

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

MINUTES of the Meeting of Tatsfield Parish Council held on the 25th April 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 Mrs Helena Garcia-McLeod

In Attendance: Ana Hughes – Clerk

And 0 parishioners.

1. APOLOGIES

None

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

None

3. Approve and sign the MINUTES of the meeting held on 11th April 2016

717/0416 The Chair queried the sentence in the minutes at item 7a, page 35. Following a short discussion it was agreed to change the wording to the following: ‘Niall Kells reported a complaint/query about reported plans to make up Johns Road (a bridleway).’

The Clerk also agreed to change the name of PCSO Everett to Kelly in Item 9b (point 3 page 36). Following these changes the minutes were agreed as a true and accurate record 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 from 24th March 2016

The Chair enquired about progress regarding the selection of contractors for the Aileen McHugo storage and the Furze Corner matter detailed in the minutes of this meeting.

Mike Sarll informed members that the contractor would be chosen at the next Parish Land meeting and that there was no further information on the Playing Fields Association / Furze Corner matter at this stage but that enquiries would be made of the PFA’s chairman.

5. Planning

(a) TA/2016/604: Franklin, Ricketts Hill Road, Tatsfield TN16 2NB

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

718/0416 *No objection however the Parish Council is aware of 2 other existing planning applications that have yet to be added to the current dwelling and is certain planning officers would take the cumulative percentage increase of these outstanding applications into account.*

(b) TA/2016/603: 5 Rag Hill Close, Tatsfield TN16 2LR

Erection of two storey side/rear extension and installation of window to side elevation.

719/0416 *No objection*

720/0416 The Clerk was instructed to inform Tandridge planning of the Parish Council’s resolutions.

(c) Neighbourhood Planning questionnaire: further discussion and agree next steps

721/0416 It was resolved following Mike Sarll’s intervention that the questionnaire did not require further action at this stage as the questions did not apply to Tatsfield given there was no Neighbourhood Plan process. However members agreed to set aside time to discuss and understand the process to create and implement a Neighbourhood Plan and the clerk was asked to arrange a meeting on Doodle for this discussion. The Chair additionally offered to assemble a pack of information links and documents to assist members.

6. Finance:

(a) Noticeboard repair: approve quote of £260

722/0416 It was agreed to ratify this expenditure which had already taken place as the noticeboard had been damaged by the recent bad weather and was considered dangerous to the public.

(b) Agree to add payment for Biffa Grant surety to Appendix B - £270.42

723/0416 It was agreed to add the payment as detailed above to appendix B (this payment had previously been approved in resolution 561/1115 – November 2015 Supplementary meeting).

7. Defibrillator training: agree plan and dates / location

724/0416 It was resolved that the Clerk should contact Phil Clark to agree a range of dates suitable for him to provide residents with defibrillator training and that she should ask if he could co-ordinate enquiries as this would facilitate management of numbers to attend meetings as he had indicated only 10-12 people could be trained at a time in the Parish Rooms. The Parish Council fully supported this

endeavour and the Parish Rooms would be made available at no charge. The training would be publicised in the Parish Magazine and through social media.

8. Emergency Plan: discuss current status and responsibility for updating plan

The Chair noted the last formally approved Emergency plan was dated 2010 and was really complex and over-engineered. He suggested all that was needed was details of who is responsible for what areas / equipment and what contacts there were.

The Parish Council could also consider different scenarios and best responses for each with a formal central point of reference as the Aileen McHugo Building. The Parish Council had a number of 2 way radios which were good for contact should phone or mobile / internet lines be unavailable.

725/0416 It was resolved the Clerk should make the last approved version available to Althea Davies who would look at contents and report back with possible changes / improvements for a working and common sense plan. This was likely to happen at the May supplementary meeting.

9. Website: discuss current setup and reasoning for separation with Village

Following a request by Mike Sarll for a discussion on this matter, the Chair noted that currently there was a website maintained and managed by the Parish Council and a separate website and Facebook page maintained and managed by Village volunteers. There were 2 main trains of thoughts for this separation:

1- The Parish Council was legally obliged to maintain a website with a high degree of transparency as detailed in the Local Government Transparency Code (2015) where full details of finances, minutes, agendas and members interests were available for all to see.

2- Anything that can be associated in anyway with the Parish Council needs to be formally endorsed as such and this would create limitations on the type and level of information available to residents and others who wished to access events, organisations of information available in the village. It was also noted that managing a separate Parish Council Facebook page would be time consuming and require constant monitoring to ensure the standards required for formal Parish Council media, were met.

726/0416 It was resolved that the current separation of Village and Parish Council websites should be maintained and that the parish Council needs to remain aware of the continued need to feed information through to appropriate channels.

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

The Chair brought to the attention of the meeting a request for a grant from the Village Hall Management Committee (VHMC) for £500 for extra stage lighting. The VHMC stated that 2 existing users had agreed to contribute £100 each and the VHMC would also provide £100 towards the total quote of £855 which was deemed reasonable by Niall Kells.

727/0416 Following a discussion it was resolved the Parish Council would respond offering to match whatever amount the Village Hall Management Committee was willing to provide as a figure up to the value of £350, applying the Grant Awarding Policy approved in 2015 and taking into account existing funds and overall benefit to residents. The Clerk was instructed to inform the VHMC of the Parish Council's decision.

The Chair also noted a request to display an A Board on the Village Centre island of Westmore Green by the Village Hall Management committee.

728/0416 The request to advertise the film night at the Village Hall was approved subject to adherence to the advertising guidelines the Clerk would issue in response.

11. Matters for Reporting or Inclusion in a Future Agenda

- Redistribute Pat Coombe's roles / responsibilities
- Weeds outside the Village Hall – could the volunteers be approached to remove them?
- Christmas lights proposal – there may be serious opposition to not having a Christmas tree
- Tree on Westmore Green – who should be removing it? Should be landowner where tree came from!
- Tree on Church Hill leaning into road – dangerous.

The meeting concluded at 10.12pm

Item & page (14 Sept 2015)	Action	Who	Date by	Result
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	Parish Land	27/9/2015	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
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 (25 Apr 2016)	Action	Who	Date by	Result
718-720/0416 41	Inform Tandridge planning of Parish Council's decisions	Clerk	29/4/2016	COMPLETE
721/0416	Clerk to set up Doodle meeting Chair to create set of links/documents for members	Clerk/ Chair	9/5/2016	
724/0416 41	Contact Phil Clark to agree dates for defib training and arrange interested parties to contact him directly	Clerk	29/4/2016	COMPLETE
725/0416 41	Send last approved Emergency plan to Althea Davies	Clerk	27/4/2016	COMPLETE
725/0416 42	Review emergency plan and propose changes / variances	Althea Davies	20/5/2016	
727/0416 42	Inform the VHMC of grant proposal	Clerk	26/4/2016	COMPLETE
728/0416 42	Provide advertising guidelines for display of A Board on Westmore Green island I Village centre	Clerk	26/4/2016	COMPLETE

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 26th April 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Ian Mitchell (in the chair)
Mr Mike Sarll Mr Niall Kells

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies:

052F/0416 Apologies received from Mrs Nichola Stokoe 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 24th November 2015

053F/0416 It was resolved the minutes from the meeting on 24th November 2015 represented a true record of the meeting and these were approved and signed by the Chair.

It was noted that the agenda had an error in that it stated the date of the last meeting to have been 4th November rather than the 24th.

4. Draft Annual Accounts: discuss first draft / agree changes if necessary

The draft annual accounts were reviewed. No specific changes were necessary.

There were discussions about moving current items under Land and Property relating to Repairs and Maintenance into a general Parish Land Committee heading and it was agreed this would be better served at the next Budget meeting around October 2016.

It was noted that the accounts listed an 11438% variance on account reference 1301 Easements. Mike Sarll queried the amount and the Clerk said she would investigate.

5. Budget 2015-16:

• **Agree Virements proposed to enable balancing of overspent items**

This was not deemed applicable at this stage.

6. Discussion re reserves for future projects:

• **Aileen McHugo Building**

There was no further addition to the existing reserve of £5000.

• **Village Hall**

There was no change to the existing reserve for windows.

It was suggested the Committee might consider a reserve for the possible purchase interest in the Furze Corner playing fields. Ian Mitchell suggested he would discuss possible options with Reigate and Banstead valuations team.

7. Items for Discussion or Referral to Future Agendas

- Full title registration for Shaw Road triangle and Maesmaur Road corner?
- Hayes pasture – where next

The Meeting closed at 9.42 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
045F/2015	Start process to open a Unity Trust Bank account	Clerk	20/11/2015	In progress

DRAFT MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 4th May 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.00 p.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 24th March 2016

4. Parish Land: financial items

a) Select contractor for Aileen McHugo Storage fencing: quotes £1716 + VAT / £4,000

50/PL0516 It was unanimously resolved to select Kevin Agate of Hever Countryside services to provide the services for fencing and gates at the rear of the Aileen McHugo building as per his quote received by the Clerk on 30/3/16 for £1716 + VAT. This would involve the installation of 2 gates with fencing as detailed in the specification submitted to both contractors. The Clerk to inform and liaise with the contractor to start the work.

5. Parish Land:

a) Risk Assessments: revise working document

51/PL0516 It was resolved the format of the document would change to show a sheet per land item following the completion of the first formal inspection of all sites by Parish Land Committee members. This would be provided to the Clerk in time for the internal audit at the end of May. There was additional discussion on the need to include Parish Council owned buildings such as the Village Hall and Aileen McHugo Buildings within the risk assessment document remit. It was acknowledged that the Community Games Area and car park were being formally examined and assessed by Tandridge District Council but daily inspections took place through Derek Rose.

b) Village Island: Christmas Lighting – update on options

Niall Kells noted the best option would be to install an external power socket in the wall of the Village Hall to save drilling through the wall / window.

Niall would formulate a proposal with budget options as these were made clear to present to the main Parish Council meeting by June 2016. Niall Kell also agreed to approach Doug Freeze from the electrical supplier 'Lilleys' to discuss the possibility of sponsorship for Christmas lighting.

c) Tatsfield Community Games Area sign: update

The Clerk confirmed she had received an updated version of the sign and she was in the process of obtaining a quote.

d) Millennium Wood project: agree response on proposal by Jon Allbutt to reinstate

52/PL0516 It was resolved the committee were not minded to support the reinstatement of the Millennium Wood project as proposed in 1987 following the storm and then suggested once again by Jon Allbutt. However it was agreed that once Mike Sarll took on the role of Parish Council representative to the volunteers that he would discuss options on this with volunteer groups.

e) Salt bin removing / replacement: Derek Rose update

Althea Davies noted the Clerk had attended a meeting with her and Derek Rose and he had accepted the emptying of old salt bins, moving them to a safe area ready for disposal and refilling new salt bins as part of his duties as and when required. However he had suggested that some of the old salt be placed in the bottom of the new bins to anchor them and stop them being moved.

He had also suggested locking the new salt bins until the autumn / winter as the new ones were already being used for rubbish, especially in the car park area.

53/PL0516 The Clerk was asked to find out about locks for the bins and request pricing to provide to the meeting.

54/PL0516 The Clerk was asked to investigate the possibility of Tandridge collecting the old bins as part of their large item service and the potential cost of this.

f) Hedge cutting on Ricketts Hill Road

Mike Sarll noted the trees / hedges in the wooded area of Tatsfield Green were becoming seriously overgrown and needed cutting back as they were potentially hazardous by obscuring telegraph poles and hindering people pulling over for cars coming towards the village.

55/PL0516 The Clerk was instructed to request possible action from Tandridge District Council. If this was not possible the Clerk was asked to obtain a quote for this work from Acacia Tree services.

6. Volunteers:

a) Replacement of Pat Coombe on the SE and SE in Bloom committee

It was noted that the role of Pat Coombe was likely to be confirmed at the upcoming Annual meeting on 9th May 2016 as Mike Sarll.

b) Agree method to communicate requests to the Volunteers re: Village Land

Mike Sarll noted that he would be bringing this item up and requesting possible options for communication with the volunteers regarding work / activities on Parish Council and other land in the village.

7. Items for Discussion or Referral to Future Agendas.

None

The Meeting closed at 7.35 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
44/PL 0316 3	Obtain quote and order sign if under £200 (excl VAT)	Clerk	8/4/2016	In progress
45/PL0316 3	Update risk assessment document and send to Clerk	All	030/5/16	Superseded
Item & page (4 May 2016)	Action	Who	Date by	Result
50/PL0516 6	Inform contractor of selection and liaise to start work	Clerk	23/5/2016	In progress
51/PL0516	Update document and send to Clerk	All	23/5/2016	
53/PL0516	Investigate costs of locks for new grit bins	Clerk	6/5/2016	COMPLETE
54/PL0516	Investigate cost and process for collection of old grit bins once emptied	Clerk	6/5/2016	COMPLETE

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 23rd May 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Mike Sarll, Mrs Althea Davis Mr Niall Kells Mrs Helena Garcia-McLeod Mr Ian Mitchell

In Attendance: Ana Hughes – Clerk

And 1 parishioner.

1. APOLOGIES

None

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

None

3. Approve and sign the MINUTES of the meeting held on 9 May 2016

748/0516 The minutes of the meeting held on 9 May 2016 were approved as a true and accurate record and were signed by the Chair together with their appropriate appendices.

4. Review and approve the Standing Orders and Financial Regulations for Tatsfield Parish Council (2016)

749/0516 It was resolved that the Standing Orders required the updates and comments made by Ian Mitchell and the Clerk would complete these to be approved on 13th June 2016.

750/0516 It was resolved to approve the Financial Regulations dated May 2016 subject to the clarification of a query regarding item 4.5 – namely what was to be done should an emergency arise in the Clerk's absence. The Clerk to clarify with SSALC (Surrey and Sussex Association of Local Councils) and report back for the meeting on 13th June 2016.

5. Review and approve Terms of Reference for a Neighbourhood Plan Development Committee

751/0516 Following an informal meeting to discuss the concept of a Neighbourhood Plan, members discussed the matter and it was resolved at this stage to obtain professional advice on the possibility and likely scale of the project. At this stage there was no need to appoint a Neighbourhood Plan Development Committee but members agreed this could change in the future.

6. Planning

(a) TA/2016/747: Fernlea, Old Lane, Tatsfield TN16 2LH

Demolition of outbuilding Erection of single storey extension to south elevation (Certificate of Lawfulness for a Proposed Use of Development)

752/0516 *No comment*

(b) TA/2016/793: The Orchard, Greenway, Tatsfield TN16 2BS

Conversion of existing garage to habitable accommodation.

753/0516 *No comment.*

754/0516 The Clerk was instructed to inform Tandridge planning of the Parish Council's resolutions.

