remained.
d) Replacement of lime tree with Beech: discuss and next steps

33/PL1115 It was resolved that the Committee recommend replacing this tree with a Beech tree. This had been reached following consultation with Jon Allbutt and also to as the committee was concerned about the disease crossing over if another lime was put in again.
The Clerk confirmed there was money in the budget to replace a tree up to £500.
34/PL1115 It was resolved that the Chair would research possible grants and consult with Jon Allbutt ref the type of beech as well as putting this to the main meeting on 9th November 2015 for their comments.

e) Village centre footpath: agree slabs with M&S paving (Indian sandstone favoured) and discuss additional costs for fencing

34/PL1115 the committee resolved to select Indian Sandstone with a riven rather than smooth surface to be used for the pathway, unless the contractor offered very strong objections to using this in the proposed environment.
The Clerk was asked to clarify what the additional £180 required for fencing proposed by the contractor was needed for? Safety or protection of goods?

f) TCGA gate: still not being closed at dusk - to be taken up with D Rose

35/PL1115 The Clerk was instructed to ensure Mr. Rose was aware that the TCGA gate needed to be locked at dusk every day, including during the school holidays and half terms.

g) Westmore Green: flooding near Post Office - discuss options

Niall Kells noted that there was a river of water running down Westmore Road across the Bakery and to Linda's coming off Approach Road. It is possible that a drain was blocked but this needed investigating.
36/PL1115 It was resolved that the Chair and Niall Kells would investigate the drains and report the matter to Surrey Highways.

6. Items for Discussion or Referral to Future Agendas

- Fly tipping at end of Maesmaur Road – this has been reported to Tandridge District Council and the Parish Council through the Clerk and was likely to be on the agenda under highways at the main meeting on 9 November 2015. Residents were asking whether a barrier could be erected to allow horses bit not vehicles as the path where the fly tipping took place is a bridleway.
- Westmore Green: kerbstones outside Rose Cottage have been moved and need to be returned as this will disrupt grass cutting on Westmore Green.
-

The Meeting closed at 12.10p.m.

Item & page (16 July 2015)	**Action**	**Who**	**Date by**	**Result**
03/PL 0715	Send letter if hedges are overgrown	Clerk	TBD	
Item & page (10 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
11/PL 0915	Information on website / social media inviting assistance from residents in reporting potential dangers in Parish Land	Clerk	30/9/2015	In progress
Item & page (30 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
20/PL0915	Agree new sightline cutting schedule for 2016 with Steve Hyder	Clerk	12/10/2015	In progress
24/PL0915	Order waste bin for car park and clarify installation costs	Clerk	12/10/2015	COMPLETE
25/PL0915	Order rustic bin and clarify installation costs	Clerk	12/10/2015	COMPLETE
26/PL0915	Additional quote for tree work	Clerk	31/10/2015	In progress
Item & page (6 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
30/PL1115	Make changes to Maintenance schedule and circulate	Clerk	13/11/2015	COMPLETE
32/PL1115	Make changes to Risk Assessment schedule and circulate	Althea Davies	23/11/2015	
34/PL1115	Research possible grants and provide suggestion for tree replacement and possible costs to main meeting 9/11/15	Chair	9/11/15	
35/PL1115	Inform Mr Rose about needing to lock the TCGA gate	Clerk	6/11/2015	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 23rd November 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe Mr Mike Sarll, Mrs Pat Coombe Mrs Althea Davis

In Attendance: Ana Hughes - Clerk

And 0 parishioners.

1. APOLOGIES

554/1115 Mr Niall Kells' apologies 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 meeting held on 9th November 2015

555/1115 It was resolved the minutes of the meeting held on 9th November 2015 were a true representation of the meeting and were signed by the Chair together with the appropriate appendices.

4. Receive and accept the Minutes of the Parish Land Committee Meeting held on 6th November 2015

556/1115 It was resolved to receive and accept the minutes of the Parish Land Committee Meeting held on 6th November 2015.

5. Planning

(a) TA/2015/1967: Rylands, 75 Paynesfield Road, Tatsfield TN16 2BQ

Erection of new roof incorporating two dormer windows to front elevation and dormer incorporating juliet balcony to rear elevation in association with conversion of loft space to habitable accommodation.

557/1115 Tatsfield Parish Council regret the loss of use of a garage in this planning application and note the apparent intention to convert the garage to habitable accommodation.

(b) TA/2015/2001: 1 Crossways, Tatsfield TN16 2BL

Erection of infill extension and pitched roof to rear elevation in association with conversion of existing garage to habitable accommodation. Formation of new driveway and vehicular crossover. (Certificate of Lawfulness for a Proposed Use or Development)

558/1115 No comment.

559/1115 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions.

A further planning application was discussed briefly and considered under Item 9.

6. Parish Land / Property:

(a) Tatsfield Green: Bus stop waiting area proposal - discuss Parish Council response to proposal from Transport for London on building a bus stop on Tatsfield Green

The Chair noted there was no new information forthcoming and this item will be revisited in December.

(b) Village Hall:

new door – update

The Clerk noted Tandridge Planning requires formal drawings to be included in the planning application for the new door, encompassing Floor plan drawing 1:100 proposed and existing, Elevation drawing proposed and existing and Local validation check-list. The Parish Council's selected contractor does not provide a drawings service.

560/1115 Mike Sarll would be investigating a contact who could produce these drawings and would report back to members on progress and possible costs.

- Windows project – commitment to Parish Council providing match funding for 3% of grant total (estimated £310).

561/1115 It was resolved the Parish Council would be happy to match-fund the Village Hall windows replacement project up to a total of £350 (up to 3% of the total project). It was understood this was required by the sub-committee submitting the grant application for the windows funding and a specific contribution amount would be confirmed to the Clerk as soon as the application had been completed. The Clerk to inform Carol Jordan.

Members were concerned when Helena Garcia-McLeod informed them the sub-committee had requested and was considering an additional quote. This had already been agreed in the September supplementary meeting under resolution 486/0915.

562/1115 The Clerk was instructed to inform the Village Hall Management Committee and grant sub-committee that the supplier had already been chosen by the Parish Council and this resolution could only be reviewed at a formal Parish Council meeting with the provision of additional information that might influence or change the basis of the original resolution on 28th September 2015.

7. Finance

a) Approval for expenditure

- **£109 + VAT for registration of tatsfieldparishcouncil.gov.uk**

The Clerk requested that this item be considered at a future meeting as there could be issues arising with conditions on use of an official .gov.uk site which would require a complete change of website. She noted that it was far more important to resolve the issues regarding the email.

563/1115 It was resolved that this item be deferred at this time but that a need to find a solution to the email position was needed and this could be addressed by the new laptop suppliers to be approved formally at the next meeting.

Members discussed the need for a Christmas tree as none had yet been offered as a donation. There was reluctance to purchase one but investigations would be made into costs and also into the possibility of using a tree from Pat Coombe's garden.

b) Addition to Appendix B from main meeting:

- **Dave Bishop grant award - £350**

564/1115 It was resolved to approve the addition of this item to APPENDIX B and the cheque was duly signed.

8. Village matters:

a) Concern ref road drainage action by Parkwood Golf Club

The Chair noted this had been brought to the attention of Surrey Highways who would be taking the matter up with the Golf Club directly.

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

The Chair noted that planning application TA/2015/2023: Trevena, Chestnut Avenue, Westerham TN16 2EJ, should be considered as it had arrived too late for the agenda but its response date was before the next Main meeting.

TA/2015/2023: Trevena, Chestnut Avenue, Westerham TN16 2EJ

Erection of outbuilding to south of dwelling.

There were a number of concerns expressed, given the size, bulk and density of the proposed new building and its location in the Green Belt and AONB, despite the offer of a condition by the applicants that it be personal only to them.

565/1115 It was resolved that Althea Davies as planning lead for this month would contact the Tandridge officer Stephanie Milne and discuss the matter and the Clerk should request an extension so that this could be considered under the main meeting on 14th December 2015.

566/1115 Althea Davies noted the matter raised by a resident following the fly tipping on Maesmaur Road, requesting a permanent structure to stop motor vehicles but not pedestrians or horse riders at the location. The Chair noted this needed to be made by the resident through the Rights of Way officer in Surrey and the Clerk was instructed to notify the resident of this requirement.

10. Matters for Reporting or Inclusion in a Future Agenda

- Christmas Tree
- Salt bin on Westmore Green – damaged. Clerk to understand basis behind Surrey not offering to replace it
- FP21 kissing gate – Clerk obtaining quote for installation.

The meeting concluded at 9.30pm

Item & page (9 Mar 2015)	Action	Who	Date by	Result
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (12 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
523/1015 89	Investigate possibility of free defib	Clerk	9/11/2015	COMPLETE
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	In progress
547/1115 99	Request authorisation from Tandridge and complete application form for British Heart Foundation	Clerk	Dependent on above	In progress
549/1115 100	Inform selected contractor and find out / source planning drawings required.	Clerk	16/11/2015	COMPLETE
Item & page (23 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
557-559/1115 106	Inform Tandridge planning of Parish Council resolutions	Clerk	27/11/2015	COMPLETE
560/1115 106	Discuss with contact to supply drawings for Village Hall door planning application and possible costs	Mike Sarll	27/11/2015	COMPLETE
561/1115 106	Inform Carol Jordan ref Parish Council's resolution to support windows project in matched funding	Clerk	25/11/2015	COMPLETE
562/1115 107	Notify the VHMC as instructed in the resolution	Clerk	25/11/2015	COMPLETE
565/1115 107	Discuss item with planning officer and Clerk to request an extension	Althea Davies / Clerk	7/12/2015	In progress / COMPLETE
566/1115 107	Instruct resident to contact Rights of Way officer with request.	Clerk	27/11/2015	COMPLETE

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 24th November 2015 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mrs Nichola Stokoe (in the chair)
Mr Mike Sarll Mrs Pat Coombe

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies:

047F/1115 Apologies received from Mr Ian Mitchell and Mr Niall Kells which were accepted by members.

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 4th November 2015

048F/1115 It was resolved the minutes from the meeting on 4th November 2015 represented a true record of the meeting and these were approved and signed by the Chair.

4. Budget 2016-17:

a) Review proposed changes

049F/1115 The changes input by the Clerk were reviewed and approved. The Clerk to circulate final budget to all members.

b) Resolve to recommend proposed budget (including any changes arising) to full Council in December, together with proposed precept.

050F/1115 It was resolved to recommend the budget in the current format for approval and adoption by full Council on 14th December. It was agreed to propose that the precept remain at £42,000 with any deficit (currently £8946 forecast in budget) being met by general reserves.

A discussion regarding the possible inclusion of a budget item for a Christmas tree for next year. There was agreement that there should be a discussion in the New Year regarding the possibility of planting a Christmas tree for the coming year. The Clerk was asked to follow up with Ian Longley and possibly Steve Hearn as sources of information. Pat Coombe believed the tree in her garden would be too big even if just the top part was used.

5. Pension options: make choice based on proposed presented options - final for recommendation to full council in December.

051F/1115 The Clerk had proposed a pensions expert to provide an independent review but his fee of £300 was deemed too expensive. Further information would be forthcoming at a later date. The Clerk noted the Parish Council's staging date was 1 January 2016 and that there needed to be a decision made as soon as possible. It was agreed to see if the decision could be delayed until the January meeting, but if not this would be addressed on 14th December 2015.

6. Items for Discussion or Referral to Future Agendas.

- Christmas tree
- Tatsfield in Bloom outstanding items

The Meeting closed at 8.52 p.m.