The Clerk noted she had received formal notification from the developers of the Moorhouse site that new proposals would be submitted shortly.

7. Housing Needs survey: initial feedback report from SCA Louise Williams and agree next steps

755/0516 It was resolved to defer this item to June as Louise Williams was unable to attend this meeting. Ian Mitchell noted he had some comments to make on the maps in the report and these would be sent back to her in time for the June meeting.

8. Finance:

(a) Formal acknowledgement of Village Hall Management Committee (VHMC) request for grant amount of £327.80 as per resolution 727/0416 to be matched by the VHMC.

756/0516 It was resolved to formally acknowledge the request for a grant amount of £327.80 from the Village Hall Management Committee. The Clerk to advise Carol Jordan.

(b) External power socket in Village Hall wall: quote

Niall Kells informed members there had been some changes and new options were being considered for the Christmas lights. This could mean the external socket may not be required but the other item (dusk until dawn sensor work) on the quote received from London Electric would be needed.

757/0516 It was resolved to approve work as per the quote up to £214 in case the external socket was needed after all.

(c) Aileen McHugo Building repair work on toilet: £50 including parts and labour

758/0516 It was resolved to approve this repair which had already been actioned by the Clerk as per Financial Regulations for items under £500 deemed necessary to the provision of Parish Council services.

(d) Agree purchase of new vacuum cleaner for Aileen McHugo Building: £100 - £150

Niall Kells advised he would be checking the fuse. If this was repairable then no new vacuum cleaner would be needed.

759/0516 It was resolved to approve an amount of up to £150 should a new vacuum cleaner be required for tenant use if the existing one was deemed not to work.

(e) Rent review for ground floor tenancies: discuss and agree amount.

Members discussed the formal request from Chartwell Cancer Trust Limited (room 1 tenants) for additional office space. Following the decision at the meeting on 9 May 2016 (resolution 744/0516) John Howard had been approached and informed verbally the Parish Council would not be renewing his lease in July.

The Parish Council then discussed at length the options to increase rents and to offer Room 3 to Chartwell Cancer Trust Limited.

760/0516 It was resolved the Clerk should write to Chartwell Cancer Trust Limited with the following offer:

- Rent of £1750 for both rooms for 2016-17
- A 5 year lease for both rooms
- Provision for a rent increase in the lease of RPI as at 30 April 2016 as long as there were no large increases in business rates or utilities the previous year.
- Use of Parish Room for meetings during the day as long as it had not been booked already and the Clerk would need to be informed.

761/0516 It was further resolved that this rent increase (around 3.35%) would also apply to Room 2 for use of room and storage and that the tenant in Room 2 would also be offered a 5 year lease.

762/0516 It was resolved the Clerk should formally notify John Howard of the Parish Councils decision not to renew his lease as at 1 July 2016.

9. Parish Council Land:

(a) Registering absolute title for Shaw Road Triangle and Maesmaur Corner

The Chair noted it would not be possible to register absolute title for Shaw Road Triangle and Maesmaur Corner as the Parish Council would need to have held possessory title for 10 years and this had not yet been reached.

(b) Registering possessory title for Hayes Pasture

763/0516 It was resolved the Parish Council would start the process for registering possessory title for Hayes Pasture. The Chair and Clerk would liaise on this matter.

(c) Car Park: Little Acorns outside area and lease

A discussion on this matter concentrated on the following points:

- The Parish Council owns all the land around the Village Hall
- Little Acorns have been using the outside area between the Village Hall and the bollards in the car park for play without a formal agreement
- With the new door being installed the use of the outside area will become far more constant
- There needs to be a formalisation and agreement for the use of this area, not least for insurance purposes.

- The Parish Council has the option to formalise an agreement directly with Little Acorns, however as the justification for spend on the new door also included the possible use of outside areas by other Village Hall users, this would indicate that a separate agreement with potential users would need to be made each time, causing a lot of additional work and complication.
- The other option would be to make a supplement to the existing lease with the Village Hall to add this piece of land and lease it for a peppercorn rent as per the existing lease and then the Village Hall would be able to supplement their income by making arrangements for its use with individual tenants / users of the Hall.

764/0516 The Clerk was instructed to obtain insurance advice on the current situation with Little Acorns using the outside area without a formal agreement and on possible future use on a more formal basis

765/0516 It was resolved this item would be discussed again at the June supplementary meeting where further information and more conclusive advice would be available.

(d) Tatsfield Green:

- Tatsfield Lodge boundary dispute – update and agree way forward

The Chair noted a formal report from the Parish Council's surveyor had been received and circulated. The Parish Council now had the option to either:

- Agree the existing boundary using the fence as the demarcation line, being aware of the fact that it is Common Land and that this cannot be fenced in
- Request that the fence be moved back to the boundary indicated on the surveyors report

766/0516 It was resolved the Chair would liaise with the Clerk to write a letter to Mr Viner of Tatsfield Lodge indicating the Parish Council would not be taking action based on the surveyors report and would be amenable to accepting the existing boundary as indicated by the fence Mr Viner had installed in this instance, however Mr Viner would need to provide assurances to the Parish Council that the Common land matters had been resolved.

- Request for Easement over Tatsfield Green from Castleneau for new water supply / gas pipe

767/0516 The Clerk was instructed to respond to Mr Syrett's request for an Easement over Tatsfield Green for the installation of a new water supply and gas pipe positively subject to approval of the Parish Council's costs of £500 for the easement and £400 for the drafting of the document. If these costs were accepted then a draft easement would be issued.

(e) Aileen McHugo Building: discuss next steps ref Chartwell Cancer Trust request for additional office space / Room 3 renewal of tenancy

This item was discussed and resolved under Item 8e.

10. Emergency Plan: discuss current status and responsibility for updating plan

Althea Davies informed members she had reviewed the plan and would like a little more time to produce her proposals for making it an active document. This would be in time for the June 13th meeting when a draft would be circulated for comments and approval.

11. Advertising on Parish Council land: review current season ticket list and processes / policy

768/0516 It was resolved to defer this item to the June supplementary meeting.

12. Superfast Surrey State Aid Consultation

769/0516 It was resolved that the Parish Council would not take action on this consultation.

13. Surrey Fire and Rescue Service's draft Public Safety Plan (PSP) for 2016-2025

770/0516 It was resolved that this consultation was more suited to individual responses and that no formal Parish Council response was required.

14. Village Centre and speeding: speed warning sign – discuss options and agree next step

Following Limpsfield's installation of speed warning signs, and recent reports from Speedwatch regarding speeding in the Village centre, the Parish Council discussed the pros and cons of a sign in Tatsfield:

- Parish Council taking a positive stance on speeding and complaints about speeding

- Deterrence for possible speeding drivers
- Raise awareness of speed
- Possible resistance as not being suitable for a rural setting
- Costly and would it be good use of funds

771/0516 The Parish Council resolved Niall Kells and Ian Mitchell would liaise and approach Nigel Pond from Surrey County Council to obtain advice about installing a speed warning sign

772/0516 Parish Magazine article proposing the idea of a speed warning sign and asking resident's opinions.

15. Parish Council vacancy: discuss and agree next steps for co-option

The Clerk noted Tandridge had confirmed that no petitions with the required amount of signatures had been received by 16th May and that the Parish Council was now free to co-opt an additional member.

773/0516 It was resolved the Parish Council would start the process to co-opt an additional member to fill the vacancy.

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

774/0516 It was resolved to approve the Unity Trust Bank application even with the increase of the monthly fee from £5 to £6. The Clerk to respond informing the Bank of the Parish Council's resolution.

17. Matters for Reporting or Inclusion in a Future Agenda

- Dropbox
- Rubbish collection
- Road signs

The meeting concluded at 10.35 pm

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
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 (25 Apr 2016)	Action	Who	Date by	Result
725/0416 42	Review emergency plan and propose changes / variances	Althea Davies	20/5/2016	COMPLETE
Item & page (9 May 2016)	Action	Who	Date by	Result
744/0516	Discuss future of tenancy with J Howard and send formal notification of Parish Council plans	M Sarll / Clerk	23/5/2016	In progress
Item & page (23 May 2016)	Action	Who	Date by	Result
748/0516 53	Amend standing orders as detailed	Clerk	1/6/2016	COMPLETE
749/0516 53	Request advice from SSALC and report back re 4.5 of Financial Regulations	Clerk	1/6/2016	COMPLETE
752-754/0516 53	Inform Tandridge planning of Parish Council resolutions	Clerk	31/5/2016	COMPLETE
756/0516 53	Inform VHMC of grant	Clerk	1/6/2016	COMPLETE
760/0516 54	Inform Chartwell Cancer Trust Limited of Parish Council's offer as per proposal	Clerk	27/5/2016	COMPLETE
761/0516 54	Inform Biggin words of offer of tenancy in September 2016	Clerk	05/09/2016	
762/0516 54	Write formally to John Howard re non-renewal of tenancy	Clerk	1/6/2016	
763/0516 54	Register possessory title for Hayes Pasture	Clerk / Chair	30/6/2016	
764/0516 54	Obtain insurance advice on Little Acorns and outside use	Clerk	5/6/2016	COMPLETE
766/0516 55	Respond to Tatsfield Lodge as determined in resolution	Clerk / Chair	31/5/2016	COMPLETE
767/0516 55	Respond to request for Easement as determined	Clerk	27/5/2016	COMPLETE
771/0516 55	Request advice from Nigel Pond ref speed warning sign	Ian Mitchell / Niall Kells	13/6/2016	In progress
772/0516 55	Article for Parish Magazine asking opinions of residents ref a speed warning sign	Chair	13/6/2016	
774/0516 55	Inform Unity Trust Bank of Parish Council's resolution	Clerk	24/5/2016	COMPLETE

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 31st May 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 11.00 am

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

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Election of Chairman

054F/0516 The Chairman requested nominations for Chair of the Committee from members. Nichola Stokoe proposed Ian Mitchell to remain as Chair for this year and this was seconded by Mike Sarll. Ian Mitchell was therefore elected Chairman of the Finance Committee for 2016/17.

2. Apologies

None

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

None

4. Agree and Sign the Minutes of the Last Meeting held on 26th April 2016

055F/0516 It was resolved the minutes of the meeting held on 26th April 2016 were a true and accurate recording of the proceedings and were signed by the Chair.

5. Draft Annual Accounts:

- **discuss final draft and agree changes if required**

056F/0516 The Clerk was asked to add a separate income account for the rent amount received annually from Tatsfield Allotments and Community Gardens for the rent of the allotments.

057F/0516 The final draft of the accounts were approved without further changes apart from the need to resolve the £1 difference in the annual return box 7 which the Clerk noted she would do by increasing box 6 by £1 after consultation with the auditor. Additionally there was a difference of 1p in the Bank Cash and Investments reconciliation for the Business Reserve account which needed to be addressed in the report.

- **approve final draft and recommend to full Council for June meeting.**

058F/0516 Subject to the points addressed I 057/0516 above the Finance Committee recommended the draft accounts for approval to the full meeting of Tatsfield Parish Council on 13th June 2016.

- **Discuss and note internal auditor's report**

The auditor's report was addressed in detail and each recommendation was discussed as follows:

A: It may be worth considering a 6 monthly reclaim to facilitate budgeting.

059F/0516 It was resolved to adopt this recommendation for the coming financial year and the Clerk would action.

B: Payment procedures are satisfactory with regard to placing of orders and invoice checking, but Clerk's initials indicating approval for payment should be added to invoices. This will indicate that amount has been checked to quotation and that goods/services, as ordered, have been received.

060F/0516 It was resolved the Clerk should initial and date each invoice as suggested.

B: Care should therefore be taken to ensure that members check that the payments authorised at meetings are the same as those entered onto the accounts system.

061F/0516 Following a short discussion on this matter it was resolved to trial a process whereby the Clerk would send Appendix B (finance) out with the agenda for the main and supplementary meetings. Any invoices or payments received after the schedule had been sent out would need to wait until the following meeting for payment and approval. This would be trialled for 6 months and then reviewed after this time.

C: It is suggested that an inspection checklist could be provided for staff or Councillors to use when checking these assets. Frequency and scope of checks should be based on specific asset risk assessments. (this was in relation to bus shelters and benches).

062F/0516 It was resolved that the bus shelter and benches be added to the risk assessment document and the frequency be agreed at the next Parish Land meeting.

C: Contractors' public liability insurance for one-off contracts such as hedge cutting on Council sites should always be checked at agreement of contract.

063F/0516 It was resolved the Clerk would implement this recommendation, with particular consideration for the smaller contractors used by the Parish Council.

C: This (Insurance) expires in September 2016 and the opportunity for competitive quotations for renewal will be taken.

The Clerk confirmed a competitive process would be undertaken before September when renewing the insurance for the Parish Council.

C: PAT testing on the Council's photocopier should be arranged this year.

The Clerk confirmed this was already underway and a quote had been received from the Parish Council's electrical contractor.

C: The need for legionella testing on Council's buildings water systems should be investigated.

064F/0516 It was resolved the Clerk should investigate the need for legionella testing as recommended.

C: It may be prudent to check with Tandridge DC that the service they provide for maintenance of various parish owned areas is adequately risk assessed.

The Clerk confirmed that this assurance had been sought from Tandridge District Council and she believed responses had been given but would need to check her records.

G: The current HMRC approved rate is 45ppm.

065F/0516 It was resolved the rate at which mileage was claimed would be increased to 45ppm forthwith.

H: (the Asset register) .. could be enhanced by the addition of insured values where appropriate, and by noting date of disposals.

066F/0516 It was resolved the Clerk should make the changes to the asset register as suggested.

I: A Member check of year-end reconciliation is to be carried out shortly, and monthly checks should be re-instigated for 2016-2017.

The Clerk confirmed this had not taken place as Pat Coombe had been due to carry the checks out and she had left unexpectedly. This matter would be addressed forthwith.

J: In future, Staff training costs should be included in box 4 of the Annual Return.

067F/0516 It was resolved the Clerk make these changes as soon as feasible in the new accounting year.

Other Matters: The procedure whereby some expenditure for the separate Tatsfield in Bloom group is paid through Council's books to facilitate VAT refund should be discontinued. A larger grant could be paid to the group to compensate.

This matter was thoroughly discussed. The Clerk confirmed her support of the internal auditor's conclusions. 2015-16 VAT paid was approximately £600.

068F/0516 It was resolved that the internal auditor's recommendation be adopted and that Tatsfield in Bloom be informed that all purchases and receipts be managed directly by the group through their own bank account and that an application could be made in February using the Parish Council's Grant Award policy for additional grant amounts should these be necessary. The Clerk was asked to inform Tatsfield in Bloom of this resolution.

Other Matters: Care should be taken to ensure Financial Regulations are complied with (in relation to online banking).

The Committee agreed with the internal auditor's recommendation as detailed above and the Clerk assured the meeting the new Financial regulations and the process around the authorisation and approval of online payments would be as tight as it could be made.

069F/0516 The Finance Committee resolved to adopt all recommendations made in the internal auditor's report as detailed in all previous resolutions and recommend the same to the main Parish Council meeting on 13th June 2016. The Clerk was asked to circulate all documents relating to the year-end accounts.

6. Grants 2016-17

• Request from Citizens Advice Bureau

The Clerk noted that the previous year's grant amount had been £200.

070F/0516 It was resolved an amount of £250 be awarded to the Oxted Citizen's Advice Bureau as a grant for 2016-17.

7. Discussion re reserves for future projects:

• Aileen McHugo Building - suggest £5000

This matter was discussed with various projects in the pipeline for the Aileen McHugo Building, including:

- Redecoration and new carpets / tables for the Parish Room
- Rear outside storage
- Creation of additional storage space in the offices for tenants – especially Rooms 1, 2 and 3 by removing the sinks

071F/0516 It was resolved the Clerk should create a reserve of £7000 for the Aileen McHugo Building projects for this financial year.

• Village Hall

072F/0516 It was resolved that once the grant had been confirmed as received by the Village Hall Management Committee the Clerk would release the Village Hall reserve of £10000 back into main general reserves.

Members also discussed the possible need for an additional representative on the Village Hall Management Committee to assist Helena Garcia-MacLeod with upcoming Little Acorns projects and external refurbishments.

The recommendation from the insurers on the need for a separate and formal lease for the use of the external area around the Village Hall was also discussed and this would need to be addressed. Most members favoured a supplement to the existing lease with the Village Hall Management Committee.

8. Items for Discussion or Referral to Future Agendas

- Little Acorns outside area plans

The Meeting closed at 12.37 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	COMPLETE
Item & page (4 Nov 2015)	Action	Who	Date by	Result
045F/2015	Start process to open a Unity Trust Bank account	Clerk	20/11/2015	COMPLETE
Item & page (31 May 2016)	Action	Who	Date by	Result
056F/0516	Separate account for TACG income in accounts package	Clerk	13/6/2016	
057F/0516	Change Expenditure (increase by £1) to match annual return (problems with rounding	Clerk	13/6/2016	
059F/0516	Implement 6 monthly claim for VAT	Clerk	30/9/2016	
060F/0516	Date and initial each invoice as required	Clerk	From June 16	
061F/0516	Trial of bi monthly Appendix B schedules with cut off dates for issue on agenda days	Clerk	From June 16	
062F/0516	Add bus shelters and benches to risk assessments and determine schedule	Mike Sarill / Niall Kells	27/6/2016	
066F/0516	Change asset register as recommended	Clerk	30/6/2016	
067F/0516	Change accounts so that training costs for staff are displayed separately	Clerk	June 2016	
068F/0516	Inform Tatsfield in Bloom of Parish Council's decision as per auditor report	Clerk	8/6/2016	
069F/0516	Circulate relevant documents in time for main meeting	Clerk	8/6/2016	
071F-072F/0516	Make changes to reserves as detailed	Clerk	13/6/2016	

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th April 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe – Vice Chair(in the Chair)
Mr Niall Kells, Mrs Helena Garcia-MacLeod

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

And 3 parishioners.

1. APOLOGIES

704/0416 Mr Ian Mitchell, Mrs Althea Davies and Mr Mike Sarll had sent their apologies for this meeting, these were noted and accepted by members.

The Chair informed members that the Clerk had received notification from Pat Coombe of her intention to resign effective immediately as at the date of the email (31/3/2016). Ian Mitchell had responded to Mrs Coombe thanking her for her contribution as did the Clerk and this meeting also thanked her for her assistance and work on Parish Council matters since May 2015. The Clerk had notified Tandridge District Council and was awaiting further instructions on proceeding with the vacancy.

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

None

3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 29th March 2016

705/0416 It was resolved the minutes for this meetings represented a true and accurate record and were duly signed by the Chair.

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

The Clerk noted that outstanding actions were covered under existing agenda items.

5. PLANNING

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

- **TA/2016/410: Cedarwood, Lusted Hall Lane, Tatsfield TN16 2NL**
Erection of single storey rear extension, conversion of garage to habitable accommodation and raising roof of property.

706/0416 *No objection.*

707/0416 The Clerk was instructed to inform Tandridge planning of Parish Council resolutions.

(b) Planning team for April: Niall Kells and Nichola Stokoe

708/0416 It was resolved that Niall Kells and Nichola Stokoe would undertake planning duties until the May main meeting.

(c) Neighbourhood Planning questionnaire: discuss / approve draft response

Mike Sarll had provided an update noting that most of the questionnaire did not apply to Tatsfield as the parish was not currently preparing a neighbourhood plan. He advised all members to inform themselves on the processes and requirements of undertaking a neighbourhood plan and that the Parish Council could then reconsider whether they should start the process at a future meeting. The Clerk noted she had been contacted by the lady in Tandridge who had originally sent the questionnaire and that she had updated her on Tatsfield's situation.

6. FINANCE

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

709/0416 It was resolved that the payments presented in Appendix B be authorised and the cheques were duly signed. The Clerk noted the large number of payments this month which included 2016/7

grant payments and subscription renewals, as well as 2015-16 payments which had arrived towards the end of March.

(b) Discuss and agree items requiring expenditure:

- Ratification of emergency tree work on Ashen Shaw - £750 + VAT
- Ratification of emergency work on central heating AMB (1st Floor) - £60

710/0416 It was resolved to ratify the items listed above relating to the emergency tree work and central heating as detailed.

(c) Request for Grant 2016-17 : St Catherine's Hospice

The Clerk informed members a grant of £250 had been given for 2015-16.

711/0416 It was resolved to approve a grant amount of £300 for the financial year 2016-17. The Clerk to inform St Catherine's Hospice.

(d) Appointment of new internal auditor: agree appointment from list of options provided

712/0416 Following a short discussion surrounding the list of options provided by the Clerk it was resolved that Mr Paul Hartley be selected as the first choice with Mr Keith Robertson as reserve in the event Mr Hartley could not take on additional clients at this stage. It was also agreed that 2 visits would be preferable and that this should be agreed by the Clerk.

(e) Aileen McHugo Building: discuss rent review percentage increase for 2016-17

The Parish Council needed to review and discuss the rent increase to apply for 2016-17 for tenants in the Aileen McHugo Building as the first floor lease was up for renewal from 1 May 2016 and the increase for this financial year was not covered by the existing lease.

The Clerk noted that utilities costs had not increased this financial year.

713/0416 It was confirmed that a new five year lease should be offered to IQ Financial and the Clerk should proceed with this as soon as possible.

714/0416 Following a short discussion it was resolved that rent amount be increased by 5% this financial year – once this amount had been agreed with tenants it would be reported at the next finance committee meeting on 26 April 2016. It was further agreed that the service charge should not increase and would remain at the 2015-16 figures.

7. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

Niall Kells reported a complaint/ query about reported plans to make up Johns Road (a bridleway). This would be referred to the Surrey Rights of Way officer.

Two further items needed referring to Surrey Highways:

- Manhole opposite Libra in Ricketts Hill Road had sunk down and was dangerous
- Village centre T-junction road was damaged and needed repairs.
- FP21 kissing gate to replace style – update

(b) Rights of Way:

The Clerk noted all 3 gates had been installed and the landowner was extremely pleased with the Parish Council's contractor. However she was concerned that the gates had not been cemented in the ground given her livestock and the damage it could cause to the new gates. Her concerns had been relayed to Surrey Rights of Way and the contractor. Mary Ann Edwards from Surrey had confirmed she had provided the contractor with specific instructions on installing the gates that should safeguard them from damage by livestock.

8. NOTIFIED ITEMS

(a) Housing: Housing needs survey update

The Chair noted the housing needs survey had been distributed in the Parish Magazine and responses were due by 15th April 2016.

(b) Defibrillators –

Niall Kells noted the new defibrillator had been delivered and would hopefully be installed at Crossways Court as agreed with Tandridge by the end of the week. The Chair thanked him for his endeavours.

The Clerk noted that training should be agreed with the responders for use of the defibrillators.

(c) Volunteers: update

The Parish Land committee was in discussion with the volunteer groups.

(d) Hail and Ride: 464 update

Addressed by David Hodge under item 9a.

(e) Pathway on verge to Scouts hut / games pitches – update

David Hodge confirmed this would be done during the 2016-17 financial year but no confirmed date yet.

(f) Furze Corner: update

Niall Kells informed members the Parish Land Committee had met informally with the chairman of the Playing Fields Association (PFA) and that he was planning to sign the new lease but only for a year and to apply for the full grant subsidy. He would then be pursuing options to ensure a grant would be available for the rest of the term and would keep the committee informed.

(g) Annual Parish Meeting - final update

The Chair noted that matters appeared to be under control, dignitaries would be assigned individual meet and greet councillors, refreshments were in hand and she thanked Louis and Sandy Philibert for having donated 2 A1 posters to the Parish Council for A board publicity for the meeting.

Posters and agendas were up or would be up shortly.

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

(a) County Councillor

David Hodge reported on the following matters:

1- He was meeting with officers to discuss the proposals for the new bus stops from Transport for London.

2- Mr Hodge requested feedback from the Parish Council regarding any pavements requiring repairs in Tatsfield by the next meeting.

3- Mr Hodge noted that the Government planned for all schools to become academies by 2020.

This would mean that Surrey County Council would no longer manage Tatsfield Primary school. He expressed concerns over 3 main areas:

- Catchment policy
- Transport
- Finances
- The fact that the county council still had to ensure there were enough school places for children even if they had no control over the way the school intake was managed. This could lead to enormous issues.

4- Mr Hodge noted he was speaking to the estates team to find out the possibility of using the land behind Tatsfield Primary School for housing, including Affordable housing for Tatsfield

(b) District Councillor

Martin Allen reported on the following matters:

1- Pot holes reported to Surrey Highways in Church Hill had been filled in and the side of the road there had also been repaired.

2- Local plan training and follow-ups

3- Reports of an adult having been unable to get out of the ditch by the pedestrian entrance to the allotments. The ambulance service had apparently been called to her assistance by 2 drivers who heard her call for help .. there were no direct witnesses from the village but further investigation should be made in case the ditch needed to be safeguarded. Mr Allen would check with PCSO Kelley.

(c) Village Hall Management Committee:

- Windows project : update

Helena Garcia-Macleod informed members the Biffa Grant application had been successful and the Village Hall was now seeking the 3% contribution agreed by the Parish Council and was hoping the windows could be installed in the May half term holiday. The Clerk also noted the grant application to Action Surrey had passed the first hurdle and an energy audit had been awarded, but that following a

conversation with Action Surrey to explain the position re the Biffa Grant it was decided to withdraw from this application and await possible future opportunities.

(d) Tatsfield in Bloom: update

It was noted that following Pat Coombe's resignation, Althea Davies would be taking up responsibilities for Tatsfield in Bloom.

(e) Tatsfield Horticultural Society

Martin Allen reported the Spring Show had a lower amount of entries than previous shows but attendance had increased given the rise in raffle and refreshment sales. The special guest was the Chari of Tandridge District Council and David Hodge would be the special guest for the Autumn show.

The composting team was doing well and had 4 Duke of Edinburgh volunteers.

THS would be attending Wisley show.

On May 14th the Annual plant show would take place in the village centre.

There would be no Tatsfield Garden visits this year.

(f) Hearing Champions

Jennie South had sent in a report thanking the Parish Council for their support of the project and use of the Parish Rooms to provide assistance to Tatsfield residents with hearing aids. She noted quite a few had attended the sessions in the first month and that all residents had either been helped at the session or pointed in the right direction for assistance. Feedback was very positive and everyone appreciated having a local service.

9.04pm Meeting suspended for public participation

9.12pm Meeting resumed.

10. PARISH COUNCIL PROPERTY AND LAND

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

(a) Parish Land Committee: update

- AMB storage options / fencing

Niall Kells noted the Committee had now received 2 quotes for the fencing and storage work behind the Aileen McHugo Building and would select a contractor at their next meeting.

The Clerk noted the risk assessment document for Parish Land would be completed and updated in time for the next meeting.

(b) Tatsfield Green:

- Boundary Agreement: Tatsfield Lodge

The Chair noted that an external surveyor had been appointed by the Parish Council to assist in the agreement of a boundary between Tatsfield Lodge and the Parish Council and that a meeting was being arranged by the Clerk.

(c) Aileen McHugo Building

Covered under other items.

(d) Village Hall

- Door Project: planning application / Building regs update

The Clerk noted she had confirmed with the Building regulations inspector he had liaised with the Parish Council's contractor and would be inspecting the work once it was in progress. The Clerk was awaiting confirmation from Tandridge re the planning application.

(e) Car Park / TCGA

- Lighting bollards : update

The Clerk informed members the bollards time had been changed to stay on until midnight from Monday to Saturday as requested in the last meeting.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Surrey Hills Planning Forum - 12/4/16 7.30pm Abinger Hammer Village Hall - none

- Parish Councils Consultation Workshop 25.4.2016 10.30am Oxted - Clerk to attend

(b) to discuss Correspondence received by the Clerk

The Clerk had received a request to run a stall on Westmore Green outside Linda's by Ann Chapman to sell raffle tickets on behalf of a fundraising morning to be held in May for 2 charities: Sepsis Trust and Cruse Bereavement Trust. She had requested 2 sessions one on 7th and 21st May 2016.

715/0416 It was resolved to agree to Ann Chapmans request to hold 2 sessions on 7th and 21st May to sell raffle tickets outside Linda's Stores in the morning.

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

TA/2016/235 11 Crossways, Tatsfield TN16 2BL

The Chair believed this should be addressed at this meeting as the response required was immediate.

The new proposed plans involved an updated set of plans included a pitched roof, which took into account recommendations from Tandridge planning that matched the Parish Council's concerns when this application was originally lodged.

716/0416 No objection.

13. MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

Update to emergency plan – where and who ?

The Meeting closed at 9.24 p.m.

Subjects raised in Public Adjournments				
Item & page (14 Sept 2015)	Action	Who	Date by	Result
478/0915	Ask for appropriate behaviour in TCGA and request quote on possible sign	Parish Land	27/9/2015	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 90 th 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 (11 Apr 2016)	Action	Who	Date by	Result
706-7/0416 34 716/0416 37	Inform Tandridge planning of resolutions	Clerk	15/4/2016	COMPLETE
711/0416 35	Inform St Catherine's Hospice of the grant award	Clerk	15/4/2016	COMPLETE
713- 714/0416 35	Clerk to agree new lease with IQ Financial and inform tenants of rent increases as their tenancies came up for renewal	Clerk	13/4/2016	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th May 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge DC Councillor)

And 2 parishioners.