Item & page (10 Sept 2015)	Action	Who	Date by	Result
033F/2015	Feedback and identify potential projects needing reserve funds to Clerk over the coming months	All	12/9/2015	Ongoing
Item & page (4 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
038F/2015 5	Arrange service of boiler and radiator checks as soon as possible and change date from 2016 to August /Sep	Clerk	6/11/2015	COMPLETE
040F/2015 6	Contact Surrey Rights of Way and propose the Parish Council purchases and installs a new kissing gate to replace the stile on FP21	Clerk	9/11/2015	Superseded.
042F/2015 6	Implement the virements approved in Appendix A to these minutes	Clerk	9/11/2015	COMPLETE
043F/2015 6	Investigate further pension options and suggest independent opinion	Clerk	16/11/2015	COMPLETE
045F/2015	Start process to open a Unity Trust Bank account	Clerk	20/11/2015	In progress
Item & page (24 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
049F/1115	Circulate final budget for approval in full Council	Clerk	11/12/2015	COMPLETE
051F/1115	Continue to obtain advice ref possible pension options	All	14/12/2015	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th October 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the Chair)
Mrs Nichola Stokoe Mr Niall Kells, Mrs Helena Garcia-Macleod, Mr Mike Sarll
Mrs Althea Davies Mrs Pat Coombe

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

And 7 parishioners.

1. APOLOGIES
None
2. DECLARATIONS OF INTEREST (relating to items on the Agenda)
506/1015 The Chairman noted that he declared an interest in item 8a as he lived on one of the roads that had made an application for road planings. It was noted that many other Parish Councillors had similar interests, with Mike Sarll, Althea Davies and Pat Coombe being in a similar position. The Chairman suggested that there should not be any decision making by all parties expressing an interest during this item.
3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 28th September 2015
507/1015 There were a few small changes made to correct grammatical points on the minutes, these were noted on the relevant page and initialled by the Chairman. The minutes were then adopted as a true record of the meeting and signed by the Chairman.
4. Agree to change to Item 9i in Minutes of Meeting held on 10th September 2015 and re-signing of this item and page 2015/75
The Clerk informed members that she had been asked for a change to the already approved and signed minutes from 10th September 2015 and she had agreed to this request, on the understanding that it was minuted at this meeting.

508/1015 It was resolved that item 9i on page 75/2015 of the minutes of 10th September 2015 be replaced by the following :
The Chairman reported that a number of local businesses and organisations had removed banner advertising that they had put on display in recent weeks. This was in response to enforcement letters from Tandridge District Council following the Parish Council's inquiry about their legality. In one case an advert had been replaced by one which conformed to planning law. Beaver Water World had been given approval for many of their adverts when the site was part of London Borough of Bromley. Further information would be made available when received.
As this was a more accurate reflection of the matter discussed. The Chairman signed the new page of the minutes and this replaced the previously signed page.
5. Officer's report on actions outstanding since the previous meeting
The Clerk noted most actions had been completed – outstanding actions included items awaiting feedback from Tandridge District Council and the Tatsfield Volunteers.
6. PLANNING
(a) To determine the Parish Council's position on **Appendix A** :

- **TA/2015/1717: Gorsey Down Farm, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of dormer window and 2 roof lights to south elevation in association with conversion of existing garage and internal alterations to provide mezzanine floor in loft space to habitable accommodation. Erection of porch to north east elevation. Formation of window to east elevation and sunken terrace to south elevation

509/1015 No objection.

- **TA/2015/1802: Waylands Farm, Tatsfield Approach Road, Tatsfield TN16 2JT**
  Replacement of a 22.5m alifabs monopole with a new 22.5m alifabs monopole and 1 no. additional equipment cabinet in the existing cabin

510/1015 No objection.
511/1015 The Clerk was instructed to inform the Tandridge planning team of the Parish Council's resolutions.
(b) Planning team for October: Niall Kells
512/1015 It was agreed that Niall Kells would remain to assist the planning members this month as he had not had a good opportunity to assist in September.
(c) Consultation on Bromley's Local Plan: Draft Allocation, Further Policies and Designations Document – discuss.
The Chairman had noted on his report that this consultation did not appear to offer many concerns to Tatsfield, despite Bromley proposing to remove some land around Biggin Hill Airport from the Green Belt.

513/1015 It was resolved no formal response was required but members should keep a close eye on further developments.
514/1015 The Clerk was instructed to request an update from Piers Morgan at Tandridge District Council regarding dates for planning training of members.

7. FINANCE

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

The Clerk noted the second precept payment of £21,000 had been received in September and this accounted for the large increase in the current account balance.
515/1015 The payments listed in Appendix B were authorised and cheques were signed together with supporting invoices.

b) Discuss and agree items requiring expenditure:

- Grant request from Tatsfield Horticultural Society : contribution towards £400 cost of lighting in Village Hall

516/1015 It was agreed that the Parish Council would support this request in principle. There appeared to be some outstanding queries from the Village Hall regarding the possibility of a more permanent structure which would not need storage and therefore be more useful to other users. It was resolved the Parish Council would wait until further clarification and final decisions from the parties involved provided an updated price before making a decision on the amount to offer.

c) Receive Audit sign off from external auditors (BDO LLP) and accept their report and recommendations

517/1015 The Parish Council noted and received the sign off of the accounts by BDO LLP, together with the qualification for not having signed and minuted a formal financial risk assessment. The Parish Council additionally noted the recommendations for action and it was resolved the Clerk had already acted to rectify the matter as a formal risk assessment had already been signed in July for the current financial year and this would be incorporated into year-end processes in May / June annually.

d) Agree action on outstanding invoice for Matchpoint Tennis (use of TCGA) requesting reduction for non-completion of bookings due to lack of local interest. (total owed £142)

518/1015 This matter was discussed and it was resolved that the Parish Council had already given a sufficient discount to this commercial organisation and that therefore the Clerk should request payment of the outstanding amount (£142) in full.

e) Note correspondence indicating increase of £1.82 per month in cost of cleaning for Aileen McHugo Building effective 01/10/2015

519/1015 The Parish Council received and noted the impending increase effective as at 1/10/2015.

8. HIGHWAYS & RIGHTS OF WAY

a) Highways :

- Update – Rag Hill Road planings removed

Niall Kells noted the planings which had been left on Rag Hill Road for quite some time had now been removed by Surrey Highways. This was welcomed by members.

- Approach Road / Lusted Hall Lane repairs: 21st October for up to 5 days.

The date for the Approach Road / Lusted Hall Lane repairs was confirmed as starting on 21/10/15 weather permitting.

- Road planings: updated list

The Chairman noted and advised members that any decisions relating to allocation of planings requested by local residents should exclude members who had declared an interest on item 2 (506/1015).
David Hodge proposed ban on site meeting with the contractor and Ian Mitchell to go through the updated list of requests for planings (the Clerk provided him with a hard copy at the meeting).
520/1015 It was resolved the Clerk should send David Hodge an electronic copy of the planings requests as soon as possible. It was further noted that Mr Hodge would visit Tatsfield and meet with Ian Mitchell to go through the list but that no further information or action was available at this stage.

521/1015 It was resolved to agree the installation of a sign warning Heavy Goods Vehicles of the unsuitability of the road at the Surrey end of Rag Hill Road. The Clerk to inform parties involved.

b) Rights of Way:

- FP21 kissing gate to replace style – update

The Clerk noted she had made contact with the new Rights of Way officer in Surrey County Council – Mary Ann Edwards and she was looking into the matter of the request for a kissing gate to replace the style on Footpath 21.

- Church Lane footpath – update

The Clerk reported she had received notification from one of the land owners contacted in August 2015 stating they would not be able to assist with this venture as action required to remove the hedge adjoining their property would compromise their security. The Chairman noted that the approaches to the landowners on the other side had not offered solutions that could be used to progress this matter further.
522/1015 It was regretfully resolved this matter would need to be adjourned to a later date when other developments might present themselves but that no further action could be taken at this stage and this item should be removed from the agenda.

9. NOTIFIED ITEMS

a) Housing: update on housing needs register

The Chairman reported 18 residents had been identified as being on the housing needs register for Tatsfield. The Chairman asked members to consider the possibility of a new housing needs survey and a possible new Affordable Housing project for this Parish Council's term.

b) Defibrillators – update

The Chairman noted the defibrillator was registered with the London Ambulance service but was awaiting confirmation about whether this automatically then rolled over to all other ambulance services. There was a possibility of getting another defibrillator for free through the British Heart Foundation.
523/1015 It was resolved the Clerk should investigate the possibility of obtaining a defibrillator for free for Crossways Court.

c) Volunteers : update

The Clerk noted she had sent a follow up email to remind Mr Allbutt this had not yet been resolved but had not received any further update.

d) Banner Advertising follow up

The Chairman noted a smaller banner had been placed at the Old School further to Tandridge 's request and the adverts at Beaver Water World were still under discussion.

8.55pm Meeting suspended for public participation
9.04pm Meeting reinstated.

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

a) County Councillor

David Hodge reported on the following items:
1- He would address the request from a resident regarding land the Parish Council had subsequently identified as belonging to Surrey County Council at the end of Redhouse Road, on Friday when he visited the village.
2- The second stage of Project Horizon was due to start and David Hodge is looking for proposals from Tatsfield re more roads that would need resurfacing. The Clerk noted this had already been done earlier in the year and that she would send him the email from that time.
Mr Hodge was asked whether the verges identified by Niall Kells on the Surrey Highways website as being on their cutting schedule were actually being cut by Surrey contractors.
Mr Hodge was asked about grants for the Village Hall.
He assured members both items would be addressed once he had looked at details.

b) District Councillor

Martin Allen had sent his apologies together with an email update which was circulated to members:

1- He attended the Overview and Resources Committee on the 29th Sep I attended the Civic Service for the Chairman of TDC held at St John the Evangelist, Hurst Green on 4 October 2015.
2- He joined in the Customer Service week last week at the TDC spending 2 hours with the staff who take the telephone calls and 2 hours with the staff who man the front desk. An interesting experience.
3- He will be attending the Westerham meeting on Tuesday evening as I have started to receive feedback from residents who will or who feel they will be affected by the planning application on the old Moorhouse Tile site.

c) Village Hall Management Committee:

- Update on storage and upstairs room for History Project

No update was provided at this stage.

- Feedback from sub-committee for Windows project

Helena Garcia-McLeod informed members the Village Hall Management Committee had been rather upset they had not been consulted on the selection of the contractor for the windows, and that their requested meeting with Niall Kells to discuss the windows styles had not yet taken place.

Members noted that there had not been a selection of styles, only of the contractor to supply the windows. The Clerk noted that the sub-committee had not yet met to discuss funding options and these were more important than selecting window styles at this stage of the project.
524/1015 Members noted and acknowledged David Hodge's offer to provide a specification summary of the project for windows replacement in the Village Hall. A meeting between Niall Kells and Lloyd / Peter Maynard would take place as soon as possible.

- Door specification: update on Building Regulations

The Clerk noted that Building Regulations for the door had been confirmed by a Building Regulations inspector as needing to be 800mm and a ramp needed 1200mm with a gentle slope finish and hand rails on either side. Both remaining contractors had updated their quotes (fi required) and the Parish Council now awaited confirmation from Little Acorns Pre School before considering this project further.

d) Tatsfield in Bloom: update
Bob David noted the hard work the volunteers had put in over the Summer maintain the village neat and tidy. Daffodils along Westmore Green were to be replenished and the vines would be retained next year.

e) Biggin Hill Airport: update
The Chairman had provided a report for all on general point. He noted that the final decision on the airport's opening hours would be made by London Borough of Bromley on 26th November 2015. The airport complaint line had a new system and the number was 01959 578580. Oxted and Limpsfield residents were concerned with changes to flight routes for runway 3 but this was unlikely to affect Tatsfield.

f) Speedwatch
The Chairman noted some sites had been removed from the Speedwatch location schedule to focus on others considered more problematic.

g) Tatsfield Fairtrade Steering Group: update
No update at this time.

h) Tatsfield Vern d'Anjou Association: update
Althea Davies noted the Parish Council would be forming a team to support the upcoming quiz night.

i) Oxted Citizens Advice Bureau
Althea Davies would be attending the next meeting in 2 weeks.

j) Tatsfield Horticultural Society
Martin Allen had sent in a report on activities which were noted by the Chairman:

- Gardening Club of 13th October had to be cancelled.
- Compost site has now closed to the public for the acceptance of Green waste but they continue to hold a good stock of composted material which is still going out.
- He has circulated all interested parties regarding the collective response to the Track Lighting for the stage on the Village Hall and I await their and your response on this.
- The A G M will be held on 10th November at the Village Hall . Tickets £ 4 This year we have invited Tessa Allen who is a R H S Speaker and lecturer, she will give us a talk on the subject of " Winter Colour and Scent" .