1 ELECTION OF CHAIRMAN.

729/0516 Ian Mitchell indicated he would not be staying on as Chair and nominated Nichola Stokoe for Chairman and this proposal was seconded by Mike Sarll. There were no other contenders and all were in agreement with the proposal. Ian Mitchell then handed over Chairmanship of the Parish Council to Nichola Stokoe.

2 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Nichola Stokoe signed her declaration of acceptance of Office of Chairman witnessed by the Clerk.

3 ELECTION OF VICE CHAIRMAN

730/0516 Nichola Stokoe asked for nominations for the office of Vice Chair from the members present. Nichola Stokoe proposed Althea Davies and this was seconded by Helena Garcia-MacLeod. There were no other contenders and all were in agreement with the proposal.

4 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN

Althea Davies signed her declaration of acceptance of Office of Vice Chairman witnessed by the Clerk.

5 APOLOGIES

David Hodge (Surrey County Councillor) sent his apologies.

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

None

7 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 25th April 2016

731/0516 The minutes of the meeting held on the 25th April 2016 were approved and signed by the Chair as a correct record.

8 Proposal for and agreement on committees for the coming year and their members

732/0516 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, Niall Kells and Mike Sarll. The Chairman would be proposed at the first meeting of the committee.
- Parish Land Committee – this committee would be comprised of Mike Sarll, Althea Davies, Ian Mitchell 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

733/0516 It was resolved that the Terms of Reference for the Finance and Parish Land committees would be unchanged from those circulated by the Clerk to members save for the following changes:

- Headings should be changed to Terms of Reference for both documents
- The sentence for a quorum should be changed to: ‘A quorum consists of at least 3 members’.

It was also agreed that Terms of Reference could be reviewed during the year and any required changes be recommended to a full meeting of the council by each committee as required.

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

734/0516 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

735/0516 The Chairman listed the Roles, Responsibilities and assignment to external groups as listed in [Appendix C](#). These were approved by all members subject to the following changes:

- Mike Sarll to be added to 'Highways'
- Ian Mitchell to be removed from 'Emergency Plan'

13 Review of leases and property agreements

736/0516 The list of leases and property agreements were noted and reviewed by the Parish Council at this annual meeting as noted in the following list by the Clerk:

- 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: new 5 year lease (renewed this year for another 5 years) 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 Allotments and Community Gardens Group 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).
- A License to Use agreement with the current residents of Vale House ref land at Maesmaur Corner

14 Review of Standing Orders and Financial Regulations

737/0516 It was resolved that this should be deferred to the next Parish Council meeting on 23rd May 2016.

15 Receive and accept the Finance Committee Minutes from 26th April 2016

738/0516 The minutes from the Finance Committee Meeting on 26th April 2016 were received and accepted by members.

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

The Clerk noted most outstanding items were being addressed in existing agenda items. The Clerk was asked to send a follow up letter to the residents at Westmore Green mentioned under resolution 620/0116.

17 PLANNING

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

The Chair noted there were no planning applications to discuss or resolve at this meeting and the supplementary meeting would consider the new application just in (TA/2016/747).

(b) Planning team for May: Althea Davies and Ian Mitchell

739/0516 It was resolved the planning team for May would be Althea Davies and Ian Mitchell.

18 FINANCE

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

740/0516 0416 It was resolved that the payments presented in Appendix B be authorised and the cheques were duly signed.

(b) Discuss and agree items requiring expenditure:

- UPS system for CCTV £185.30 + VAT including installation

741/0516 It was resolved to order the UPS system for the Parish Council's CCTV as detailed in the quote received from ADT (contractor and maintenance supplier for the CCTV system).

(c) Update on Annual Accounts progress

The Clerk noted a draft set of accounts had been reviewed and agreed at the Finance Committee meeting. These would be presented to the internal auditor together with the Risk assessments, Standing orders, financial regulations and other governance tools at the internal auditors visit on 27th May 2016. The Finance Committee would meet after his visit to consider his report and approve final drafts for the Parish Council to agree at the main meeting in June 2016.

19 HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

- Village Centre road repair

Niall Kells reported the potholes in the Village Centre had been reported to Surrey Highways and that they had apparently 'repaired' them but the repairs were extremely low quality and he would follow up on this further.

- RHR manhole cover repair

Niall Kells reported this to Surrey, however this is apparently a manhole cover belonging to British Telecom and they have filled it in with tarmac.

- Pavements needing repair: agree list

The Chair noted a list was on its way to the Parish Council from Bob David. Reports of uneven surface at the corner of Westmore Road and Crossways would also be added to the list for David Hodge.

(b) Rights of Way:

Niall Kells reported a fingerpost down at the bottom of Paynesfield Road / Kemsley Road – this had been logged with Surrey customer services and would be actioned in due course.

Ian Mitchell also noted signs down outside the White House on Lusted Hall Lane and a 30MPH sign down in the dip in Ship Hill. Mike Sarll / Niall Kells would investigate.

Niall Kells and Ian Mitchell also noted the road signs were getting very soiled and needed cleaning.

742/0516 The Clerk was instructed to determine who was responsible for cleaning road signs.

20 NOTIFIED ITEMS

(a) Housing: Housing needs survey update

The Chair reported on the points made by Louise Williams as a precursor to her official report to the Parish Council:

- 30% return rate on responses
- 71% of responses in favour of a scheme for local people
- Approximately 17 people looking for housing but this needs to be assessed in more detail

743/0516 The Clerk was asked to request Louise Williams' attendance at the Supplementary meeting on 23rd May 2016.

(b) Defibrillators - training update

The Clerk noted she had 2 people who had expressed an interest in attending but had not received anything back from Phil Clark. She would follow this up further.

(c) Hail and Ride: 464 update

No further update at this meeting.

(d) Pathway on verge to Scouts hut / games pitches – update

No further update at this meeting.

(e) Furze Corner: update

Mike Sarll noted he had been told informally that the Playing Fields Association intended to sign a lease for however long a grant could be obtained. This would usually be a year. No official confirmation or information had been received on this matter by the Clerk.

Mike Sarll agreed to investigate the matter further.

8.50pm The Meeting was suspended for audience participation

9.06PM The Meeting was resumed.

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

(a) County Councillor

No update as the County Councillor was not present.

(b) District Councillor

Martin Allen reported on the following matters:

- 1- He had not yet received any formal notification of the PFA having applied for a grant from the Grant Subsidies Committee but this could be due to election delays.
- 2- The full council meeting had sent back the plans for non-paper planning advices for further consideration to relevant committees.
- 3- Mr Allen had not received the Tandridge magazine and following contact with customer services at Tandridge, he had been investigating other roads in Tatsfield and had found many residents did not receive it this time. This is obviously important as Tandridge are paying for the distribution and they need to know if this is not taking place.
- 4- Problems at the unmade section of Westmore Road – Thistledown – complaints from some residents about the owner instructing his contractors to place the excess from his building works in the road to attempt to fill in holes. Some residents are unhappy with this and have complained. Martin Allen is investigating and liaising with the owner.
- 5- Following a fall from a resident at Crossways Court, Mr Allen intervened and has managed to get Tandridge District Council to check and rectify the levelling of the pathway from residences to the road.
- 6- Oxted and Limpsfield Residents Group have managed to oust the leader of the Council in Oxted North by-election.

(c) Tatsfield Community Responders:

The Clerk had not received any update and would follow this up with Phil Clark.

(d) Village Hall Management Committee:

- Windows project update

Helena Garcia-MacLeod notified members that the surveyor would be meeting at the Village Hall to take measurements of all the windows and that once this had taken place the order could be accepted. However logistically it was unlikely the project would happen before the summer holidays.

Helena Garcia-MacLeod also noted the Village Hall Management committee had approved an increased contribution towards the lighting as discussed at the supplementary meeting in April. The Clerk confirmed she had not received any notification from the VHMC but that as soon as this was received the Parish Council could confirm and go ahead with the grant as agreed in resolution

727/0416.

It was also noted that a quote for installing an external power socket (with a lockable enclosure) with a view to using it for lighting on the village island was being requested and the Clerk would be receiving the quote shortly.

- History project – update

Helena Garcia-MacLeod confirmed the Village Hall Management Committee had no objection to the History Project utilising the room upstairs but there were challenges that needed addressing before this could move forward.

Ian Mitchell then noted that because of these difficulties with accessing the room and the fact that there could be parties interested in the use of the room which would ultimately be more useful to the community, he would prefer to not progress with this matter and that no further action should be required.

There followed a discussion around the current tenants of the Aileen McHugo Building who are desperately looking for additional working space and the options around this.

744/0516 It was resolved to approach John Howard (tenant in Room 3) and discuss the fact that Chartwell Cancer Trust (room 1) desperately needed additional office space and that it made sense for them to continue to stay in the building. Additionally the Parish Council were considering not renewing the lease for Room 3 when it came up for renewal in July 2016 and therefore would MR Howard be willing to consider other options.

Mike Sarll agreed to approach Mr Howard in the first instance with the Clerk following up with a more formal approach.

(e) South East in Bloom / Tatsfield in Bloom / Volunteers: update

Mike Sarll informed members he was awaiting the Clerk formally notifying the volunteer groups of his appointment as their representative from the Parish Council and requesting he be invited to meetings in the future.

(f) Police: update

No update.

(g) Biggin Hill Airport: update

Ian Mitchell noted the airport was awaiting the installation of the new monitoring system.

(h) Tatsfield Vern d'Anjou Association: update

Althea Davies noted from an update given by Vern that there had been a different format to their visit this year with travel taking place over the May Bank Holiday not Easter (no space on ferries) and flights meaning higher expense for those travelling. But overall the trip was apparently a success with 5 first time visitors being 'bowled over' by the trip.

However Althea did note that there appears to be a consistent lower interest in the twinning event each year and therefore fundraising by the group becomes harder each time.

(i) Oxted Citizens Advice Bureau: update

None

(j) Speedwatch

A report by one of the Speedwatch members noted that recent gatherings outside the school had found a dozen offences with people travelling over 28mph and 3 of them being repeat offenders.

Overall Speedwatch had reported over 100 vehicles to Surrey Police in 2015.

745/0516 The Clerk was asked to respond to the email and ask whether future Speedwatch sessions at the bus stop could keep an eye on people using the bus lane illegally.

(k) Tatsfield Fairtrade Steering Group

Helena Garcia-Macleod informed members the Fair-trade Steering Group had received 2 certificates awarding Tatsfield Fair-trade village and Surrey Fair-trade County status. The Group had asked whether the Parish Council could display the latter certificate in the Aileen McHugo Building.

746/0516 It was resolved to accept the Surrey as Fair-Trade County certificate and display it in the building .

Helena Garcia-MacLeod additionally noted that the Fair-trade teas and coffees tent would be on Westmore Green on 14th May 2016 in the morning and welcomed support from members.

(l) Tatsfield Horticultural Society

Martin Allen informed the meeting that the visit to Wisley on the 1 May 2016 had been very enjoyable.

There would be a plant sale on the Green on 14th May 2016 and that things would now be quiet until the Scout Fete in July.

22 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 following matters:

- Risk assessment

The risk assessments to Parish Land had been completed for this half of the year and would be sent to the Clerk following refinements to the document layout.

- Storage update – AMB

The committee had selected a contractor to install the new fencing and gates to the rear of the Aileen McHugo building and the Clerk was progressing this with the contractor.

The existing shed at the rear of the AMB needed moving and a new base needed to be laid.

(b) Tatsfield Green:

- Boundary Agreement: Tatsfield Lodge

The Chair noted Lord Lytton had met with the Chair and Ian Mitchell and visited the location on Tatsfield Green in April. He would be sending his report with conclusions as soon as he could.

(c) Aileen McHugo Building

747/0516 the Clerk was asked to request a quote from Dave Mitchell to repair the problem with the water supply in the men's toilets as it appears to have been turned off and is now stuck.

(d) Village Hall

- Door Project: update

The Clerk informed members the new door was on order but this was unlikely to be completed over the May half term as previously hoped as it was only due in 4 weeks. However the contractor was planning to start work on the ramp and she had provided him with dates when the Village hall was free.

23 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Aperfield Green Belt Action Group meeting: 8/6/16 8.00pm in Squash Club Biggin Hill - A Davies, I Mitchell and H Garcia-Macleod to attend

The Clerk noted that this meeting had now been cancelled and she would ensure interested parties were informed when she had a new date. Mike Sarll also expressed an interest in attending the meeting.

(b) to discuss Correspondence received by the Clerk

The Clerk had received an email thanking the Parish Council for their generous donation to St Catherine's Hospice.

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

None

25 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Dropbox is always full – need to find alternative ways to make it work

- Ensure version of Standing Orders and Financial Regulations on DB were up to date.

The Meeting closed at 10.07 p.m.

Subjects raised in Public Adjournments				
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
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 (25 Apr 2016)	Action	Who	Date by	Result
725/0416 42	Review emergency plan and propose changes / variances	Althea Davies	20/5/2016	
Item & page (9 May 2016)	Action	Who	Date by	Result
733/0516 44	Change Terms of Reference as indicated	Clerk	12/5/2016	COMPLETE
735/0516 45	Change Roles and Responsibilities document as indicated	Clerk	12/5/2016	COMPLETE
742/0516 46	Determine who is responsible for cleaning road signs	Clerk	23/5/2016	COMPLETE
743/0516	Request Louise Williams' presence at the meeting on 23.5	Clerk	12/5/2016	COMPLETE
744/0516	Discuss future of tenancy with J Howard and send formal notification of Parish Council plans	M Sarll / Clerk	23/5/2016	In progress
745/0516	Ask Speedwatch to keep an eye on bus lane users	Clerk	12/5/2016	COMPLETE

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 13th June 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe – Chair(in the Chair)
Mr Niall Kells, Mrs Helena Garcia-MacLeod Mrs Althea Davies Mr Mike Sarll

In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge District Councillor)

And 5 parishioners.

1. APOLOGIES

775/0616 Mr Ian Mitchell had sent his apologies for this meeting, these were noted and accepted by members.

Mr David Hodge had also sent his apologies

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

None

3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 23rd May 2016

776/0616 It was resolved that the minutes of the previous meeting held on 23rd May 2016 be approved as a correct and accurate record and were signed by the Chair.

4. Receive and Accept the draft minutes of the Finance Committee Meeting on 31st May 2016 together with appropriate recommendations for full council.

777/0616 The minutes of the meeting and its recommendations were received and accepted unanimously by members without further comment. These included the internal auditor's report and recommendations and the decisions / resolutions relating to these.

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

The Clerk confirmed that all actions outstanding were covered under existing agenda items.

6. PLANNING

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

- TA/2016/702: Colegates, Edgar Road, Tatsfield TN16 2LL
Replacement of new steel heating pipes, fitting of new boilers and tanks, internal alterations to structure. (Certificate of Lawfulness for a Proposed Development to a Listed Building)

778/0616 *No comment.*

779/0616 It was resolved to instruct the Clerk to inform Tandridge Planning of the Parish Council's resolution as listed above.

(b) Planning team for June: Mike Sarll and Helena Garcia-Macleod

780/0616 It was resolved that Mike Sarll and Helena Garcia-Macleod would be the planning team from 14/6/16-11/7/16.

7. FINANCE

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

The Clerk noted the new payments process had been implemented for this meeting and no invoices received after the agenda notification date were included on Appendix B (which had been issued to members with the agenda). These would be added to an Appendix B for the Supplementary meeting on 27th June.

781/0616 It was resolved that all the payments listed on Appendix B were approved as listed and the cheques and invoices signed off.

(b) Discuss and agree items requiring expenditure:

- Chair Networking Day: 27/9/2016 – Althea Davies and Nichola Stokoe to attend - £65 x 2 + VAT

782/0616 The attendance of Nichola Stokoe and Althea Davies at the Chair Networking Day as listed above was approved.

- PAT testing for items in Aileen McHugo Building: £60 for first 15 with £1.50 per item thereafter.

783/0616 It was resolved to approve the PAT testing for items in the AMB as detailed, with the understanding that costs would also be borne by tenants for their individual items.

(c) Review Direct Debits and Standing Orders currently in force and approve.

784/0616 It was resolved to approve the submitted list of Direct Debits and Standing orders currently in force, as detailed in Appendix C to these minutes.

(d) Financial Regulations: item 4.6 – election of emergency committee as detailed in the Regulations to be approved.

785/0616 It was resolved to approve item 4.6 as detailed in the Financial Regulations 2016 and to elect Nichola Stokoe, Mike Sarll and Niall Kells as the emergency committee referred to in that item. It was further resolved members of the emergency committee would be reviewed annually.

(e) Approve Salary increase on Scale Point 26 to £12.041 per hour as per the NALC/SLCC National Pay Award approved May 2016 to be backdated to 1 April 2016

786/0616 It was resolved to approve the salary increase for the Clerk of £12.041 per hour for scale point 26 as approved by the NALC/SLCC National Pay Award and backdate this to 1 April 2016.

(f) Approve Annual Governance Statement for Annual Return 2015-16

787/0616 It was resolved to approve the Annual Governance Statement for the 2015-16 Annual Return. All boxes were ticked as required and the Annual Return form was signed as indicated by the Clerk and Chair.

(g) Approve Annual accounts and Annual Return, Balance Sheet and Notes and sign as required

788/0616 It was resolved to approve Annual Accounts for the 2015-16 Annual Return. All boxes were ticked as required and the Annual Return form was signed as indicated by the Clerk and Chair. A detailed Annual Return form, Balance Sheet and Notes for the accounts for 2016 were also approved and signed as detailed.

8. HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

- Speed sign in Village Centre: discuss progress and next steps.

Mike Sarll noted that contact had been made with Surrey County Council Highways and registered with the appropriate groups to proceed with the possible installation of Visual signs in the Village Centre (20 MPH section). Surrey Highways had requested further information and this had been provided.

The Parish Council needed to decide what they want, with options including:

- Posts to slow down motorists
- Flashing visual sign
- Find out whether there is a limitation on the location of 20 MPH signs.

789/0616 It was resolved to defer any decision to the Supplementary meeting once further information was available.

(b) Rights of Way:

- John's Road resurfacing: discuss proposals and next steps

Members had been approached by a resident of John's Road with a copy of the Resident's Association minutes detailing plans for John's Road including its transformation into a private road, replacing the existing terrible surface with some form of tarmac and the possible source of income to fund these projects, which could include applying to the Parish Council for a grant.

8.46pm Meeting suspended for public participation

The Chair and Secretary of the Johns Road Residents Association were present to provide the Parish Council with further information:

- Residents were made aware of the need for a change in October 2015 following complaints from the Fire Department and Biffa Refuse Collection re the state of the road in certain places;
- Residents tried to fill in pot holes with road planings but these did not prove long lasting with the weather conditions over the winter
- A Residents Association was formed in January – February 2016 to attempt to ascertain what could be done to the road surface
- Surrey Rights of Way (Mary Ann Edwards) confirmed to the association that the road could be deemed a 'private road' and that it had Bridleway Access.
- Residents confirm the condition of the road in certain areas is horrendous and requires serious attention and a decent road surface – they are working with Surrey Rights of Way and the Bridleway association to ensure the surface proposed is appropriate for horses.
- 60% of residents support the proposals – there are 26 houses in the road who use it and quite a few who use the road but don't reside in it
- The representatives confirmed when asked directly by members that they might consider closing the road to people to don't 'use the road in the right way' and contribute to the state it is currently in but that their primary concern is to reinstate the surface as much as possible.

9.02pm Meeting resumed

790/0616 It was resolved that the Clerk should keep in contact with Johns Road Residents Association and ensure any changes or updates were communicated to the Parish Council.

9. NOTIFIED ITEMS

(a) Housing: Housing needs survey update

The Chair noted that Louise Williams would be meeting with members on 27th June 2016 and that an update would be given at the Supplementary that same day.

(b) Hail and Ride: 464 update

No update as David Hodge was not present.

(c) Pathway on verge to Scouts hut / games pitches – update

No update as David Hodge was not present.

(d) Furze Corner: update

No one had heard anything further on this matter.

791/0616 The Clerk was instructed to request an update from Chris Maynard on behalf of the Parish Land Committee who had been discussing the matter with him informally.

(e) Approve final versions of Standing Orders and Financial Regulations as circulated.

792/0616 The Standing Orders (2016) and Financial Regulations (2016) had been circulated with all amendments and changes implemented. It was resolved these be approved and uploaded on to the website as soon as possible.

(f) Emergency Plan update: discuss and approve draft provided

Althea Davies had circulated an updated plan. She suggested an informal discussion on what sort of document it needed to be was required.

793/0616 It was resolved to agree an informal meeting outside of the meeting for a clearer proposal to be presented to the next meeting or possibly to the main meeting in July.

(g) Roles and Responsibilities: Chair as additional Parish Council representative on Village Hall Management Committee.

The Chair had proposed to join Helena Garcia-MacLeod as Parish Council representative on the Village Hall Management Committee to assist with the high number of upcoming projects and activities.

Helena Garcia-MacLeod confirmed the Chair would need to replace her as representative in the VHMC's regulations but that both could be present at meetings.

794/0616 It was resolved to add Nichola Stokoe to the Roles and Responsibilities document as a temporary additional VHMC representative from the Parish Council. The Clerk to update the document.

(h) Advertising on Parish Council land: review season ticket holders

795/0616 The list of current advertising season ticket holders was reviewed and agreed. The Clerk would send out an email reminding village organisations they needed to ask for permission to advertise on Parish Council land.

(i) Defibrillators: training update

The Clerk noted Phil Clark had suggested Wednesday 6th & 13th July at around 7.30pm and then perhaps Saturday 9th at around 10am for Defib training. These should be placed in the Parish Magazine and website / facebook.

(j) Parish Council vacancy: update on co-option

The Chair and Clerk confirmed no one had contacted re the vacancy. Further action would take place by members to find a suitable candidate.

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

(a) County Councillor

The Chair updated members on an email she had received from David Hodge informing her that the flooding experienced by residents of Ricketts Hill Road would be actioned shortly.

(b) District Councillor

Martin Allen updated members as follows:

- 1- Has joined Licensing and Staffing (Joint Consultative) Committee – will remain on Housing committee.
- 2- Resources Committee still has average of 9 days lost to sickness per staff member on the District Council – he considers this excessive and wants to understand what is being done to address this.
- 3- Increased crack down on fly tipping.
- 4- Martin Allen would be attending the next Biggin Hill Airport Consultative Committee on behalf of colleagues who could not make it.

(c) Tatsfield Responders: update

The Chair informed members of the update from Phil Clark where he noted a new responder would be joining, bringing the total up to 4 and that the Parish Council was thanked for the new kit bags.

(d) Village Hall Management Committee:

- Windows project : update

Helena Garcia-MacLeod confirmed half the grant amount had been received by the Village Hall Management Committee (VHMC) and that the surveyor had visited the Village Hall. The new windows were expected to be installed in the summer holidays.

Helena Garcia-MacLeod also confirmed the stage lights installation for which the Parish Council provided a grant, had been completed.

(e) Tatsfield in Bloom: update

Mike Sarll confirmed Surrey county Council had responded positively to requests re grass and verge cutting and this had taken place outside the school for the first time. Dates for weed killing had been provided to Steve Cunnah at Surrey County Council to be done in time for the In Bloom judging.

(f) Airport

The Chair reported on behalf of Ian Mitchell that the next Consultative Committee meeting is July 14 when there will be a report on the success or otherwise of the Festival of Flight and a possible update on public access to monitoring of Biggin flightpaths.

(g) Tatsfield Horticultural Society

Martin Allen reported on a visit to Long Barn by a small group of Tatsfield villagers and how it was a beautiful garden despite the bad weather.

He also noted the THS would be at the Scout Fete on 3rd July and sharing a tent with Fairtrade (the Parish Council were also invited) but would not be selling anything at the Fete. They would then take a break for the summer before starting preparations for the Autumn Show.

(h) Speedwatch

The Chair noted a report from Ian Mitchell stating the weather stopped at least one session and that the team had a dozen warnings from the latest session at the old school corner on Ship Hill.

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 noted there was no current update and that a meeting would be scheduled shortly.

(b) Tatsfield Green:

- Boundary Agreement: Tatsfield Lodge – update

The Chair noted a letter had been sent to the owner of Tatsfield Lodge detailing the Parish Council's surveyor findings. A response had been received by the Clerk requested details of the boundary on a plan. The Clerk was finding a suitable plan and scale as requested by Lord Lytton to create the boundary drawing.

- Castleneuve: update on Deed of Easement

The Clerk had responded to their request offering a Deed of Easement for £500 with an additional £400 for drafting costs, and she was awaiting their response.

(c) Aileen McHugo Building

- Room alterations to fixtures and fittings for tenants

Niall Kells and the Clerk had visited tenants and ascertained they wanted the sinks and cupboards removed. Quotes would be obtained for this.

The Clerk had been in touch with Mr Howard re the ending of his tenancy in Room 3. He had informed her he was unlikely to be able to empty the room by the due date of 1 July 2016 as he was out of the country until late June.

796/0616 It was resolved to allow further time for Mr Howard to leave his tenancy room until 14th July 2016.

(d) Village Hall

- Door Project: update

Helena Garcia-MacLeod informed members the contractor would need to drop the bollards to gain access to the side of the Village Hall to start his building work and also needed to cone the area off for safety.

797/0616 it was resolved that Niall Kells would assist in lowering the bollards for this single event and would assist Helena as needed.

- Proposed use of Parish Land: discuss briefing note and agree way forward

The Chair noted the Clerk had received a proposal from Little Acorns for work to be done on the outside area around where the new door would be sited and where Little Acorns currently fenced off

around the bollards with netting for their play. Proposals included fencing, gates, pergola and fencing options around the current hedge boundary.

Two queries were put to the Parish Council for consideration:

- 1- How far is the Parish Council happy for proposals to go?
- 2- Does the Parish Council want the area to the side and rear of the Village Hall to become a play area?

798/0616 It was resolved the Clerk should agree an informal meeting with representatives of Little Acorns and the Village Hall Management Committee to discuss queries around the proposal by Little Acorns so that a clearer picture could be presented to members. The Chair invited members to submit queries through the Clerk to be addressed at the meeting next week.

(e) Car Park / TCGA

None

12. MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Councillors Commission meeting: Billingshurst Centre RH14 9QW 8/7/16 – Althea Davies & Ian Mitchell to attend

(b) to discuss Correspondence received by the Clerk

The Clerk confirmed all items of correspondence received had been addressed in the 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

None

The Meeting closed at 10.25 p.m.

Subjects raised in Public Adjournments

- 1- Strongly feel that the Parish Council's decision to listen to the internal auditor's recommendation to stop the 21 year old relationship of payment and ownership of Tatsfield in Bloom assets and bills is wrong. There has been no complaint from any previous auditor, why is this one so important. The Village will lose out with this decision.
- 2- The Parish Council should be aware that there are vociferous objectors to the proposals for replenishing John's Road surface.
- 3- Was there any news on progress for the path to the Scouts Hut
- 4- Should the Parish Council consider white posts on Approach Road or other access roads to the village to slow traffic?
- 5- Hedge cutting on Church Road – who is responsible?
- 6- 'Wild area' on Westmore Road / Square – why have certain bits not been cut or maintained?
- 7- Complaints are still ongoing re the attempts at repairs to the surface of Westmore Road

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
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 (13 June 2016)	Action	Who	Date by	Result
778-779/0616 57	Inform Tandridge planning of Parish Council resolutions	Clerk	20/6/2016	COMPLETE
782-3/0616 57	Action resolutions as needed	Clerk	27/6/2016	COMPLETE
790/0616 59	Make contact with Johns Road Association	Clerk	27/6/2016	
791/0616 59	Contact Chris Maynard for an update	Clerk	17/6/2016	COMPLETE
792/0616 59	Upload approved Standing Orders and Financial Regulations to website as soon as possible	Clerk	17/6/2016	COMPLETE
794/0616 59	Update roles and responsibilities document	Clerk	17/6/2016	COMPLETE
795/0616 59	Remind village organisations that they needed to request permission to advertise events on Parish Council land	Clerk	17/6/2016	
796/0616 61	Inform John Howard of additional time to leave R 3	Clerk	17/6/2016	COMPLETE
798/0626 61	Arrange meeting and book room	Clerk	15/6/2016	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 25th July 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Mike Sarll, Mr Niall Kells Mrs Helena Garcia-McLeod Mr Ian Mitchell

In Attendance: Mr Martin Allen – Tandridge District Councillor

And 1 parishioner.

1. APOLOGIES

834/0716 Mrs Althea Davies sent her apologies. These were received and accepted by members. Mrs Ana Hughes also sent apologies.

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

None.

3. Approve and sign the MINUTES of the meeting held on 11th July 2016

835/0716 The minutes of the meeting held on 11th July 2016 were approved as a true and accurate record and signed by the Chair together with appropriate appendices.

4. Planning:

a) [TA/2016/1036: Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET](#)

Demolition of existing buildings and erection of Class B8 commercial buildings, access, servicing, parking and landscaping.