11. PARISH COUNCIL PROPERTY AND LAND
To receive updates, discuss matters and where relevant, agree on proposals relating to:
a) Parish Land Committee : update

- Bin purchases : the Clerk noted that 2 dog waste bins had been ordered for Westmore Green and Goatsfield Road. All details were in the minutes which would be received at the supplementary meeting. Further waste bins for the car park and the new bench had been approved for purchase.
- Tatsfield Green: trees / sightlines cut – the committee had determined to accept 3 additional cuts to sightlines / lines of desire on Tatsfield Green to start in the 2016-17 financial year at £280+Vat per cut.
- Old Lane ditch – Mike Sarll noted that Steve Hyder was chasing Nick Dance for the ditch to be cleared shortly.

The Chairman noted that there may be a boundary encroachment by the new owners of Tatsfield Lodge and the Parish Land Committee should address this matter. It was noted the Supplementary meeting should be closer and this could be discussed then.
b) Maesmaur Corner: update

Nicola Stokoe confirmed this matter was proceeding as expected and the Clerk was awaiting the signed deed and payment from solicitors.

c) Parish Council Car Park and retained facilities

- Repairs update – the Clerk noted that repairs had been completed to the bollards and the loose paving stone outside the Aileen McHugo Building and that the water butt had been replaced.
- Kerb changes to entrance of Parish Council car park – quote

The Chairman noted David Mitchell had been asked to quote for changing the part of kerb currently sticking out and being damaged on the corner of the entrance / exit to the car park.

d) Tatsfield Community Games Area

Pat Coombe noted their next meeting to confirm final details with Mr Rose for undertaking tasks for maintenance to the Tatsfield Community Games area would take place on 13th October 2015 with Althea Davies.

e) Aileen McHugo Building

- CCTV: update

The Chairman confirmed a meeting was being arranged for next week.

f) Village Hall

This item had been covered under 10c.

12. MEETINGS TO ATTEND / CORRESPONDENCE:

- to agree attendance at **Meetings** to which Parish Councillors are invited
- SSALC AGM – 15/10/2015 in Dorking 09.30-15.30 – Ian Mitchell to attend
- Crime Summit: 3/11/2015 at Council offices in Oxted at 6.30pm for 7pm - Althea Davies to attend
    - to discuss **Correspondence** received by the Clerk
    - The Clerk confirmed all correspondence had been addressed under the relevant agenda items.

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

None

14. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- The 464 bus, Hail and Ride and the Accessibility Policy
- Boundary encroachment on Tatsfield Green

The Meeting closed at 9.47 p.m.

Subjects raised in Public Adjournments

1- Neighbourhood plan for Tatsfield? The experience of attending the Woldingham Planning meetings showed that parish council was very different to Tatsfield and recent attempts to start the neighbourhood planning initiative within the village had not been met with much enthusiasm. 2- Has anything further happened to the layby to addressing the layby parking by the White House?

Item & page (9 Mar 2015)	Action	Who	Date by	Result
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (27 July 2015)	**Action**	**Who**	**Date by**	**Result**
441/0715, 70	Investigate options for hedge at boundary with Old Police House as well as clarify ownership.	Clerk/ N Stokoe	01/09/2015	In progress
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (28 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
490/0915	Clarify matters on Hail and Ride decision by TfL and arrange meeting with members	Clerk	26/10/2015	COMPLETE
493/0915	Draft new letter with full proposals for Caretaker	Clerk	9/10/2015	COMPLETE
503/0915	Contact David Hodge re planings and update when all confirmed groups have been received	Clerk	12/10/2015	Complete
Item & page (12 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
509-511/1015 88	Inform Tandridge Planning of Parish Council resolutions	Clerk	16/10/2015	COMPLETE
514/1015 88	Request dates update from Piers Morgan	Clerk	16/10/2015	COMPELTE
518/1015 88	Request payment in full from Matchpoint tennis	Clerk	16/101/2015	COMPLETE
520/1015 88	Send electronic copy of planings table to D Hodge	Clerk	12/10/2015	COMPLETE
521/1015 88	Update parties on new sign at Rag Hill Road	Clerk	16/10/2015	COMPLETE
523/1015 89	Investigate possibility of free defib	Clerk	9/11/2015	in progress

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 9h November 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the Chair)
Mrs Nichola Stokoe Mr Niall Kells, Mrs Helena Garcia-Macleod, Mr Mike Sarll
Mrs Althea Davies Mrs Pat Coombe

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

And 5 parishioners.

1 APOLOGIES
534/1115 Mr Martin Allen's apologies were received and accepted by members.
2 DECLARATIONS OF INTEREST (relating to items on the Agenda)
None
3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 26th October 2015
535/1115 it was resolved the minutes of the supplementary meeting held on 26th October 2015 circulated by the Clerk were a true representation of that meeting and were duly signed by the Chair.

4 Receive and accept the minutes of the Finance Committee meeting held on 4th November 2015
536/1115 It was resolved to received and accept the circulated minutes of the Finance Committee meeting held on 4th November 2015.

5 Officer's report on actions outstanding since the previous meeting
The Clerk noted all actions were covered under existing agenda items but highlighted the point regarding the outstanding information on the volunteers.

6 PLANNING
(a) To determine the Parish Council's position on Appendix A :

- **TA/2015/1709: The White House, Westmore Green, Tatsfield TN16 2JS**
  Conversion of existing storage barn to dwelling and formation of dormer windows to front & rear roof slopes.

537/1115 It was resolved not to object. This planning application was a re-affirmation of what had been granted by Tandridge in 2002. It was further resolved to request permitted development rights be removed as in the original permission granted and to request a condition that the new building be used as ancillary to the White House as provided in policy DP14(4) of the Tandridge Local Plan. The Clerk was instructed to inform Tandridge Planning of the decision.

(b) Planning team for November:
538/1115 It was resolved Althea Davies would take the lead on planning for November.

(c) Tandridge District Council: Local Plan meeting invitations in November / December
The Chair noted there were 2 sets of meetings organised, one for councillors on 23/11/15 at 10am-12.00 and 7-9pm. These would explain what is contained in the consultation document and the accompanying evidence reports.
539/1115 It was resolved Pat Coombe and Mike Sarll would attend the 10-12 meeting on 23/11/15. The Clerk to arrange.
The Chair further noted additional meetings on 16/12/15 at the same times as above would how comments on the consultation document can be made and how such comments will be taken into account.
Clerks were encouraged to attend one of these, together with a councillor.
540/1115 It was resolved the Clerk and Niall Kells would attend this session in the morning (10-12) – the Clerk to arrange.

(d) Training Tandridge District Council.
The Chair noted the Clerk was trying to set up possible dates to offer to Piers Mason of Tandridge District Council for a planning training session in Tatsfield. The Clerk agreed she would set up possible options on Doodle.

The Chair noted that generally there were planning enforcement issues in Old Lane and at Moorhouse there was a mineral planning matter due to be the subject of a public inquiry regarding an appeal against a Surrey County Council enforcement notice.

7 FINANCE

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

541/1115 The payments listed in Appendix B were authorised and cheques were signed together with supporting invoices.

(b) Discuss and agree items requiring expenditure:

- New laptop / computer for Aileen McHugo Building : £850 estimate + software

The Chair noted the existing laptop had ceased to work – it had been purchased in 2008.

542/1115 It was resolved that Althea Davies and Mike Sarll would research options to present to members at the supplementary meeting on 23rd November for the purchase of a laptop. Preferences were for the laptop to be locally sourced, for a reasonable price (not exceeding £850). It was advised quotes should be referenced and sent to the Clerk.

- Parish Council car park kerb change quote: £450

543/1115 It was resolved to accept the quote from Dave Mitchell to alter the car park kerb (as you exit the Village Hall car park on the right hand side) to ensure it was less likely to be damaged as it was currently jutting out quite a long way. The Clerk to inform Dave Mitchell.

8 HIGHWAYS & RIGHTS OF WAY

(a) Highways :

- Approach Road / Lusted Hall Lane repairs: update

The Chair noted the new surface and cats eyes on Approach Road were great and the Parish Council thanked Surrey Highways. He also noted that further work would take place on Lusted Hall Lane once legalities had been agreed.

- Road planings: feedback report

The Chair noted that the following points had been learned from the planings project and experiences of local residents in their attempts to obtain planings for their roads:

- Details of people requesting planings and the agreed list of applicants had not reached workers on the ground.
- Residents should ensure that they follow up emails / phone messages, preferable with a visit to the workers on site to reinforce their case
- It would be preferable to have the whole matter managed by a non-Parish Council Tatsfield resident
- Johns Road had a very favourable outcome, as did Ninehams on a lesser scale. It would be worth future interested residents talking to those involved in these successes to learn from their experiences.
- No one had been asked to pay for deliveries.

The Chair also noted the Clerk and members had received complaints of a large amount of fly tipping on Maesmaur Road and a smaller amount in Ninehams. Tandridge had been informed and had cleared it all from Maesmaur by 9th November. This speedy action was praised.

(b) Rights of Way:

- FP21 kissing gate to replace style – update

The Clerk noted the Rights of Way officer from Surrey had now offered to replace the gate and asked whether the Parish Council could arrange installation. The officer still needed to check with the landowner about 2 other stiles beyond the one in this item and Estates team about replacement of the stile with a gate.

544/1115 It was resolved to support this offer and the Clerk was instructed to continue liaising with the officer and to obtain quotes for installation when indicated.

8.36pm Meeting adjourned for public participation
8.45pm Meeting resumed

Upon resumption of the meeting the Chairman asked that the Clerk minute the following thanks received:

- To those who had arranged the display of Remembrance Day poppies in the village centre.
- To members who had attended the Remembrance Sunday services at St Marys on behalf of the Parish Council

9 NOTIFIED ITEMS

(a) Housing: discuss requirement for additional housing needs survey

545/1115 Following a short discussion, it was resolved to instruct the Clerk to liaise with Surrey Community Action and Tandridge to request a new housing needs survey for Tatsfield.

(b) Defibrillators – update

The Clerk noted she could not apply for a new defibrillator until its location had been agreed. The Clerk also noted she had filled in the form to register the existing defibrillator with Surrey A

546/1115 It was resolved that the new defibrillator should be located at Crossways Court and that Tandridge Housing department needed contacting for approval. The Clerk should then proceed with the application on the Parish Council's behalf.

(c) Volunteers: update

The Clerk confirmed that she was still waiting for the outstanding item from the Tatsfield in Bloom volunteers , namely:

- *The Tatsfield Volunteer Group members list to be provided but it should be understood that we cannot say that this is a definitive list or when each person will be 'on duty'*
- *Jon Allbutt will provide risk assessments that will be formally updated each year*
- *JA will provide a H&S training/briefing session each year with a short guidance note*

The Clerk confirmed the other outstanding item had been resolved with a small budget of £200 being included within the budget provision for 2016-17.

547/1115 The Clerk was instructed to make contact with the other organised group of volunteers of which the Parish Council was aware of, run by Phil Brett, and notify them of the fact they are not covered by Parish Council insurance and explain what needed to be done for the group to be covered by insurance

(d) Hail and Ride: 464 update report

The Chair noted the Transport for London (TfL) representative had called him to apologise for not yet having formally responded to the Parish Council's request for a written summary of their position and view on this matter. Tatsfield Parish Council still needs written confirmation from TfL about their position on Hail and Ride for 464 before they can make a decision on the bus stop.

548/1115 It was resolved this matter be deferred to the next meeting where further information would hopefully be available.

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

(a) County Councillor

David Hodge noted the following matters:

1- Clerk should send him a formal request regarding the state of the footpath to Scout hut and football pitch to see if there is anything Surrey County Council can do.

2- Moorhouse planning application: concern from Surrey Highways regarding the traffic assessments provided by the Titsey Estate, highly sceptical regarding the traffic figures provided, as well as the lack of car parking allowances for the other buildings. Surrey County Council believes the proposals are an overdevelopment of the site.