It was noted that this was a revised application with a reduced site area, floor space and ridge height.

836/0716 It was resolved to respond as per the Parish Council's previous response (Resolution 528/1015 – 26/10/2015), noting the following items :

- Reliance on Surrey Highways for expertise on traffic generated by the proposals
- potential visual impact;
- effective year-round screening of the site
- lighting effect less than current use of site
- protection of long distance views
- Impose conditions to ensure noisy activities are away from current neighbours and reduce need for reversing alarms on vehicles to minimum.

It was further agreed to support the AONB suggestions for residential development as well as a further suggestion for low density office development to be included in the response Ian Mitchell to draft a potential response for final approval.

b) [Neighbourhood Plan:](#)

- Agree and set up Neighbourhood Plan Committee

837/0716 It was resolved the Neighbourhood Plan Committee should be composed of Mike Sarll, Ian Mitchell, Althea Davies and Niall Kells.

- Agree next steps for Steering Group

It was noted this would be something the consultants would advise upon once they had been selected.

- Agree next steps for choosing a consultant (compare quotes if available)

It was noted that one quote had been received and a further 2 were needed.

838/0716 It was resolved the Committee would return to full council with a recommendation and quotes for discussion as these were available.

c) [Request for list of additional sites for development from Tandridge District Council](#)

It was noted that a number of sites are currently being offered for development but the Parish Council is unaware of details – these are in addition to the suggested sites from affordable housing survey.

Registration is now closed for this phase.

5. Finance:

a) Authorise payments (including presentation of cheques) detailed in Appendix B(2)

839/0716 It was resolved to approve and authorise payments as detailed in Appendix B(2), although a query was raised regarding the Viking invoice and it was agreed to ask the Clerk upon her return to clarify and then sign the cheque and pay if the query was resolved.

b) Items requiring expenditure:

- Share of £694 for flailing of land behind Tatsfield School (request from School for assistance)

840/0716 This was approved.

- Aileen McHugo Building: removal of cupboards and sinks in ground floor rooms: £250

841/0716 This expenditure was approved as per quote received.

- Aileen McHugo Building: repairs / maintenance items £45

842/0716 It was resolved to agree these repairs / maintenance at an increased rate of £110 as per revised quote.

- Repairs to Ship Hill noticeboard: £530 OR New noticeboard in Ship Hill (between £800 - £1500)

843/0716 It was resolved to proceed with the substantial repairs to the noticeboard as per the quote received for £530.

6. Parish Council Land:

a) Aileen McHugo Building: rubbish collection confirm price and time scale for implementation

844/0716 It was resolved to proceed with this matter and the Clerk should implement as soon as possible.

b) Car Park: Little Acorns outside area and lease

The Chair noted the following proposal following her recent discussions with the Village Hall Management Committee (VHMC) as follows:

- The Parish Council would no longer pursue the idea of a supplemental lease of the side of the hall on the understanding that VHMC do not include this area in any future bookings. They will specifically state in their T&Cs that the door is not to be used and tables, chairs etc. must not be placed outside and that the new gate leading to the car park must remain unlocked.
- The Parish Council has a direct licence with Little Acorns to use the area but only in conjunction with their hours/use of the hall. She proposes no rent/fee would be charged.
- At all other times the area would remain open and unlocked
- If the VHMC decide that they do wish to rent the space to other users then we revisit the agreement with the potential that they will take over the management of the area.
- The VHMC agree that if an accident occurs outside the hall that is due to a problem caused by the committee/tenant/user then their PLI would cover it.
- When the VHMC's insurance is up for renewal they will speak to the PC's broker to see if any deal can be struck with the same company which should avoid any gaps in cover

845/0716 It was resolved to approve and implement all of the above proposals as soon as possible.

c) Tatsfield Green:

- Tatsfield Lodge boundary dispute - update and agree next steps

The Chair updated the meeting noting an on-site meeting with the surveyor and home owner had not produced a final agreement on the boundary. It had then been agreed to request intervention from the Land Registry to visit the site and give their opinion and the Parish Council would then comply with.

846/0716 It was resolved to agree to the Land Registry's findings.

7. Highways / Village Centre

a) Speed Sign: update

The Chair noted this still needed to be progressed with Surrey County Council.

8. Tatsfield Village: (questions for David Hodge)

- a) Pavements update
- b) Path to Scout Hut - update
- c) Hail and Ride 464: update
- d) Land behind school: add to Surrey County Council annual maintenance for yearly flail
- e) Land at bottom of Ricketts Hill Road - needs maintenance - action and next steps?
- f) Gullies on Footpaths: who is responsible for maintenance and how can we action this?

847/0716 It was resolved that items a-f would need to be emailed for clarification to David Hodge and deferred until September for further discussion.

9. Emergency Plan: discuss current status

It was noted there was no further progress on this matter as Althea Davies was absent.

10. Meetings to which the Parish Council are invited:

- a) St Johns Road Residents Association 8pm on 1/8/2016 at WI Hall

848/0716 It was agreed that the minutes to the meeting would be requested from the residents association following the meeting.

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

Ian Mitchell raised the matter of fly posting on Parish Council land.

849/0716 it was resolved all fly posting would be removed without further ado from Parish Council land.

12. Matters for Reporting or Inclusion in a Future Agenda

It was noted that Tandridge District Council was directing visitors and residents of Crossways Court to park on the road (Crossways) as there was a lack of parking at the site. This was becoming a problem for residents and neighbouring houses. It was further noted that Crossways was mainly a bridleway and should be used for parking by anyone other than direct residents.

Kemsley Road update: Ian Mitchell would review past papers and report back at the next meeting

The meeting concluded at 9.05 pm

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
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	COMPLETE
Item & page (27 June 2016)	Action	Who	Date by	Result
803/0616 65	Arrange for the summary report to be released for the September edition of the Parish Mag, website and Facebook	Chair / Clerk	16/8/2016	In progress
804/0616 65	Identify a list of 8-10 potential sites and assess them to reach a final list of 2-3	Members	31/8/2016	In progress
Item & page (11 July 2016)	Action	Who	Date by	Result
824/0716 70	Request quote from T Warder and 2 further consultants	Clerk	21/7/2016	In progress
830/0716 72	Assess options for document sharing / storage and report back	Clerk	12/9/2016	
Item & page (25 July 2016)	Action	Who	Date by	Result
836/0716 77	Inform Tandridge Planning of Parish Councils decision	Ian Mitchell	31/7/2016	COMPLETE
839/0716 77	Clarify query ref Viking payment	Chair / Clerk	14/8/2016	COMPLETE
840-843/0716 78	Clerk to proceed with approved quotes	Clerk	15/8/2016	COMPLETE
844/0716 78	Implement rubbish collection at AMB	Clerk	31/8/2016	COMPLETE
845/0716 78	Implement Chair's proposals ref agreement for outside space in car park around Village Hall	Chair	12/9/2016	In progress
847/0716 78	Send information of outstanding items to David Hodge	Clerk	05/09/2016	in progress
848/0716 78	Request minutes of meeting	Chair	31/7/2016	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 25th August 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.30 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Mike Sarll, Mr Niall Kells Mrs Helena Garcia-McLeod Mr Ian Mitchell Mrs Althea Davies

In Attendance: Mrs Ana Hughes - Clerk

And 0 parishioners.

1. APOLOGIES

None

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

None.

3. Approve and sign the MINUTES of the meeting held on 11th July 2016

850/0816 The minutes of the meeting held on 25th July 2016 were approved as a true and accurate record and signed by the Chair together with appropriate appendices.

4. Planning:

a) TA/2016/1247: The Former Clacket Lane Sandpit, Clacket Lane, Westerham

Erection of a block of 3 timber framed and clad stables with an attached tack & feed room together with an outdoor sand school (manege) plus the change of use of land to allow mixed agricultural grazing and private horse keeping

851/0816 It was resolved a response of No Comment be submitted by the Clerk

b) TA/2016/1420/NH: Hillside, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of single storey rear extension measuring 6.65 metres deep with a maximum height of 3.70 metres and an eaves height of 3.00 metres. (Notification of a Larger Home Extension) – FOR INFORMATION ONLY

852/0816 The Clerk was instructed to inform Tandridge Planning of the Parish Councils resolutions.

5. Finance:

c) Authorise payments (including presentation of cheques) detailed in [Appendix B\(2\)](#)

- Increase in Door work original quote from £2800 (ex VAT) to £3155 (ex VAT) – due to requirements from Building Inspector.

853/0816 The above change to the original quote was approved.

The Clerk noted changes to the usual payment process as the Parish Council would be using internet banking for the first time. The finance schedule which had been sent out with the agenda, now included an additional column for authorisation. Invoices should be checked and initialled as usual and then this column should also be initialled to indicate to the Clerk she could proceed with setting payments up for authorisation.

The Clerk also noted that new beneficiaries had been set up and then needed authorisation, which had taken place fairly smoothly already.

854/0816 It was resolved that to save time and undue confusion that monthly planning teams would also initial and authorise the finance schedule as well as authorise the payments online. This would save duplication. In the event that someone was absent from the meeting when required as a second signatory, this would be addressed at the meeting.

The Chair and Niall Kells proceeded to authorise and initial each item except for BT-7 which the Clerk had not brought the invoice and this would be initialled the following week. All items were approved by members.

d) [Items requiring expenditure:](#)

- Aileen McHugo Building: removal of cupboards and sinks in ground floor rooms – with changes to original estimate (from 25/7/16) - £300 (up from £250)

855/0816 This item was ratified and approved including the increase.

- Aileen McHugo Building: repairs / maintenance items – change to original estimate (from 25/7/16) - £140 (up from £110)

856/0816 This item was ratified and approved including the increase

- Coir matting for Village Hall following Door work:

The Clerk noted the price for this was £99.58 excluding VAT and that the work had already taken place overseen by Niall Kells. It was further noted an additional piece of matting had been left and belonged to the Parish Council but was stored at the Village Hall.

- Redecoration of Village Hall following Door work:

The Clerk noted she had contacted Lloyd Gulley who would be getting back to her as soon as he had a quote for the work which would be included in other general decoration work required at the Village Hall. This was not going to be completed before 5 September but was not deemed to be a Health and Safety hazard.

- Aileen McHugo Building electrical work to Room 3: (pre-agreed in August 2016) - £480.50

857/0816 It was resolved to approve and ratify this item.

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

- Work proposed in Rooms 2 and 3 by existing tenants:

Chartwell Cancer Trust and Bigg-In Words had proposed to make good around where the sinks had been removed and other minor decoration items and all were in approval.

858/0816 The Clerk was asked to confirm the above approvals.

7. Matters for Reporting or Inclusion in a Future Agenda

- Piece of land in Lusted Hall Lane currently managed by volunteers – Jon Allbutt has formally asked for the Parish Council to take over or agree management of this area with Tandridge as the volunteers can no longer manage this. On agenda for September – this is Common land but not registered as Westmore Green.
- Garden proposal for piece of land outside Linda's
- Dropbox – Clerk to report back in Sept
- Clerk will provide a start for a list to agree with Little Acorns ref the fencing and hedge work which will be then taken over by the Parish Council – also need to provide a letter to Old Police House residents.

The meeting concluded at 9.20 pm

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
Item & page (27 June 2016)	Action	Who	Date by	Result
803/0616 65	Arrange for the summary report to be released for the September edition of the Parish Mag, website and Facebook	Chair / Clerk	16/8/2016	COMPLETE
804/0616 65	Identify a list of 8-10 potential sites and assess them to reach a final list of 2-3	Members	31/8/2016	In progress
Item & page (11 July 2016)	Action	Who	Date by	Result
824/0716 70	Request quote from T Warder and 2 further consultants	Clerk	21/7/2016	In progress
830/0716 72	Assess options for document sharing / storage and report back	Clerk	12/9/2016	in progress
Item & page (25 July 2016)	Action	Who	Date by	Result
845/0716 78	Implement Chair's proposals ref agreement for outside space in car park around Village Hall	Chair	12/9/2016	In progress
847/0716 78	Send information of outstanding items to David Hodge	Clerk	31/82016	In progress
Item & page (25 Aug2016)	Action	Who	Date by	Result
851-852/0816 81	Inform Tandridge Planning of the Parish Councils resolution	Clerk	31/8/2016	COMPLETE
858/0816 82	Inform Chartwell and Bigg-in words ref approval for their proposed decoration and making good	Clerk	31/8/2016	COMPLETE

MINUTES of the Meeting of Tatsfield Parish Council held on the 26th September 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Mike Sarll, Mr Niall Kells Mrs Helena Garcia-McLeod Mr Ian Mitchell Mrs Althea Davies

And 1 parishioners.

1. APOLOGIES

Apologies were given by Mrs Ana Hughes

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

It was noted that the Chair and Althea Davies declared an interest in item 4a as the Chair is an immediate neighbour and Althea Davies a friend of the applicant. Neither took part in the voting for this item.

3. Approve and sign the MINUTES of the meeting held on 12th September 2016

883/0916 It was resolved the minutes of the meeting held on 12th September 2016 reflected a true and accurate record of that meeting and were signed by the Chair together with the appropriate appendices.

4. Planning:

a) TA/2016/1611: The Chestnuts, Westmore Road

Demolition of existing detached garage. Erection of single storey side extension and detached garage to front of dwelling. Formation of additional hardstanding incorporating extension of driveway.

884/0916 *It was resolved that there was no Comment to make on this planning application*

885/0916 The Clerk was instructed to inform Tandridge Planning of the Parish Council's resolutions upon her return.

5. Finance:

a) Authorise payments (including authorisation of internet banking) detailed in [Appendix B\(2\)](#)

886/0916 The 2 items of expenditure were approved but the second item relating to the wasps nest had no invoice. It was agreed the invoice would be provided by the Clerk and signed by members upon her return.

b) Items requiring expenditure:

- Village Hall Pigeon pest solution: £320 + VAT

887/0916 The Clerk was instructed to find out whether cover for damage by pests to buildings, both by wasps and pigeons, was included in the Parish Council's insurance. It was further resolved that if this item was not covered under the Parish Council's insurance then the Clerk should instruct the contractor to proceed with the action as quoted.

- Attendance at Surrey ALC AGM – 2 councillors at £30 total

888/0916 It was resolved that there would be no Parish Council attendance as no councillors were available to attend this meeting.

c) Grant requests 2016-17:

- Request from Dave Bishop for financial Support for the Carol Singalong on 16/12/16 (£350 last year)

889/0916 It was resolved to approve a grant of £350 for this event upon the condition that the Clerk obtains a full breakdown of costs and accounts relating to this event.

6. Emergency Plan: discuss update

890/0916 Following the latest draft of the emergency plan and contact list, it was resolved that the Chair and Althea Davies would attend the Not So Young Club and that an updated contact list would be sent around to members by Althea Davies.

7. Parish Council land / property:

a) Proposed use of Parish Land (Village Hall external) – update and sign Agreement

891/0916 It was resolved to agree with the revised proposal and proposed dates from Little Acorns Chair Natalie Ruggins, which stated a start date of week commencing 17th October for the start of work.

It was noted that the Chair had drafted a license which could not be signed at this meeting as the Clerk was required to witness and this would take place upon her return.

It was additionally agreed that the letter to the Carrs needed to be sent and the dates and work to take place as per the approved proposal from Little Acorns should be added and sent by the Clerk upon her return.

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

892/0916 It was noted that an additional £120 had been added to the costs for repairing the Ship Hill noticeboard. It was resolved to approve this increase and proceed with the repair as soon as possible. This could be ratified at the October main meeting.

893/0916 It was resolved to ask the Clerk to arrange a meeting with James Garside (Neighbourhood Planning consultant) for week commencing 10th October.

9. Matters for Reporting or Inclusion in a Future Agenda

- Clerk will receive fly tipping brochures
- Sam Gymah will be holding a meeting towards end October and Councils will be invited.

The meeting concluded at 9.06 pm

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
Item & page (12 Sep 2016)	Action	Who	Date by	Result
862/0916 84	Attempt to obtain 2 further quotes over next 6 weeks	Clerk	31/10/2016	In progress
863/0916 85	Write to Mr Mason ref concerns about the Tandridge planning website	Clerk	30/9/16	COMPLETE
869/0916 85	Parish Magazine piece ref possible clerk vacancy	Althea Davies	16/9/16	COMPLETE
870/0916 86	Request advice ref signs etc. for lorries access to Kemsley Road	Clerk	16/9/16	In progress
871/0916 86	Ask LBB for new sign and ask Surrey Highways to repair sign to assist visitors finding Tatsfield	Clerk	30/9/16	In progress
873/0916 86	Ask Steven Hyder ref taking over maintenance of shrub borders on LHL track	Clerk	30/9/2016	COMPLETE
874/0916 87	Set schedule of quarterly meetings for PL committee	Clerk	16/9/2016	COMPLETE
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress
Item & page (26 Sep 2016)	Action	Who	Date by	Result
884-885/0916 92	Inform Tandridge Planning of Parish Council resolution	Clerk	3/10/2016	COMPLETE
886/0916 92	Provide Balcombe invoice for signing	Clerk	4/10/2016	COMPLETE
887/0916 92	Clarify query with Parish Council insurers	Clerk	10/10/2016	COMPLETE
889/0916 92	Obtain breakdown of costs for Christmas Carol singalong event	Clerk	31/10/2016	in progress
891/0916 92	Witness signing of agreement and send letter to Carrs	Clerk	7/10/2016	in progress
893/0916 92	Arrange meeting with James Garside	Clerk	7/10/2016	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th July 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe – Chair(in the Chair)
Mr Niall Kells, Mrs Helena Garcia-MacLeod Mrs Althea Davies Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge District Councillor)

And 5 parishioners.

1. APOLOGIES

818/0716 Mr Mike Sarll had sent his apologies for this meeting, these were noted and accepted by members.

Mr David Hodge had also sent his apologies as had Mr Martin Allen who warned he would arrive late.

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

None

2 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 27th June 2016

819/0716 It was resolved the minutes of the previous meeting held on 27th June 2016 represented a true and accurate record of the meeting on that date and were signed by the Chair together with the finance appendix.

3 Receive and Accept the draft minutes of the Parish Land Committee Meeting on 5th July 2016 together with appropriate recommendations for full council.

820/0717 It was resolved to receive and accept the draft minutes of the Parish Land Committee meeting held on 5th July 2016 together with appropriate recommendations for full council contained therein.

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

The Clerk noted that all actions outstanding were either waiting for Councillor Hodge's feedback or being addressed under other agenda items.

5 PLANNING

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

- **TA/2016/1036: Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET**
Demolition of existing buildings and erection of Class B8 commercial buildings, access, servicing, parking and landscaping.

821/0716 It was resolved to defer the Parish Council's response to this planning application until the Supplementary meeting on 25th July as there was not enough information received. The Clerk was asked to contact the developer and request plans and information for comparison. She was also asked to advise the planning officer of the deferment.

b) Planning team for July: Niall Kells and Nichola Stokoe

822/0716 It was resolved the planning team for July would be Niall Kells and Nichola Stokoe. It was also noted that on the Agenda issued the month had mistakenly been stated as 'June'.

c) Limpsfield Neighbourhood Plan: stakeholder letter – discuss / agree next steps.

823/0716 It was resolved the Clerk should respond to the stakeholder letter from Limpsfield Parish Council nominating Mike Sarll as the representative for Tatsfield Parish Council. The Clerk would also be in receipt of correspondence.

d) Tatsfield Parish Council: Neighbourhood Plan – feedback from meeting with Surrey representative and agree next steps

824/0716 It was resolved to accept the recommendation from members who attended the meeting with Tom Warder from Surrey and his colleague, to proceed with the next steps in the process to start a Neighbourhood Plan.

The Clerk was asked to request a formal quote from Mr Warder so that costs could be evaluated. A further 2 quotes would also be necessary as per the Parish Council's financial regulations.

6 FINANCE

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

825/0716 The items received by members on 5th July with the agenda and subsequently listed were approved and cheques signed as required. The Clerk noted she hoped the online banking would be ready to proceed by the supplementary meeting.

b) Discuss and agree items requiring expenditure:

- Fire Risk Assessment signs – up to £150

Niall Kells and the Clerk noted there were a number of items identified in the Fire Risk Assessment as necessary for this to be implemented and the Clerk's investigation of costs for the various signs and log book was not likely to be more than £150.

826/0716 It was resolved to approve expenditure on the items listed in the Fire Risk assessment as outstanding up to the value of £150.

7 HIGHWAYS & RIGHTS OF WAY

(a) Highways: update

- Speed sign in Village Centre: discuss progress and next steps.

A discussion took place on where the best location for the proposed speed survey suggested by Surrey Highways in the pursuit of a speed sign should be.

827/0716 It was resolved that the Parish Council had the following main aims

- People should slow down as they come in to the village especially from the White House end
- The danger area was mainly between the 30MPH sign from the White House to the school but also from the Ship Hill end
- The Parish Council did not feel they had the required expertise to agree an exact location for the speed survey

The Clerk was therefore instructed to ask the Surrey Highways team for a site visit to advise members on the best way to locate the speed survey so all the Parish Council's aims could be met.

The Chair noted that the Clerk had only received one set of feedback on the proposals for the speed sign changes listed in the Parish Magazine and these had been received by members. The Clerk was asked to thank the resident for his comments.

(b) Rights of Way:

- Westmore Road: update on road surface issues

It was noted by Ian Mitchell that the problems with the road surface was actually down near Kemsley Road towards the bottom of Westmore Road and had been made considerably worse by the recent heavy rain. Complaints continued to be received on the state of the road even after the attempts by the builder to rectify earlier attempts. Ian Mitchell had provided Mary Ann Edwards from Surrey Rights of Way with updates and photos and the next steps / proposals needed to come from her. The state of the road at the bottom was effectively only passable by car in a four wheel drive as it appeared at this stage.

8 NOTIFIED ITEMS

a) Housing: Housing needs survey update

The Chair noted a meeting to discuss the site locations had been agreed for 23/8/2016 at 11am and the article for the Parish Magazine needed to be ready by the 16th August.

b) Hail and Ride: 464 update

No update for this meeting.

c) Pathway on verge to Scouts hut / games pitches – update

As this item was left with David Hodge and he had sent his apologies, there was no update.
828/0716 The Clerk was instructed to invite Mr Hodge to the supplementary meeting as there were a number of items that required an update and clarification.

d) Furze Corner: update

Martin Allen had indicated in his update to the Clerk that there was no news regarding the Playing Fields Association applying for a grant from the Rent Subsidy committee in Tandridge, although a meeting was due to discuss applications from other groups.

e) Emergency Plan update: discuss and approve draft provided

Althea Davies noted a recent meeting to review and update the information in the Emergency Plan that she had presented to members. She reported all had agreed it was most likely to be used in periods of bad weather when Tatsfield might be cut off from the rest of the county. A note had been drafted for the Parish Magazine to see if volunteers would be happy to remain in the plan as contacts. Other named individuals needed to be chased up for an update to their contact details. It was not ready to be approved at this stage.

f) Defibrillators: training update

The Clerk noted Phil Clark had asked her to get a message out through social media requesting interested parties to contact him directly as the dates he had issued were going to prove problematic for him and he needed to liaise directly with people interested in training.

g) Parish Council vacancy: update on co-option

The Clerk and Chair confirmed they had not received any formal expressions of interest. Further enquiries would take place to find a new councillor.

h) Financial Risk Assessment: review and approve for 2016-17

The Chair noted the Clerk had undertaken and updated the Financial Risk Assessment document for 2016-17 and this had been circulated to all members in advance of this meeting for their review. The Clerk mentioned having added in an item with relation to online banking and reviewed the other items.

829/0716 It was resolved that the Financial Risk Assessment TPC Draft 0716 document as reviewed and accepted by Tatsfield Parish Council and should be adopted as such by members at this meeting. The document should be changed to 'final' by the Clerk.

i) Dropbox – options for maximising space

Members discussed options including:

- Options within the British Telecoms broadband account (cloud)
- Setting up a separate planning folder to be accessed with new email addresses
- Other alternatives.

Ian Mitchell expressed grave concerns regarding the efficiency and speed of the Tandridge Planning site as experienced recently and especially given the move to no paper planning applications as of October 2016.

830/0716 The Clerk was asked to investigate options and report back by the September meeting or before unless there were cost implications.

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

a) County Councillor

The Chair reported Mr Hodge had confirmed he would follow up the date for installation of the Scout Hut pathway.

b) District Councillor

Mr Martin Allen reported on the following items:

- Attended a Housing committee that discussed a Sheltered Housing Review – will keep an eye on this with regards to Crossways Court. The District Council is reviewing all its housing stock and assessing the best use of each property and whether it is suited to purposed. Residents have not yet been told about the review.
- Attended Planning policy meeting and the Oxted CAB AGM.
- Attended the inaugural meeting of the Treasury and Investments subcommittee.
- Had a one to one meeting with the Planning Officer to better understand the objection of the OLRG to the local plan.
- Meeting with the CEO had to be postponed but is rescheduled for the 13th where he will be given an update on the new sickness absence management policy.
- The new Tandridge news magazine will be delivered to the village next week and I would ask that any address having not received this delivery contact Mr Allen direct.

c) Village Hall Management Committee (VHMC):

- Windows project : update

Helena Garcia-MacLeod noted the new windows were due to be installed from 1-4 August 2016. She also reported that the covers for the air conditioning units need refurbishing (VHMC cost) and there are issues with drainage from the kitchen which is also likely to be VHMC costs. Additionally there were a number of items from a recent event at the hall which were left outside instead of being removed by the organisers and she is having to deal with them herself.

d) Tatsfield in Bloom: update

Bob David reported that judging day was on 13th July 2016 and thanks be given to the hard work of the volunteers in making the village so lovely. This was echoed by members.

e) Airport

Ian Mitchell reported that one of the main users – Rizon Jet – had left the airport and the hangar had now been split between 2 other users. This had led to redundancies and the owners of the airport blamed the delays by London Borough of Bromley in reaching conclusions on extended opening hours.

f) Tatsfield Horticultural Society

No report as the Society is on its summer break.

g) Speedwatch

Althea Davies offered to join the Speedwatch team.

h) Citizens Advice Bureau: feedback on AGM

Althea Davies reported the AGM had been well attended and reflected the hard work of the CAB group in Oxted

10 PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Land Committee: update

No further updates than what had been received and accepted in the minutes on item 3.

b) Westmore Green:

- Tatsfield Singers: advertising on Green in December 2016 and June 2017
- Boundary Agreement: Tatsfield Lodge – update

c) Tatsfield Green:

The Chair noted a meeting would be taking place on 13th July between all parties.

- Castlneau: update on Deed of Easement

The Chair reported that Mr Syrett would not be able to proceed with the easement over Tatsfield Green due to issues with gas and water supplies requiring him to focus access on other fronts. He had however offered to pay for costs incurred up to this point on securing the documents.

831/0716 It was resolved to suggest a sum of £200 for time spent so far on this matter. The Clerk to proceed.

d) Aileen McHugo Building

- Room alterations to fixtures and fittings for tenants: update

Niall Kells had visited Room 3 again and had established with Chartwell that the kitchen units should be removed and additional 6-8 sockets and trunking needed installing.

Quotes would be requested for these pieces of work.

e) Village Hall

- Door Project: update

This would be installed as soon as Little Acorns were out of the hall for the summer break.

- Proposed use of Parish Land: update and next steps

The Chair and Helena Garcia-Macleod had attended the recent Village Hall Management Committee (VHMC) meeting and reported the following:

- Little Acorns accepted all the concerns and items listed in Resolution 807/0616 (page 66 of 27 June 2016 supplementary minutes) and concurred with all of the Parish Council recommendations including completely abandoning the idea of the pergola, with one exception:

'Metal external fence should be a uniform and neutral colour, not multi coloured - Little Acorns requested this item be reviewed as did the VHMC both of them wanting the fence multi coloured.

832/0717 The item listed was reviewed following the presentation of new information and the Chair proposed that members reconsider the previous resolution and accept multi coloured fencing. This proposal was rejected by all members except for the Chair.

- The VHMC had agreed to the proposal of adding the land around the Village Hall to the existing lease subject to wording to be agreed between the VHMC and the Parish Council. This would be acted upon subsequently.
- Little Acorns stated there was permission given by a previous Parish Council for use of the land outside of the Village Hall.

833/0716 The Clerk was instructed to ask Little Acorns Committee for a copy of this permission as she could not find any reference to it in the minutes since she had been Clerk and it was likely to have been before her time.

f) Car Park / TCGA

Nothing new to report.

11 MEETINGS TO ATTEND / CORRESPONDENCE:

- to agree attendance at **Meetings** to which Parish Councillors are invited
- Invitation to attend the Royal Naval Parade by Westerham Sea Cadets in Westerham on 14/7/2016 at 18.45

No one could attend

- to discuss **Correspondence** received by the Clerk

The Clerk noted a thank you letter had been received from Oxted CAB for the Parish Council's grant of £250.

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

MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

The Meeting closed at 10.25 p.m.