(b) District Councillor

Martin Allen had sent an update to the Clerk with the following:

- Attended the Westerham Meeting that was called to rouse the residents of Westerham to make objections to the Moorhouse Tile works planning application. Has received 2 complaints to the application from Titsey residents.
- Attended Local Plan Steering Group and Finance/ Budget workshop. Had follow up meetings with TDC personnel responsible on both these matters
- Undertook a Tour along with other members of the Community Service sites in Hurst Green. Recycling now seems to be on the increase and special livery refuse lorries now being used to increase the adverts for recycling. One lorry now fitted with Cameras and hoping the whole fleet will be done next year.
- Met with Roxhill and GKA who presented a good case for the planning application for Moorhouse Tile works, without of course allaying the fears of the residents of Westerham, Brasted , Sundridge etc.
- Attended Overview and Scrutiny committee of which the Crime Summit formed part of with a presentation from the Police and Crime Commissioner for Surrey.
- Seems all is well in the village as have received no calls or comments from any one on anything.
-
- Update on storage and upstairs room for History Project

(c) Village Hall Management Committee:

Helena Garcia-McLeod noted there were still concerns regarding access to the proposed room, with members having requested a quote for external stairs (£2800).

- Feedback from sub-committee for Windows project

Niall Kells reported a good meeting held with Peter Maynard and Carol Jordan at the preferred supplier where an alternative quote was requested for sash windows at the front of the building and casement everywhere else. A grant meeting was being held on 10/11/15 to discuss options.

- Door update : review quotes and select supplier

The Clerk noted Little Acorns Pre School had confirmed they would be contributing a non-refundable donation of at least £1200 to this project and were willing to provide more once the final figure for the project was known.
549/1115 It was resolved to accept the less expensive quote for supplying the door amounting to £2800 + VAT. The Clerk to inform the contractor. The Clerk was also instructed to determine what drawings would be needed for the planning application and source a provider if required.

(d) Tatsfield in Bloom: update
Pat Coombe noted from the October minutes of the TIB meeting that the Clerk should await contact regarding the track off Lusted Hall Lane. No contact yet made. Hedges in Westmore Road had been cut back by the volunteers but residents needed to be asked by the Parish Council to ensure their hedges were cut back and safe.
550/1115 It was resolved to remind people to keep their hedges safe through the Parish Magazine and through a letter from the Clerk.
Pat Coombe further noted a request to move the salt bin back away from the wall on Westmore Green by the new houses where it had been placed by the previous Parish Council to discourage parking, so shrubs could be planted.
551/1115 The Parish Council resolved the salt bin should stay in location and that no shrubs were required.

(e) Biggin Hill Airport:
- Flight path meeting invitation

The Chair noted the above invitation for 24th November 2015 at 10.30 to discuss the imminent proposals for flight path changes that Tandridge were concerned about. In his opinion these were unlikely to affect Tatsfield.
Bromley would be decided at the end of November whether to extend operating hours in exchange for noise reduction project. There was opposition from residents in Keston.

(f) Tatsfield Fairtrade Steering Group: update
Pat Coombe confirmed she would be attending a meeting on 16th November 2015.

(g) Tatsfield Vern d'Anjou Association: update
No update

(h) Oxted Citizens Advice Bureau: update
No update.

(i) Tatsfield Horticultural Society
Martin Allen ad sent the Clerk an email reminding members the Annual General Meeting of the society would be taking place on 10th November 2015 with a talk in the Village Hall at 7.30pm and tickets were available. He encouraged members to attend the event.

11 PARISH COUNCIL PROPERTY AND LAND
To receive updates, discuss matters and where relevant, agree on proposals relating to:
(a) Parish Land Committee: update
Mike Sarll provided the following update after the meeting on 6th November 2015:
- New dog waste bins and litter bins for car park and new bench had been ordered
- The committee had agreed to replace the diseased lime tree which had now been felled, with a copper beech but was looking for guidance on cost and size of tree.

552/1115 It was resolved a maximum limit of £2000 for purchase and installation should be spent on replacing this tree.
- The Clerk was getting an alternative quote for restricting growth on trees along Tatsfield Green RHR / Rag Hill – current quote from Nick Dance was £780+Vat.
- Maintenance schedule updated and would be circulated by the Clerk to all
- The Risk Management schedule had been adopted and once updated would also be circulated.
- agreed on Indian Sand Stone for the pathway
- looking for a new sign for the Tatsfield Community Games area re opening hours and behaviour

(b) Tatsfield Green:
- Deed of Easement : Heath House

The Clerk noted she had sent details of the Deed of Easement together with costs and was awaiting a response.
- Tatsfield Lodge boundary agreement

The Chair noted the Parish Council awaited a response from the resident with proposals for the boundary.

(c) Maesmaur Corner: update

553/1115 This matter had now been concluded and it was resolved to remove it from the agenda.

(d) Parish Council Car Park and retained facilities

The Clerk noted she had contacted Derek Rose re closing the gates at dusk every night and this appeared to now be happening. This matter would be monitored on an ongoing basis.

(e) Aileen McHugo Building

- CCTV: update

The Chair noted he had accepted an upgrade to a business level system free of charge offered by ADT and was awaiting details of installation. The Clerk noted she had now received the amount owed by ADT but it had taken them 2 months to return the funds of £424.50, taken without the Parish Council's consent by Direct Debit in August.

(f) Village Hall

Covered under item 10c

12 MEETINGS TO ATTEND / CORRESPONDENCE:

- to agree attendance at **Meetings** to which Parish Councillors are invited
    - A site visit to Moorhouse arranged by Tandridge District Council on 18th November 2015 at 2pm – Ian Mitchell to attend and was given the invitation by the Clerk.

- to discuss **Correspondence** received by the Clerk

The Clerk noted all correspondence had been addressed in existing agenda items.

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

None

14 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Send updated insurance buildings policy to Carol Jordan at Village Hall Management Committee.

The Meeting closed at 10.03 p.m.

Subjects raised in Public Adjournments

1- Verge / pathway going to Scouts Hut and football pitches really needs seeing to as it is dangerous and muddy and children end up either walking in the road or getting taken by car. A proposal was made by David Hodge.

2- Thank you for putting the poppies up in the Village so artistically

3- The parish magazine has advertisements for suppliers / repairers of computer equipment

4- Thanks to Tatsfield Parish Council representatives who attended the Remembrance Sunday services.

5- Breach off Church Lane from golf club is still pouring water onto the road – what is happening to resolve this? (discharge onto highway).

Item & page (9 Mar 2015)	Action	Who	Date by	Result
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	In progress
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	In progress
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (12 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
523/1015 89	Investigate possibility of free defib	Clerk	9/11/2015	In progress
Item & page (26 Oct 2015)	**Action**	**Who**	**Date by**	**Result**
532/1015	Order Blachere lights	Clerk	9/11/2015	COMPLETE
534/1015	Magazine article to summarise experience of planings distribution from Approach Road	Chair	12/11/2015	COMPLETE
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
537/1115 98	Inform Tandridge Planning of the Parish Council's resolution	Clerk	13/11/2015	COMPLETE
539-540/1115 98	Book attendees at local plan sessions with Tandridge	Clerk	16/11/2015	COMPLETE
542/1115 99	Research laptop quotes and provide to Clerk for 23/11/15	Althea Davies / Mike Sarll	23/11/2015	
543/1115 99	Inform contractor to proceed	Clerk	13/11/2015	COMPLETE
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	
545/1115 99	Request new Housing Needs Survey	Clerk	13/11/2015	COMPLETE
546/1115 99	Agree location for defibrillator on Crossways	Members	16/11/2015	COMPLETE
547/1115 99	Request authorisation from Tandridge and complete application form for British Heart Foundation	Clerk	Dependent on above	
548/1115 100	Contact Phil Brett ref volunteers requirements to be included on PC insurance.	Clerk	16/11/2015	COMPLETE
549/1115 100	Inform selected contractor and find out / source planning drawings required.	Clerk	16/11/2015	In progress

MINUTES of a Meeting of Tatsfield Parish Council held on the 14h December 2015 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the Chair)
Mr Niall Kells, Mrs Helena Garcia-Macleod, Mr Mike Sarll
Mrs Althea Davies Mrs Pat Coombe

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

And 5 parishioners.

The Chairman noted at the start of the meeting that a former councillor – Mr Doug Massey – had hoped to be present at the meeting but was unable to attend and sent Christmas greetings to members and the Clerk.

1 APOLOGIES
567/1215 Mrs Nichola Stokoe's apologies were received and accepted by members. It was noted that Mr David Hodge had warned he was likely to be late.
2 DECLARATIONS OF INTEREST (relating to items on the Agenda)
Niall Kells declared a personal interest in item 6a – TA/2015/2146. He did not take part in the discussion or decision making on this item.
3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 23rd November 2015
568/1215 The Chairman requested the following item be added to the beginning of the minutes of the meeting held on 23/11/2015: '*The chairman expressed his sadness at the death of Tony Erbes, a member of the Parish Council from 1995 until 2007 and Chairman from 2000 until 2002. Tony's experience as a project manager had been previously valuable at the time of the extension of the Village Hall and the building of the new school*'. The Clerk agreed to add this as an annotation to the minutes of this meeting. The minutes of the meeting were subsequently approved as an accurate record and signed by the Chairman.
4 Receive and accept the minutes of the Finance Committee meeting held on 24th November 2015
569/1215 it was resolved to receive and accept the minutes of the Finance Committee meeting held on 24th November 2015.
5 Officer's report on actions outstanding since the previous meeting
The Clerk noted that she had just received the outstanding items ref item 9c (Volunteers).
6 PLANNING
(a) To determine the Parish Council's position on Appendix A:

- **TA/2015/2023: Trevena, Chestnut Avenue, Westerham TN16 2EJ**
  Erection of outbuilding to south of dwelling.

The meeting was adjourned at 8.11pm for public participation.
The meeting was reinstated at 8.17pm

570/1215 It was resolved to object to this planning application, on the basis that the building represented inappropriate development in the Green Belt and was disproportionately large. Concerns regarding the noise impact to the environment and to neighbours were also expressed. It was agreed the exact wording was to be agreed between the Chairman, Clerk and Nichola Stokoe.

- **TA/2015/2128: Libra, Ricketts Hill Road, Tatsfield TN16 2NB**
  Erection of single storey side extension incorporating dormer window, single storey rear extension, 4 dormer windows to front elevation and 4 dormer windows to rear elevation in association with conversion of loft space to habitable accommodation.

571/1215 It was resolved to object: This application is reduced in scale from the previous application (TA2015/1187) – to which the Parish Council objected as a disproportionate addition over and above the size of the original dwelling, contrary to Policy DP13. Nevertheless, the Parish Council believes that the scale of this application continues to represent inappropriate development in the Green Belt

- **TA/2015/2146: Glenariff, 15 Paynesfield Road, Tatsfield TN16 2AT**
  Erection of single storey side and front extension. Training Tandridge District Council.

573/1215 It was resolved to instruct the Clerk to request an extension on this item until the meeting in January 2016 as the plans had arrived too late for in depth consideration.

574/1215 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions as detailed above.

(b) Planning team for December: to be determined

575/1215 Helena Garcia-McLeod and Niall Kells volunteered to assist in planning for December. Their offer was accepted by members.

(c) Tandridge District Council: Local Plan meeting feedback

Mike Sarll provided an update of the session attended on 23/11/2015. He noted that all local councils are being asked by Central Government to asses planning in all aspects for the District for the next 20 years. Production of a Local Plan requires extensive consultation and this is the first phase of the consultation regarding what could / should be done in terms of housing, new facilities. Infrastructure etc for the next 20 years. The consultation ran from 18th December 2015 to 26th February 2016.

Mike Sarll noted there was a lot of information placed in Dropbox and members should make themselves aware of this.

The next meeting would be attended by the Clerk and Niall Kells.

The Parish Council needs to agree on how active it wants to be in feeding back and influencing the Local Plan. Two exception sites had so far been identified on the plan in Tatsfield as suitable for immediate development – one already had planning permission and was in the process of building (Thistledown).

576/1215 It was resolved to set up a Working Group with main members being the Chair, Nichola Stokoe, Niall Kells, Mike Sarll and Althea Davies, who would look in depth at the matters raised by the consultation and produce recommended responses for the main meeting. Other members would be welcome to attend if necessary.

The Chair noted that consultation on the National Planning Policy was currently open until 25/1/2016.

The meeting was adjourned at 8.50pm for public participation.
The meeting was reinstated at 8.56pm

7 FINANCE

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

b) Discuss and agree items requiring expenditure:

- New laptop / computer for Aileen McHugo Building : approve quote and select supplier (£400 - £600)

577/1215 It was resolved to accept the quote from MR Computing for a total of £757 to include a new laptop with faster processor, MS Office and the installation time quoted of 2 hours.

- Agree contractor rate to review email / storage facilities

578/1215 it was resolved to approve an amount up to £342.50 equivalent to 5 hours of work, for assessment of email / storage and backup facilities currently in place for the Parish Council as well as asking whether remote access to the CCTV system could be engineered.

- Disclaimer notice for car park – agree to purchase and amount

579/1215 it was resolved to approve an amount of up to £100 for this sign. The Chair noted that the signs indicating Parking for People with Disabilities needed replacing.

- BT Premium Rate payment for email - £1.60 per month until cancelled

580/1215 The amount of £1.60 per month to be reclaimed by the Clerk who was paying it currently to safeguard the current Parish Council email account was approved.

- Drawing for door in Village Hall: £150 – ratification

581/1215 The amount of £150 for production of drawings for the location of the door in the Village Hall to be submitted through planning were approved and ratified.

- Additional cameras for AMB CCTV system – agree to purchase up to amount

582/1215 It was resolved to defer this item to the January meeting as no quote had yet been received and it was felt further tests of the new cameras were needed.

- Repairs to Aileen McHugo Heating system: £194+VAT

583/1215 The repairs to the heating system based on the RH Heating quote circulated by the Clerk were approved.

- Christmas tree purchase: agree to purchase and amount.

584/1215 The Christmas tree purchase of £250 + VAT was ratified and the Clerk was asked to thank Jon Allbutt for having arranged this at such short notice.

- FP21 : Kissing Gate installation - £260+VAT per gate / Field gate : £190 + VAT

585/1215 The quote for installation of all gates was approved on FP21, subject to the landowner accepting access of the contractor with a digger. The Clerk to check whether the contractor would prefer the Clerk to contact.

c) Approve Budget for 2016-17 as recommended by the Finance Committee and agree Precept amount of £42,000

586/1215 It was resolved unanimously to approve the budget presented and proposed by the Finance Committee on 24th November 2015 and examined by members. It was further resolved that for the financial year of 2016-17 the precept would remain at £42,000 and any shortfall would be made up from reserves (estimated shortfall in the budget stood at £8,946).

d) Public Sector Led Body for Auditing from 2017 – decision on whether Tatsfield Parish Council will decide to opt in to new procurement options for external auditing

587/1215 It was resolved following consultation with the Clerk and based on the information provided, to opt in to the new procurement options for external auditing.

e) Grant request for 2016/7:

- Request from Tatsfield Fair-trade Group for £750.

588/1215 It was resolved to approve the request from the Tatsfield Fair-trade Group for a grant of £750 for the financial year 2016/17. The Clerk was instructed to inform the Group.

f) Selection of Pension provider: agree on Pension provider in advance of 1 January 2016 staging date.

589/1215 It was resolved to select People's Pension as the pension provider and the Clerk was instructed to proceed with next steps to ensure the Parish Council complied with its statutory duties as detailed by the Pensions Regulator.

g) Appointment of Althea Davies to review Clerk's role: agree and approve

590/1215 It was resolved to appoint Althea Davies to review the Clerk's role and pay scales to report back in the New Year.

8 HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

There was nothing to add under this Agenda item

(b) Rights of Way:

- FP21 kissing gate to replace style – update

The Chair noted that this item had been covered under Item 7b and that approval had been given for the contractor to install the new gates once received from Surrey.

9 NOTIFIED ITEMS

a) Housing: housing needs survey – working group setup for questionnaire

591/1215 It was resolved to set up a working group to address the housing needs survey questionnaire comprised of the Chair, Nichola Stokoe, Pat Coombe, Helena Garcia-McLeod and Niall Kells initially but all input would be welcomed from remaining members.

b) Defibrillators – update

The Clerk noted that the British Heart Foundation application was ready to be submitted and had been checked by the Chair and that approval had been granted by Tandridge Housing for a defibrillator to be located at Crossways Court should the application be granted.

592/1215 The Clerk was instructed to submit the Parish Council's grant application for an additional defibrillator to be located at Crossways Court.

c) Volunteers: update

The Clerk informed members she had now received the outstanding items she had still been waiting for according to Appendix C agreed on 13 April 2015 (resolution 327/0415) and she had also received the relevant information from Phil Brett and the Litter Pickers, so this item could now be completed and she would contact the insurance company for final approval. Once this had been received and confirmed all volunteers could then be considered to be on the Parish Council insurance for the activities listed and fro as long as the conditions continued to be fulfilled.

d) Hail and Ride: 464 update report update

The Chair noted he had received confirmation from Surrey that this project had not been shelved but no further progress made as yet.

e) Pathway on verge to Scouts hut / games pitches – update

This item is addressed under item 10a.

f) Parking in Tatsfield Village: response to D Hodge.

Councillor Hodge had requested feedback from the Parish Council about parking issues in Tatsfield. The Chair proposed a response listing the issues with parking especially on Paynesfield Road and Westmore Road. Mr Hodge noted he was reluctant to send parking inspectors to Tatsfield at this stage.

593/1215 It was resolved to support the Chair's response as suitable for the feedback requested. It was further resolved an article in the Parish Magazine should make people aware of inconsiderate parking practises and ask for safer parking from all.

g) The Surrey Countryside and Rural Enterprise Forum (SCREF) – Rural Strategy Consultation – discuss and agree response.

594/1215 It was resolved this consultation should be answered individually by members, not giving a formal Parish Council response at this stage. It was also agreed the Clerk should arrange to put this on the village website and Facebook page to advertise it and ask residents to participate.

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

a) County Councillor

David Hodge reported on the following items:

1- He had authorised £1000 grant for Tatsfield in Bloom. The Chair thanked Mr Hodge on behalf of the Parish Council and the community.

2- Mr Hodge had visited the Scout Hut footpath with Surrey Highways engineers and assessed a refurbishment would cost around £12,500 and should be repaired as a rural footpath. Tatsfield would need to wait until budget day on 9th February 2016 to see if there was finance available from the County.

3- David Hodge has asked Highways team to investigate complaints about the uneven road surface at the bottom of the B269 (Titsey Hill) when driving to Oxted.

4- Mr Hodge would investigate the situation regarding the lack of cat's eyes on the B2024 (Approach Road to Titsey Hill). The Chair noted this could be dangerous given the susceptibility to fog and low lying cloud on the ridge.

5- Mr Hodge agreed to investigate the apparent lack of priority road markings outside the White House (Lusted Hall Lane – Approach Road junction) where there had already been several potentially dangerous situations.

b) District Councillor

Mr Martin Allen reported on the following points:

1- Attended the Tandridge District Council housing tour and felt the houses being built are very large given the housing needs.

2- The community alarm system run by Tandridge is being used by 33 Tatsfield residents.

3- Moorhouse Tiles site tour showed a very underused and in his opinion wasted space. The application has received over 750 objections and is up for refusal in its current form.

4- There is a need to save over £4 million in the budget.

5- The Local Plan is coming up for consultation and he attended a briefing.

6- Planning meeting in Tandridge on 15th December

7- Dispute in the village over rights of way.

c) Village Hall Management Committee:

- Update on storage and upstairs room for History Project

Helena Garcia-McLeod informed members that the committee had determined as long as all members of the History Project had up to date required clearance and DBS checks then the room could be used. The Clerk is currently investigating whether this can be done through the Parish Council.

- Windows project : request for Parish Council position should the Biffa grant application not be successful

595/1215 Members agreed to be supportive of the project should the Biffa grant application not be successful and to investigate other options for funding such as the Community improvement fund. Mr Martin Allen agreed to contact Tandridge and ask them to liaise with the Clerk should there be other funding options.

d) Tatsfield in Bloom:

- Equipment for volunteers

596/1215 As there was no apparent clarity over what was actually needed for volunteers it was resolved that Pat Coombe should return with a clear requirement to be submitted to the Clerk once this was available for consideration by members for the next meeting.

The meeting was adjourned at 10.09 pm for public participation.
The meeting was reinstated at 10.10 pm

e) Biggin Hill Airport: update

The Chair noted that Bromley Council has agreed to the new hours for the airport subject to the noise mitigation measures being implemented. The cafe was a success and he reiterated his opinion that the proposed changes to flight paths should not affect Tatsfield residents.

f) Tatsfield Fair-trade Steering Group: update
Pat Coombe reported Group's fair-trade status had been successfully renewed for another two years.

g) Tatsfield Vern d'Anjou Association: update
No update.

h) Oxted Citizens Advice Bureau: update
No update

i) Tatsfield Horticultural Society
Martin Allen noted members of the Society and the Composting |Group had attended awards ceremony at County Hall.

11 PARISH COUNCIL PROPERTY AND LAND
To receive updates, discuss matters and where relevant, agree on proposals relating to:
a) Parish Land Committee: update

- Waste bins update

Mike Sarll noted the dog waste bins had been installed today and the others should be placed in the next few days in the car park near the Aileen McHugo Building and by the new bench on Paynesfield Road.

- Replacement salt bin for faulty one on Westmore Green

The faulty bin would not be replaced by Surrey Highways as it had not passed their 'assessment criteria' and was not currently on public land.
597/1215 The Clerk was asked to obtain a quote to replace the salt bin.

- Replacement for lime tree removed (Westmore Green) – changed to Hornbeam

Mike Sarll explained the Parish Land Committee had changed their replacement tree to a Hornbeam upon receipt of advice from Steve Hearn of Tandridge. This had been ordered and would be installed at well below the agreed amount at the previous main meeting, of £180.

b) Tatsfield Green:

- Deed of Easement : Heath House

No update.

- Tatsfield Lodge boundary agreement

No update apart from a resident having noticed land surveyors on Tatsfield Green recently.

c) Aileen McHugo Building

- CCTV: update

The Chair noted the new system had been installed to replace the previous system which had been deemed not fit for purpose and appeared to be working well. A quote for an additional 2 cameras had been requested but not yet received and the system would continue to be monitored.

- Electrical Report: conclusions and recommendations – agree next steps

Niall Kells noted the electrical report circulated to members had found a number of items which required addressing and the amount to fix them would come to £275 including labour. In his opinion this represented a reasonable amount for the work and fixtures involved.
The electrician had also recommended installing 30 additional sockets in Room 1 and 2 and the office and the costs for these would amount to £850 + £560 labour. This was also deemed reasonable when members asked his opinion.
598/1215 It was resolved to approve the costs to address the electrical items highlighted by the report of £275 and for the additional sockets. The Clerk to proceed.

d) Village Hall
All items covered under 10c.
e) Westmore Green

- Request from resident of Hedgerows for permission to re-surface access track and request to widen track

The Chair noted the resident had contacted him regarding re-surfacing the track on Westmore Green (opposite Allotments) and had been told to email the Clerk. This had not taken place. The re-surfacing had then proceeded without Parish Council involvement.
599/1215 The Clerk was instructed to write to the resident and express the Parish Council's displeasure at their actions and inform them they should not have proceeded with the re-surfacing and would need to request permission from the Planning Inspectorate. She was also asked to enclose the form and inform the Planning inspectorate of the Parish Council's actions.

12 MEETINGS TO ATTEND / CORRESPONDENCE:

- to agree attendance at **Meetings** to which Parish Councillors are invited

It was agreed the Police meetings were all too far for travel.

- to discuss **Correspondence** received by the Clerk

The Clerk noted all correspondence had been addressed in existing agenda items.

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

600/1215 Ratification of action taken by the Clerk with assistance by Niall Kells and Helena Garcia-McLeod to rectify a lighting fault at the entrance to the Village Hall which was deemed dangerous. The quote to replace the lighting was still awaited but members agreed an amount of up to £200.

14 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Who can take emergency action if the Clerk is absent or unable to act.

The Meeting closed at 10.35 p.m.

Subjects raised in Public Adjournments 1- Objections ref Trevena planning application listed – based on geography, wildlife and environmental impacts as well as contravention of a number of Tandridge policies, notably DP14. 2- Would any Parish Council member be able to read at the Carol service this Sunday? 3- What is happening to the wood in the garden of Libra in Ricketts Hill Road?

Item & page (9 Mar 2015)	Action	Who	Date by	Result
276/0415, 21	Update website and TDC with approved version of Development Statement 2015	Clerk	23/3/2015	COMPLETE
Item & page (13 Apr 2015)	**Action**	**Who**	**Date by**	**Result**
327/0415	Implement approved steps for volunteers and liaise with TIB / Jon Allbutt	Clerk	07/5/2015	COMPLETE
Item & page (8 June 2015)	**Action**	**Who**	**Date by**	**Result**
390/0615	Inform insurance company of fulfilment of Volunteer list	Clerk	13/7/2015	Dependent on 327/0415
Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	In progress
Item & page (14 Dec 2015)	**Action**	**Who**	**Date by**	**Result**
570-574/1215	Inform Tandridge planning of the Parish Council's resolutions.	Clerk	18/12/2015	COMPLETE
577-585/1215 110	The Clerk was instructed to inform the various successful bodies and contractors of the Parish Council's resolutions.	Clerk	31/12/2015	COMPLETE
588/1215 111	Inform Tatsfield Fair-Trade Group of their grant award	Clerk	31/12/2015	COMPLETE
589/1215 111	Implement next steps as per Pensions Regulator	Clerk	14/1/2016	In progress
592/1215 111	Send off the grant application for defibrillator	Clerk	31/12/2015	COMPLETE
593/1215 111	Parish Magazine article on parking	Chair	17/12/2015	
594/1215 112	Information on consultation to website and Facebook	Clerk	31/12/2015	COMPLETE
597/1215 113	Obtain quote to replace salt bin	Clerk	10/1/16	
598/1215 113	Inform contractor to proceed as per his quote	Clerk	31/12/2015	
599/1215 114	Write to Hedgerows as detailed	Clerk	31/12/2015	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 25th January 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mrs Nichola Stokoe Mr Mike Sarll, Mrs Pat Coombe Mrs Althea Davis Mr Niall Kells
Mrs Helena Garcia-McLeod

In Attendance: Ana Hughes – Clerk
Mr Martin Allen (Tandridge District Council)
And 2 parishioners.

1. APOLOGIES

None

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

None relating to items on the agenda.
The Chair declared an interest in the matter of TA/2015/2154 which was addressed under item 10. He did not vote in the matter or participate in the discussion on that planning application other than provide general information on planning policy not directly related to the application itself.

3. Approve and sign the MINUTES of the meeting held on 11th January 2016

625/0116 The minutes were approved as a correct representation of the meeting held on 11th January 2016 and were signed by the Chair together with appropriate appendices.

4. Planning

a) Local plan update: approve first draft of responses

Mike Sarll noted that the working group had now responded to all 6 questions, but was struggling on consideration and comment regarding the methodology.
626/0116 It was resolved the draft of responses be presented for approval at the main meeting on 8th February 2016.

5. Parish Land / Property:

a) Tatsfield Green: Bus stop waiting area proposal – update

The Chair noted no further update was available and a draft letter was still in progress.

b) Westmore Green: salt bin – new request

The Chair noted the resident at 12 Lusted Hall Lane had requested a salt bin outside her property following several near misses by drivers and other road users with the icy conditions in that location.
627/0116 It was resolved that the new salt bin to be purchased for the new cottages in Westmore Green be relocated to outside the resident's house which was still Parish Council land and would be filled and maintained by the Parish Council.
The Clerk was instructed to write to residents of the new cottages on Westmore Green (previously the End) and ask whether they would be in agreement regarding the planting of shrubs where the salt bin had been located. If there were no challenges by residents then Pat Coombe could inform Tatsfield in Bloom to proceed with the previously agreed plans for planting as per minutes of March 2015.

c) Aileen McHugo Building: storage option

628/0116 in acknowledgement of the need for additional storage space for salt and the spreader, Niall Kells and Mike Sarll should investigate the options for storage, in particular in the passage behind the Aileen McHugo Building, assisted where necessary by the Clerk. Reports to be made back to the Supplementary meeting in February.

6. Finance

a) Additional Grit bin: £202.40 + VAT

629/0116 It was determined to purchase an additional grit bin to replace a damaged one on the corner of the Square which had been recently discovered and did not belong to Surrey Highways. It was determined all 3 new bins should be green.

7. Biggin Hill Airport Consultation - for the proposal to introduce instrument approach procedures for runway 03: discuss and agree next steps (due 18th February 2016)

630/0116 It was agreed the Chair should investigate the consultation response and present his recommendations for approval to members before responding.

8. Village Matters:

a) Furze Corner – Parish Council position ref rent increase for Village sports groups

The Chair noted the following points as background for the Parish Council's consideration:

- Tandridge District Council are reviewing all the properties in the district let to local groups / organisations, of which the Furze Corner playing fields was one.
- The lease expires on 1st April 2016
- The review was performed by an independent body and determined the rent should be £12,850 per annum rather than the peppercorn rent paid by the Playing Field Association (PFA) who manage and run the site currently.

- The PFA have been invited to submit a request for a grant to the Tandridge District Council Rent Subsidy committee

Information submitted by the representatives of the PFA can be noted at the end of these minutes.

8.07pm Meeting suspended for public representation
8.35pm Meeting resumed

631/0116 It was resolved following discussion of this matter that the Parish Council should write a letter requesting a clarification of the rent review process and basis and challenging its results, given the restrictive covenant and current lease conditions, as well as a request to extend the existing lease by a further 6 months.
It was further resolved a letter be written to the Rent Subsidy Committee to support the request for a 95% grant to the Playing Fields Association in Tatsfield.

d) Dog waste bins : request for additional bin and general discussion on current abundance of bins in close proximity
632/0116 It was agreed following a short discussion that there would be a last dog bin purchased, under the same arrangements as those previously arranged through the Parish Land Committee, to be located on Ricketts Hill Road adjacent to Footpath 570 entrance. It was also agreed that locations of dog bins should be as unobtrusive as possible to ensure that they were not unsightly and an eyesore.

e) Snow Angels: agree on whether the Parish Council is going to be managing the Tatsfield branch.
633/0116 It was resoled the Parish Council does not and will not be managing the Tatsfield branch of Snow Angels, although one of the Parish Council members is the Tatsfield named co-ordinator on behalf of Tandridge District Council.

f) Queens 90th Birthday Celebrations: discuss and agree next steps.
634/0116 It was resolved the Parish Council should organise a Beacon to celebrate the Queen's 90th Birthday to be lit on 21st April 2016. Mike Sarll and Niall Kells to discuss arrangements that had been made for the Jubilee Beacon to ensure there is no duplication and to arrange the risk assessments for the event, with Doug Massey.
Mike Sarll / Niall Kells will discuss building a bonfire with Ken Thurgood and this should be discussed in February for further arrangements.
It was also agreed that the beacon should be located at Furze Corner, lease situations permitting.

9. Housing Needs Survey: approve draft questionnaire for submission to Surrey Community Action
635/0116 The draft housing needs survey needed to be seen by the whole council and could then be approved at the main meeting in February 8th.

10. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency
The Chair brought 2 items to the attention of members as a matter of urgency:

(a) TA/2015/2154: Green Pastures, Greenway, Tatsfield TN16 2BS
It had come to the attention of the Chair that an additional request had been submitted by the applicant on this planning application, relating to the building of a new garage with a pitched roof and utility room behind, on the same location as the garage being demolished. The Chair took no part in further discussion or voting on this matter.

The Parish Council had already objected to the original planning application as per resolution 603/0116.

636/0116 It was resolved the Clerk should reiterate the Parish Council's objection on the basis of policy DP7 (7) by reason of an overshadowing and overbearing effect on the neighbouring property; the Clerk should add an objection on the basis of policy DP7(2) that the proposals resulted in an overdevelopment of the dwelling.

(b) Request to use the Parish Room once a month (first Thursday between 1-3pm) to provide support for Tatsfield Residents with Hearing aids without additional cost.
637/0116 It was resolved that the Parish Council would support this request by Jennie South and St Marys Church and enable use of the Parish Room between 1 and 3pm on 1st Thursday of each month free of charge for provision of support to local residents with hearing aids.

11. Matters for Reporting or Inclusion in a Future Agenda
The Chair noted that Liscombe had won their appeal and 75 Paynesfield Road had their planning application approved but a condition imposed on the possible future conversion of their garage to require additional planning permission.

Other approved planning applications were Smokey Mountain and 15 Paynesfield Road, but Trevena had been refused. Members were invited to examine the officer's report.

- Ask Dave Mitchell to quote for fixing sign to soft ground at entrance to Parish Council car park
- Renew disabled parking signs

The Meeting closed at 10.00 p.m.

Subjects raised in Public Adjournments

The Chari and Secretary of the Playing Fields Association provided members with a brief synopsis of the PFA's role, responsibilities and points of interest regarding the current lease:

- PFA currently pays a peppercorn rent but has to raise funds to cover costs of maintenance (grass cutting etc.), utilities (gas / electricity / water) and maintenance of all the club house / security and boundary matters
- They are licensed to hold a limited number of events per annum and raise additional funds from subscriptions and pitch hire fees
- Facilities are used by 2 senior member clubs and 2 junior members clubs
- Facilities are also used by local charities such as 1st Tatsfield Scouts and Little Acorns and charity events are also hosted.
- The PFA would need at least 95% grant to cover the rent or it would cease to be viable.
- There are serious concerns and differences in the way the rent was determined for Furze Corner and the other 2 playing fields reviewed in the area, both of whom had their rents set under £2,000.
- There is a restrictive covenant on use of the land to sporting events / use
- The PFA was given very little notice regarding the meeting at which the rent was approved
- There was no transparency on the basis for the rent determination and how it was reached
- The PFA would ask the Parish Council to challenge the valuation and rent decision and assist in obtaining the highest maximum grant

Item & page (14 Sept 2015)	Action	Who	Date by	Result
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	In progress
Item & page (14 Dec 2015)	**Action**	**Who**	**Date by**	**Result**
589/1215 111	Implement next steps as per Pensions Regulator	Clerk	14/1/2016	In progress
593/1215 111	Parish Magazine article on parking	Chair	17/12/2015	In progress
Item & page (11 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
618/0116 4	Letter to transport for London ref Hail and Ride	Clerk / Chair	25/1/2016	In progress
619/0116 4	Circulate ideas ref Queens 90th Birthday celebration for PC involvement	Pat Coombe	8/2/2016	In progress
620/0116 4	Assist in fulfilment of action points as determined	Clerk / members	8/2/2016	In progress
Item & page (25 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
628/0116	Research options and present to members	Niall Kells / Mike Sarll / Clerk	22/2/2016	COMPLETE
629/0116	Purchase new grit bins	Clerk	8/2/2016	COMPLETE
630/0116	Present responses for acceptance by members	Chair	8/2/2016	COMPLETE
631/0116	Write letter to TDC ref rent review / grant subsidy	Chair / Clerk	4/2/2016	COMPLETE
632/0116	Organise new dog waste bin for entrance of FP570	Clerk	8/2/2016	in progress
634/0116	Start processes for Beacon in April	Clerk / M Sarll / N Kells	22/2/2016	
636/0116	Inform Tandridge Planning of Parish Council resolution	Clerk	29/1/2016	overtaken by new plan

MINUTES of the Meeting of Tatsfield Parish Council held on the 22nd February 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mr Mike Sarll, Mrs Pat Coombe Mrs Althea Davis Mr Niall Kells Mrs Helena Garcia-McLeod

In Attendance: Ana Hughes – Clerk

And 0 parishioners.

1. APOLOGIES

658/0216 Mrs Nichola Stokoe sent her apologies and these were received and accepted by members.

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

None relating to items on the agenda.

3. Approve and sign the MINUTES of the meeting held on 8th February 2016

659/0216 The minutes from the meeting held on 8th February 2016 were agreed as a as a true and correct record of the meeting and signed by the Chair together with the appropriate appendices.

4. Planning

(a) Local plan update: final approval of draft for submission

Mike Sarll informed members the Working Group had met several times and he was inputting the final draft for members who had not been part of the Working Group to inspect and feed back to him with any comments.
Helena Garcia-MacLeod and Pat Coombe agreed that the Working Group had the majority vote and should approve the final submission at this meeting and that they would read and submit comments should these be deemed necessary.
659/0216 The Working Group (Ian Mitchell, Niall Kells, Althea Davies and Mike Sarll approved the submission contents in principle noting that fine tuning of wording would take place over the next few days before the submission was due on 26th February 2016 but that they were satisfied that the submission would reflect what had been agreed during their many meetings in the last few weeks.

5. Parish Land / Property:

a) Tatsfield Green:

- Bus stop waiting area proposal – update

No further update at this time.

- Heath House: sign and date wayleave agreement, remove from future agendas.

660/0216 The wayleave agreement received from the residents of Heath House was signed and witnessed by the Clerk and dated as required, the Clerk would return a signed and dated copy to the residents. It was agreed this time could be removed from future agendas.

(b) Westmore Green: Christmas lights alternative proposal

661/0216 It was resolved the Clerk should pursue the proposal to use lights around the village centre island trees rather than purchase a Christmas tree which had a limited life span and cost the Parish Council £300 each year.
The Clerk noted that she had contacted Blachere Lighting (who had supplied the Christmas lights in 2015) and requested a quote. She had also received an alternative name from Godstone Parish Council.
Niall Kells expressed concerns regarding the supply of power as UK Power Networks / Surrey had categorically stated they would not supply power to isolated locations such as the island. It was possible there might be leeway if David Hodge was approached and The Chair agreed to do this.

(c) Aileen McHugo Building:

- Request to use kitchen facilities for local football team

662/0216 It was resolved that the health and safety and security implications would not make it possible to agree to the request to use the kitchen to provide refreshments to parents. It was noted a councillor would need to be present for the whole time the building was in use and that the likely presence of children had implications to the Parish Council's insurance terms and conditions. The Clerk was instructed to inform the resident of the Parish Council's decision.

- General discussion on use of community building / charging for use of building

Various points were discussed but there was a general agreement that the booking / use of the building needed to be formally made through the Clerk and by use of a booking sheet with the terms and conditions of booking attached.
The use of the room by Chartwell Cancer Trust was discussed as they used it ad hoc for occasional meetings. The Clerk reminded the Parish Council that a tentative agreement had been agreed with Mr Douglas but never been put in place for a booking of the room for use on an ad hoc basis.

663/0216 It was resolved the Clerk should proceed with setting up a formal agreement for use of the Parish Room with Chartwell Cancer Trust as initiated in 2014 but never completed. It was also agreed that the charging and use of the building would need to be examined on a case by case basis but that the original premise for charging local groups and businesses agreed by the Parish Council in September 2014 (094/0914).

6. Finance:

b) Defibrillator: new defibrillator with case £1042.04 + VAT

664/0216 It was resolved the Clerk should purchase a new defibrillator and case for the quoted price of £1042.04 and members would arrange installation.

c) Aileen McHugo Building: storage proposal quotes

No quotes received yet – defer to main meeting on 14/3/2016

d) Housing Survey: printing / postage costs £396 - £682

665/0216 It was resolved to accept the quote for xxx households postage by return and hand delivery of surveys at a cost of £395.11. The Clerk to inform Louise Williams at Surrey Community Action.

e) Pension: revisit and select alternative provider.

The Clerk explained that the previous selected pension provider – People's Pension – had now implemented a £500 charge for new accounts. She presented the Parish Council with additional options for providers and informed them she had deferred the auto enrolment date until 1 April 2016 and all other duties had been fulfilled thus far.
666/0216 It was resolved to accept Smart Pension as the new provider for the Parish Council's pension and the Clerk should proceed as required to ensure fulfilment of statutory duties.

f) Approve addition to Appendix B: payment to Glasdon for grit bins - £465 + VAT

667/0216 The grit bins had been delivered and the payment date due was before the next Parish Council meeting. This payment was approved and added to Appendix B for February 2016, and the cheque was duly signed.

7. Village Matters:

a) Furze Corner – update

The Clerk had circulated the response from Tandridge to her letter sent as per the Parish Council's instructions on 2nd February 2016. The strong theme running through the response could be summarised as:

1- The rent amount proposed was not open to discussion or challenge.
2- The PFA should be focusing on applying for an obtaining a grant subsidy
3- If the PFA did not renew then Tandridge had plenty of other sports groups interested in new premises.

668/0216 The Parish Council resolved the Clerk should return to Chris Maynard and the PFA and ask what further assistance could be provided. The Clerk was also asked to send a copy of Tandridge's response to Mr Maynard.
669/0216 The Parish Council resolved the Paris Land Committee should address this matter, look into long term (lease on behalf of the village / look into purchasing the land outright) and short term (help with making a grant subsidy application) options and liaise directly with Chris Maynard to come up with a plan of action. Mike Sarll agreed to contact Mr Maynard.

b) Queens 90th Birthday Celebrations: update on Beacon

670/0216 It was resolved that there should not be a beacon and no further action would be taken as there was no time to do it before 21st April 2016.

c) Housing Needs Survey: agree proposed time plan and actions for delivery of surveys

The Clerk noted the Parish Magazine had agreed the insert for the April edition and was holding the slot for the Parish Council pending confirmation. All inserts (surveys) would need to be provided by the last week in March.
The Parish Council discussed the purpose and ultimate aim of the survey as this was going to impact on whether costs were incurred from Surrey Community Action (whether the survey would be used for progressing a Rural Exception Site enquiry or ether the exercise was to be used as part of a Neighbourhood Plan initiative).

671/0216 It was resolved that the survey be used to ascertain the extent of demand for Affordable Housing in the Parish and whether people met the qualifications and criteria to be eligible for this. Should the survey response indicate a level of need for Affordable Housing in the Parish then the Parish Council would initiate enquires into a Rural Exception Site. The Clerk to inform Ms Williams of the Parish Council's decision.

8. Review of Clerks Role: approve proposal for new Clerk's role and increase to Level LC2 (SCP 26 - £11.922 per hour)

Althea Davies updated members on the review process undertaken with the Clerk and the new role which had been updated to reflect her new responsibilities. It was her view and the recommendation to the Parish Council that the role now be upgraded to LC2 and the pay scale to SCP 26 at £11.922 per hour.
672/0216 It was resolved to accept the proposal to upgrade the Clerk's role to LC2 and SCP 26 at £11.922 per hour as of 1 February 2016.

9. Transport Review Consultation: Surrey – ends 14/3/16

673/0216 It was agreed this consultation did not impact bus routes to and from Tatsfield and therefore a Parish Council response was not required. Individuals were welcome to response if they so wished.

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

The Chairman asked the Parish Council to consider payment to the contractor who had finished the refurbishment of the Village Centre pathway and was requesting payment.
674/0216 It was resolved that M&S Paving (DW Salt) be paid at this meeting as the payment had been approved in September 2015 and that this payment would appear on the Appendix B schedule in March 2016.

The Chairman asked for approval of the proposed date of 19th April 2016 for the Annual Parish Meeting to be held at the Village Hall, thanks to the Badminton Club agreeing to give up their reserved booking.
Speakers were proposed as:

- Piers Mason – Tandridge Plan / Local Plan
- Housing Needs Survey – Louise Williams
- Police update – Dan Gutierrez

675/0216 The date of 19th April 2016 and the speakers listed above were approved and the Clerk was also asked to inform Chris Maynard of the date, invite him to the meeting and suggest this may be a place to raise awareness for the PFA and Furze Corner.

11. Matters for Reporting or Inclusion in a Future Agenda

- Invite to Limpsfield's Annual Parish Meeting on 23/3/16 – Ian Mitchell to attend.
- Include projector and Wi-Fi in the MR Computing visit
-

The Meeting closed at 10.12 p.m.

Item & page (14 Sept 2015)	Action	Who	Date by	Result
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	In progress
Item & page (14 Dec 2015)	**Action**	**Who**	**Date by**	**Result**
589/1215 111	Implement next steps as per Pensions Regulator	Clerk	14/1/2016	In progress
593/1215 111	Parish Magazine article on parking	Chair	17/12/2015	In progress
Item & page (11 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
618/0116 4	Letter to transport for London ref Hail and Ride	Clerk / Chair	25/1/2016	In progress
619/0116 4	Circulate ideas ref Queens 90th Birthday celebration for PC involvement	Pat Coombe	8/2/2016	
620/0116 4	Assist in fulfilment of action points as determined	Clerk / members	8/2/2016	In progress
Item & page (25 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
632/0116	Organise new dog waste bin for entrance of FP570	Clerk	8/2/2016	In progress
634/0116	Start processes for Beacon in April	Clerk / M Sarll / N Kells	22/2/2016	CANCELLED – see
Item & page (8 Feb 2016)	**Action**	**Who**	**Date by**	**Result**
649/0216 13	Arrange purchase and setup of new domain name and emails	Clerk	29/2/16	In progress
654/0216 15	Obtain 2 quotes for fencing work proposed	Clerk	22/2/2016	In progress
Item & page (22 Feb 2016)	**Action**	**Who**	**Date by**	**Result**
659/0216	Finalise and submit the Parish Council's response to the Local Plan consultation (phase 1)	Working group	26/2/16	COMPLLETE
660/0216	Return signed and dated copy of Deed of Easement to Heath House	Clerk	23/2/16	COMPLETE
661/0216 20	Obtain quotes for lights to trees about village island	Clerk	14/3/16	in progress
662/0216 20	Inform resident of Parish Council's decision re using the AMB	Clerk	26/2/2016	COMPLETE
663/0216 21	Continue formal agreement for use of AMB with Chartwell	Clerk	14/3/2016	in progress
664/0216 21	Arrange purchase and delivery of new defibrillator and case	Clerk	14/3/2016	
665/0216 21	Inform Surrey Community Action of the quote approved	Clerk	24/2/2016	COMPLETE
668/0216 21	Ask PFA / Chris Maynard what further assistance could be provided and send a copy of Tandridge's response.	Clerk	23/2/2016	COMPLETE
671/0216 21	Inform Surrey Community Action of the Parish Council's decision to proceed with the survey on the basis of assessing demand for Affordable Housing.	Clerk	24/2/2016	COMPLETE
675/0216	Start APM invitations, specifically to speakers	Clerk	14/3/2016	In progress

MINUTES of the Meeting of Tatsfield Parish Council held on the 8th March 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mr Mike Sarll, Mrs Althea Davis Mr Niall Kells

In Attendance: Ana Hughes – Clerk

And 0 parishioners.

1. APOLOGIES

676/0316 Mrs Nichola Stokoe, Mrs Pat Coombe and Mrs Helena Garcia-MacLeod sent their apologies and these were received and accepted by members.

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

None relating to items on the agenda.

3. Oxted & Limpsfield Residents Group Collective Regulation 18 Representation to the Tandridge Local Plan consultation: discussion and consideration over whether Tatsfield Parish Council endorses this Representation.

The Chair explained briefly the history behind the representation by Oxted & Limpsfield Residents Group (O&LRG), Campaign for the Protection of Rural England (CPRE) Tandridge branch and others, who had engaged the services of the same legal counsel who had previously assisted in supporting other Tandridge parishes and residents groups in a key planning appeal relating to a site in Caterham in 2014.

As a result of the input from this legal counsel and driven by O&LRG and some of the neighbouring Parish Councils, a document had been submitted to Tandridge as a collective response to the Local Plan, with a series of largely critical observations highlighting the fact that the Local Plan consultation did not highlight and draw attention to what the collective response believed to be the real issues and challenges in the District.

The Clerk had been asked by Tandridge District Council to confirm Tatsfield Parish Council endorsed the plan.

677/0316 The Chair proposed that the Parish Council agree to officially support the representation made by the Oxted & Limpsfield Residents Group and other parties presented as a response to the Tandridge Local Plan Consultation. Members agreed unanimously to support the representation.

678/0316 It was resolved unanimously that Tatsfield Parish Council endorses the '*Collective Representation on the Tandridge District Local Plan – Issues and Approaches Regulation 18 Consultation'* submitted by the Oxted & Limpsfield Residents Group, Campaign for the Protection of Rural England (Tandridge branch) and fellow Parish Councils.

4. Matters for Reporting or Inclusion in a Future Agenda

The Chair noted the technical consultation document on the agenda for 14th March which could be important for Neighbourhood Plans and the 'simplification' of the planning process.

The meeting concluded at 8.45pm

DRAFT MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 24th March 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 12.00 p.m.

Present: Mr Mike Sarll (in the chair)
Mrs Althea Davies Mr Niall Kells

In Attendance: Mrs Ana Hughes (clerk)

And 1 parishioner

1. Apologies

None

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

None

3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 29th January 2016

42PL/0316 It was resolved the minutes reflected a true and accurate recording of the meeting held on 29th January 2016 and they were duly signed by the chairman.

4. Parish Land: financial items

a) Tatsfield Community Games Area sign: approve layout and quote

43/PL0316 It was resolved to approve the content specified by the Chair in a draft format of a sign to place on the front gate before entering the Tatsfield Community Games Area (TCGA), which laid out behaviour and activities that would not be tolerated in the TCGA. The formatting just needed reviewing and then the Clerk would send it for a quote.

44/PL0316 it was resolved that an amount up to £200 (excluding VAT) would be approved for expenditure on this item.

5. Parish Land:

a) Risk Assessments: revisit working document for recording issues and agree use

Althea Davies had circulated the revised document for approval.

45/PL0316 It was resolved that this would be updated and returned to the Clerk by the beginning of May in time for the internal audit.

b) Aileen McHugo Building storage: review quotes for fencing / gates and agree contractor

The Clerk noted she had only received one quote with the new specification for the gates / fencing at the rear of the Aileen McHugo Building and was awaiting a quote from the 2nd contractor. This item would therefore be addressed once the second quote had been received.

c) Reporting issues: review link on the website / next steps

Members were in agreement that the new reporting form matched the requirements for reporting issues in Tatsfield on Parish Council land but requested the following changes:

- Make the button / link more visible by enlarging or adding a formal button to the page
- Adding a link on the front page to alert people
- Making people aware of the option on the Village Facebook page and website.
- Adding in an 'other' option to the list to enable people to report issues on land that did not formally belong to the Parish Council

46/P0316 The Clerk was asked to implement these changes by the next meeting.

d) Village Island: Christmas Lighting - power supply update from D Hodge.

Niall Kells reported that David Hodge had not had any success pursuing Skanska contacts to further the Parish Council's intention to add access to lighting on the island for Christmas lights. However 2 further options were possible – battery operated lights and solar powered lights. Niall Kells was investigating both options and would provide the committee with further details so that Clerk could check with potential suppliers for possibility of using these as power options.

6. Furze Corner:

a) Invitation for meeting to Chris Maynard (Chair Playing Fields Association)

47/PL0316 The Clerk was asked to invite the Chair of the Playing Fields Association – Chris Maynard – to meet with the Parish Land Committee (to whom this matter had been delegated by the main council), to informally discuss the progress in this matter and whether the committee could assist in any way.

b) Update on valuation from D Millard

The Chair noted that Howard Cundey would be approached and asked to provide a valuation on the land at Furze Corner by the Committee, once a contact had been provided through Jon Allbutt.

7. Volunteers: rules of engagement between volunteers and Parish Council.

· Notification requirements to Parish Council for activities on PC land

South East and South East in Bloom (SEIB) representatives Jon Allbutt and Jill Hancock had been invited to attend the meeting for clarification on various points members had. Mr Allbutt attended but Ms Hancock was on holiday and sent apologies.

Mr Allbutt informed the committee on the following matters:

- SEIB volunteer groups intentions was to use the In Bloom competitions to bring change to the community, using the Parish Council, District and County where necessary;
- Mr Allbutt envisioned that the Parish Land Committee and Parish Council would agree a range of activities that the SEIB and Tatsfield in Bloom group of volunteers would be allowed to perform in the village and parish through the agreed channels of communication with the Clerk and the risk assessments as approved last year
- There need to be rules of engagement for activities that are and not allowed without requesting Parish Council approval
- He would like to see the Millennium Wood Project restated

The Chairman asked what groups of volunteers there were and 3 main groups were identified:

1- South East and South East in Bloom
2- Phil Brett and Litter Pickers (spring Clean-up)
3- Individuals groups who could be part of the previous 2 groups (for examples the Yeeles) but who also had their own interests.

48/PL0316 It was resolved to clarify the communication role between the volunteers and Parish Land Committee through Pat Coombe

49/PL0316 The offer from the volunteers to seed the area on either side of the new village centre pathway was welcomed enthusiastically

8. Items for Discussion or Referral to Future Agendas

- Clarify Pat Coombe's position on South East in Bloom and requirements for reporting back to the committee / council
- Updated risk assessment document
- King Edward VII Memorial Garden
- Christmas lighting
- AMB fencing (at rear)
- Review Tatsfield Green cutting schedule
- Millennium Wood Project plan – where is it ?
- Filling / emptying salt bins – initially request assistance from Derek Rose.

The Meeting closed at 1.50 p.m.

Item & page (16 July 2015)	**Action**	**Who**	**Date by**	**Result**
03/PL 0715	Send letter if hedges are overgrown	Clerk	TBD	
Item & page (24 Mar 2016)	**Action**	**Who**	**Date by**	**Result**
43/PL0316 3	Revise format of sign and send to Clerk for quote	Althea Davies / Niall Kells	1/4/2016	
44/PL 0316 3	Obtain quote and order sign if under £200 (excl VAT)	Clerk	8/4/2016	
45/PL0316 3	Update risk assessment document and send to Clerk	All	030/5/16	
46/PL0316 3	Implement changes on issues reporting form	Clerk	Mid-April	
47/PL0316 3	Invite Chris Maynard to meet with Parish Land committee informally	Clerk	30/3/2016	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 29th March 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mr Mike Sarll, Mrs Pat Coombe Mrs Althea Davis Mr Niall Kells Mrs Helena Garcia-McLeod

In Attendance: Ana Hughes – Clerk

And 1 parishioners.

1. APOLOGIES

None

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

Niall Kells declared an interest in item 4c TA/2016/415 owing to his proximity to the property – he did not participate in the discussion or vote on the item.

3. Approve and sign the MINUTES of the meeting held on 14th March 2016

696/0316 It was resolved that the minutes represented an accurate recording of the meeting and these were duly signed by the Chair together with the appropriate appendices A and B.

4. Planning

(a) TA/2016/353: Monsal, Old Lane, Tatsfield TN16 2LJ

Erection of single storey infill extension to west elevation linking main dwelling to annexe. (Retrospective)

697/0316 No comment.

(b) TA/2016/379: Gorsey Down Farm, Ricketts Hill Road, Tatsfield TN16 2NB

Demolition of existing garage. Erection of two storey extension to east elevation.

698/0316 No objection.

(c) TA/2016/415: 27 Paynesfield Road, Tatsfield TN16 2AT

Erection of conservatory to rear elevation, single storey front extension, single storey side extension incorporating integral garage and conversion of existing garage to habitable living accommodation.

699/0316 No objection.

700/0316 the Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions.

(d) Neighbourhood Planning – questionnaire for Tandridge District Council – initial walk through

The Chairman explained this was a series of questions designed by Tandridge to determine the status of local Parish Councils on the matter of Neighbourhood Plans and whether they were going to start one.

701/0316 It was resolved that Mike Sarll would circulate possible responses to the 20 questions in time for approval at the next meeting on 11th April 2016.

5. Parish Land / Property:

a) Request to use Westmore Green: Tatsfield Primary School Parents Association – Beer Festival on 24/9/2016 midday – 21.00

702/0316 It was resolved permission be granted to Tatsfield Primary School Association to use Westmore Green for the Beer Festival on 24th September 2016 from midday to 21.00 for the actual event, but also have access to prepare for the event on Friday 23/9/16 and then complete clearing up on Sunday 25/9/16. Access was also granted for preparation on Saturday morning. The Clerk was instructed to inform the Parents Association through the normal means with Conditions of Use letter and request proof of Public Liability Insurance

6. Finance: approve initial budget for Tatsfield Green boundary work by professional surveyor (£1150-£1400)

The Chairman explained to members that discussions between the owner of Tatsfield Lodge and the Parish Council (led by himself and Nichola Stokoe) had reached a point where both the Chair and Nichola Stokoe believed it was necessary for the Parish Council to obtain advice from a professional surveyor.

The owner of Tatsfield Lodge had presented plans from him own surveyor without measurements. When asked to confirm whether his newly erected fence would form the boundary he did not agree.

The Chairman and Nichola Stokoe believed that Parish Council interests required confirmation from a surveyor working for the Parish Council to confirm boundary measurements if possible. An initial quote of between £1150 and £1400 had been offered by the surveyor who had assisted in the Maesmaur Corner dispute.

Both members above believe that it is important to establish the exact boundary so no further disputes can arise in the future on this matter.

703/0316 It was resolved to agree an initial budget of up to £1500 (excluding VAT) for the retention of a professional surveyor as detailed in his quote for between 6.5 and 8 hours of work which would include a report t to the Parish Council.

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

The Chair had 2 matters to bring forward under this item:

(a) Trees:

Recent damage to Parish Council trees following Storm Katie, most notably those on Westmore Green and Ashen Shaw which had required an emergency request to Acacia Tree Services to remove trees that were blocking resident access in Ashen Shaw.

The Clerk confirmed that the last tree survey had been done in 2013. Mike Sarll as Chair of the Parish Land Committee had examined the appendices of the survey and could not see any specific reference to any of the trees that had been knocked over in the storm. The tree on Westmore Green would fall under the auspices of Tandridge District Council who managed the greens on behalf of the Parish Council. Regular assessments were taking place by Parish Land Committee members of all areas of Parish Land.

The Chair agreed that it appeared members were engaging in all the possible avenues of activity in relation to this matter at this stage.

(b) Annual Parish Meeting

The Chair noted he would not be available until the 18th April. Members agreed the following:

- Confirm remaining speakers – Clerk could contact Police and Tandridge Local plan team directly –possibly ask Sarah Thompson?
- Dignitaries and non-resident attendees should be looked after by spare Parish Councillors on the day
- Need agenda and poster to notify people – Clerk to put previous year's poster in Dropbox / email
- Purchase refreshments for evening
- Pat Coombe had raised matter of Temporary Events Notice being needed – this had never been raised before as it is a free event and all investigation into the Licensing Act appeared to indicate there was no need for a TEN. The Clerk was asked to check with other clerks as to their experiences and attempt to obtain confirmation in writing. If a TEN was required this could be completed online.

Althea Davies, Ian Mitchell and Mike Sarll noted they would not be present for the main meeting on 11th April 2016.

8. Matters for Reporting or Inclusion in a Future Agenda

Item & page (14 Sept 2015)	**Action**	**Who**	**Date by**	**Result**
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	N Stokoe / Clerk	27/9/2015	COMPLETE / in progress
Item & page (9 Nov 2015)	**Action**	**Who**	**Date by**	**Result**
544/1115 99	Liaise with Surrey Rights of Way officer to arrange installation of new kissing gate when indicated,	Clerk	14/12/2015	In progress
Item & page (11 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
618/0116 4	Letter to transport for London ref Hail and Ride	Clerk / Chair	25/1/2016	In progress
619/0116 4	Circulate ideas ref Queens 90th Birthday celebration for PC involvement	Pat Coombe	8/2/2016	
620/0116 4	Assist in fulfilment of action points as determined	Clerk / members	8/2/2016	In progress
Item & page (25 Jan 2016)	**Action**	**Who**	**Date by**	**Result**
632/0116	Organise new dog waste bin for entrance of FP570	Clerk	8/2/2016	In progress
Item & page (29 Mar 2016)	**Action**	**Who**	**Date by**	**Result**
697-700/0316 32	Inform Tandridge planning of Parish Council's decisions	Clerk	31/3/2016	COMPLETE
702/0316 32	Inform Parents Association of Parish Council's decision together with Conditions of Use letter	Clerk	1/4/2016	COMPLETE
703/0316	Clerk to confirm retention of services of professional surveyor as agreed in this resolution	Clerk	30/3/2016	COMPLETE