Subjects raised in Public Adjournments

1- How often are the drains in Ship Hill cleared as they are full and overflowing after recent heavy rain

2- Parish Magazine going live in colour from September – request for additional financial assistance from the Parish Council

- 3- Scout Hut pathway – concerns that surface needs to be horse friendly and it is also used by riders so that needs to be taken into account
- 4- Parish Council could look into google docs for file sharing
- 5- The noticeboard at the bottom of Ship Hill is in a very bad and potentially dangerous state and needs attending to
- 6- Catch on Westmore Green noticeboard is not right.

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
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 (27 June 2016)	Action	Who	Date by	Result
803/0616 65	Arrange for the summary report to be released for the September edition of the Parish Mag, website and Facebook	Chair / Clerk	16/8/2016	In progress
804/0616 65	Identify a list of 8-10 potential sites and assess them to reach a final list of 2-3	Members	31/8/2016	In progress
812/0616 66	Inform Philippa Gates of the Parish Council's decision to proceed with the speed survey	Clerk	1/7/2016	COMPLETE
Item & page (11 July 2016)	Action	Who	Date by	Result
821/0716 70	Request information on TA/2016/1036 from developer and inform TDC of deferment.	Clerk	15/7/2016	COMPLETE
823/0716 70	Respond to Limpsfield Parish Council with Parish Council's decision	Clerk	13/7/2016	COMPLETE
824/0716 70	Request quote from T Warder and 2 further consultants	Clerk	21/7/2016	In progress
827/0716 71	Request site visit from P Gates ref speed survey	Clerk	14/7/2016	COMPLETE
828/0716 71	Invite D Hodge to supplementary meeting	Clerk	12/7/2016	COMPLETE
829/0176 72	Change Financial Risk assessment to Final	Clerk	13/7/2016	COMPETE
830/0716 72	Assess options for document sharing / storage and report back	Clerk	12/9/2016	
831/0716 73	Suggest £200 for work done on Castleneau	Clerk	15/7/2016	COMPLETE
833/0716 74	Request proof from Little Acorns ref permission from previous TPC	Clerk	15/7/2016	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th September 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe – Chair(in the Chair)
Mr Niall Kells, Mrs Helena Garcia-MacLeod Mrs Althea Davies Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)
Mr Martin Allen (Tandridge District Councillor)

And 5 parishioners.

1 APOLOGIES

Mr David Hodge had sent his apologies.

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

None

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 25th August 2016

858/0916 It was resolved the minutes of the previous meeting held on 25th August 2016 represented a true and accurate record of the meeting on that date and were signed by the Chair together with the finance appendix.

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

The Clerk noted that all actions outstanding were either waiting for Councillor Hodge's feedback or being addressed under other agenda items.

5 PLANNING

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

- [TA/2016/1334: Shelleys, 10 Westmore Road, Tatsfield TN16 2AX](#)

Demolition of existing house. Erection of 3 attached dwellings

859/0916 It was resolved that a response of No Comment be returned for this application

860/0916 The Clerk was instructed to inform Tandridge planning of the Council's resolutions.

b) Planning team for September: Althea Davies and Ian Mitchell

861/0916 It was resolved the planning team for September would be Althea Davies and Ian Mitchell.

c) Neighbourhood Plan Development Committee – update

Mike Sarll noted that 3 quotes were required to comply with the Parish Council's financial regulations. One had been received, one company had declined to quote and the Clerk was awaiting information on a third option.

862/0916 It was resolved to ensure the project proceeded without further hindrance, that the process for further quote should be continued for another 6 weeks after which time a decision should be made on the possible appointment of the existing applicant under item 17.2 of the Financial Regulations currently in force. This would be to ensure that the project could proceed.

d) Tandridge Planning: official notification of stop to hard copies of planning applications 1/10/16

It was noted that Mr Piers Mason had formally notified the Parish Council of Tandridge Planning's intention to cease provision of free paper copies of planning applications from 1 January 2017, not 1 October 2016 as had previously been issued on the agenda.

863/0916 The Clerk was instructed to write to Mr Mason reminding him that the Planning site needs to be easily accessible and all items labelled clearly for ease of navigation. Additionally formatting should be standardised for attachments and downloads. It is currently not in a state where the Parish Council could easily find and examine documents, especially in large applications with many responses (EG Moorhouse).

6 FINANCE

a) Authorise payments (including authorisation of internet banking) detailed in [Appendix B](#)

- **Finance team for September** : Althea Davies and Ian Mitchell

864/0916 It was resolved the Finance team for September would be Althea Davies and Ian Mitchell. Payments detailed in Appendix B were approved and the finance team authorised these and would authorise the payments once set up by the Clerk.

b) Discuss and agree items requiring expenditure:

- Training session for planning changes – SSALC 9/11/2016 18.30-21.00 £55 per person (2 councillors)

865/0916 Attendance at this training session was approved with Nichola Stokoe and Mike Sarll put forward as attendees. The Clerk was asked to book the councillors on to the course.

c) Review of insurance for 2016-17:

- Select insurance provider from list of 3 quotes

The Chair noted following a conversation with the Parish Council's incumbent insurance company (through the brokers) a reduction in their price had been offered. She proposed that the Parish Council had been served well in the past 6 years by the company and they should be re-selected.

866/0916 It was resolved to select Came and Company as the Parish Council's insurance brokers for a further 3 years at the rate suggested of £2363.50 per annum. The Clerk was instructed to proceed.

- Review and agree renewal schedule ensuring adequate protection

867/0916 It was resolved to accept the renewal schedule details offered by the selected insurer as adequate following requested assurance from the Clerk who had met with the insurer to review the cover offered earlier in the year.

d) Annual Audit: receipt and acknowledgement of external audit of Annual Accounts 2015-16 including auditor's comments and recommendations.

868/0916 It was resolved to accept the external auditors report and completion of the Annual Accounts for 2015-16 and note their recommendations. The Clerk reminded members that all recommendations noted in the report had already been accepted by the Finance Committee in May 2016 and had either already been implemented or were in the process of being implemented. The Parish Council with this resolution received and acknowledged the external audit of the annual accounts for 2015-16.

e) Possible clerk vacancy – agree way forward

Althea Davies informed members the Clerk had notified the Parish Council of her possible need to give her notice in at some point in November. The Clerk had not formally given in her notice, merely notified the Council of the possibility of a vacancy owing to her personal plans and circumstances, which would be confirmed in the coming months.

869/0916 The Parish Council resolved to advertise in the local Parish Magazine for possible expressions of interest for this position from October 2016.

7 HIGHWAYS & RIGHTS OF WAY

a) Highways: update

- Speed sign in Village Centre: discuss progress and next steps.

Althea Davies, Ian Mitchell and Mike Sarll had met with Philippa Gates of Surrey Highways to discuss the possible location of a speed sign and the survey.

They had confirmed with Ms Gates the previous Parish Council resolution to proceed with the speed survey and this would take place over a 3 week day period but there was no immediate time frame

- Issues with access by lorries to Kemsley Road using Westmore Rd – possible options and next steps.

870/0916 This matter was discussed in detail and it was resolved to ask Mary Anne Edwards of Surrey Rights of Way for her advice owing to the status of the road as a bridleway.

- Travelling to Tatsfield: difficulties finding Tatsfield – lack of road signs- discuss and agree options

Main issues appear to be at roundabout at bottom of Stock Hill in Biggin Hill (no sign) and then no sign pointing to village centre at junction of Old Lane / Rag Hill Road / Ship Hill. Existing sign has lost part pointing to Tatsfield.

871/0916 Clerk instructed to request sign for Tatsfield from London Borough of Bromley and to ask Surrey Highways to repair sign at bottom of Ship Hill.

b) Rights of Way:

Ian Mitchell noted the Golf Club had been informed some of its members appeared not to be aware of Footpath 21 crossing the golf course and had challenged walkers. The Golf Club had assured him they would inform members again.

8 NOTIFIED ITEMS

a) Housing:

- Housing needs survey update

The Chair noted the summary report had been published in the Parish Magazine and on the Parish Council website. The Parish Council had agreed a short list of possible sites and was in the process of arranging a meeting with Louise Williams to go through and then proceed to next steps.

- NALC Housing survey

The Chair noted the Parish Council had recently filled in and responded to an NALC housing survey.

b) Furze Corner: update on grant application

The Chair noted a meeting of the Rent Subsidy Grants Sub-Committee would take place at Tandridge offices on 19th September 2016 and that every effort would be made to ensure the Parish Council was present.

872/0916 The Parish Council resolved to instruct the Clerk to send the following draft response to Councillor Martin Allen *'The Parish Council considers that every effort should be made to ensure that proper provision for outdoor sporting activities is available for Tatsfield residents. The rental needs to be realistically affordable and the maintenance by TDC needs to be effective. The grant afforded should be 100%.'*

c) Dropbox – options for maximising space

The Clerk had issued a report with various options re space and file sharing.

873/0916 It was resolved to attempt to sort out current space problems in house by ensuring all councillors were utilising Dropbox to its best advantage and a meeting would be agreed with as many members as could attend to examine current setups.

9.00 pm: Meeting suspended for audience participation

9.10 pm: Meeting reinstated

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

a) County Councillor

The Clerk had received an email which was detailed by Councillor Allen stating that David Hodge was still not working but recuperating slowly and he hoped to return to work soon. The Parish Council wished him a speedy recovery.

b) District Councillor

The following matters were raised by Martin Allen:

1- Community Transport: the provision methods of this item were being reviewed. Martin Allen was trying to ensure that relevant Tatsfield residents had access to various transport schemes such as the taxi voucher scheme.

2- A visit from the Police and Crime Commissioner was arranged for 18th October 2016 and the Clerk was asked to book the Parish Rooms 9-11am for this purpose. Invites to individuals would follow.

3- The new Chief Inspector of Surrey Police had been invited to the village but a date and time had yet to be agreed.

c) Tatsfield in Bloom:

It was noted that the results of the In Bloom competition would be announced in Fareham on 14th September.

- Request to take over maintenance of land in Lusted Hall Lane

Mike Sarll informed members he had received a request from Jon Allbutt on behalf of the volunteers to take over management of a shrub border in Lusted Hall Lane (track) near Westmore Green. It was established this was Common Land but not part of Westmore Green per se.

873/0916 it was resolved the Clerk should approach Tandridge (Steve Hyder) to ascertain whether he would be able to add it on to existing maintenance schedules. Further options could then be examined once his response is clear.

d) Airport

Ian Mitchell noted that the number of flights is still falling, especially for light aircraft. Corporate jet flights are increasing and complaints are also less than last year.

The new noise monitoring system is on schedule for installation.

9.25pm Chair left meeting temporarily – Vice Chair took over meeting

e) Tatsfield Horticultural Society

Martin Allen was pleased that the latest Horticultural Show on 10th September had been extremely successful with some excellent feedback and record attendance. Next event will be the Gardening Club and then the AGM.

9.28pm Chair returned and took back meeting from Vice Chair.

f) Speedwatch

Ian Mitchell informed members that further session had taken place over the summer with 2 more recruits in the pipeline. The recent session at Ricketts Hill Road had not caught any drivers over the limit.

g) Citizens Advice Bureau: feedback on AGM

Althea Davies noted she had been involved with interviewing for new volunteers with CAB and that this had been a successful enterprise.

10 PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Land Committee: update

874/0916 It was resolved that quarterly meeting dates be set with a meeting as soon as possible to discuss outstanding items.

b) Tatsfield Green:

- Boundary Agreement: Tatsfield Lodge – update and next steps

Ian Mitchell's update noted that the arbitration system both parties to this dispute had agreed to abide by from the Land Registry, no longer existed. The Parish Council's surveyor had suggested approaching Surrey ALC for assistance and advice on how to proceed on this matter and to obtain a digital topographic survey (costs could be split with Tatsfield Lodge).

875/0916 It was resolved the Clerk should contact Anne Bott at SSALC to request advice on the matter and also a firm price on the digital survey

- Castlneau: final agreement and removal from agenda

The Chair confirmed through the Clerk that the amount invoiced had been paid.

876/0916 It was resolved this item be removed from future agendas.

c) Westmore Green:

- Signpost on W Green – agree changes

Ian Mitchell had noted the fingerpost sign appeared to be pointing at Bassetts rather than the Village Hall and the sign towards the school could be misleading.

877/0916 It was resolved to monitor this further and determine whether any more action was required.

- Request for using Green behind old bus shelter for a Community Garden – discuss / approve

Mike Sarll had received a request from the In Bloom team who had the possibility of a £6,000 grant to create a community garden. Several options were discussed for location, one being behind the old bus stop.

The Chair noted members had concerns regarding ongoing maintenance and costs involved.

878/0916 It was resolved this was not a project the Parish Council had much interest in supporting and would be kept in mind for the future.

d) Aileen McHugo Building

- Room alterations to fixtures and fittings for tenants: update

Niall Kells confirmed all alterations had now been completed.

e) Village Hall

- Village Hall Management Committee : windows project update

Helena Garcia-MacLeod confirmed the new windows had been installed over the summer and all appeared pleased with them.

- Door Project: final update

The Chair noted the new door and ramp had now been completed and the new coir matting had also been installed ready for use. There was outstanding decoration around the new door frame needed and the Clerk was awaiting a quote from Lloyd Gulley.

- Proposed use of Parish Land:
 - Agree proposals for bow top fencing colour / style

879/0916 The Parish Council resolved to agree the style presented by Little Acorns for the bow top fencing and the green colour.

- Agree Action point list for handover of new fencing

880/0916 It was resolved the following handover action point list is approved:

- List of contractors and whether Terms and Conditions were agreed / signed
- Little Acorns to ensure copy of the contractor's PLI or Professional Indemnity Insurance is obtained
- Make Little Acorns aware of agreements with the Old Police House or Village Hall Management Committee for proposed affected areas – i.e. the hedge and / or bollards
- Ensure inspection by Parish Land Committee and sign off / agreement by at least 2 councillors
- Copy of guarantee / warranty and whether Parish Council can claim on it as owner after work done.

These had already been agreed and adopted by Little Acorns Pre School chair.

- Sign agreement for proposed use with Little Acorns

The Chair noted that some changes to the original proposals by Little Acorns had surfaced and that signing the Agreement between the Parish Council and Little Acorns should await finalisation of quotes for the new kerb work. Once all the information was available and agreed then the agreement could be signed and work could start.

f) Car Park / Tatsfield Community Games Area (TCGA)

- Complaint about anti-social behaviour in TCGA: possible action

881/0916 Following recent complaints by residents of Bassetts of anti-social behaviour in the TCGA, the PCSO for Tatsfield had been informed and it was resolved to request that the Clerk write to Inspector Dan Gutierrez requesting support from Surrey Police. A draft form of words would be circulated and agreed.

It was also resolved to arrange a meeting to debrief the last few months with Derek Rose for week commencing 10th October.

11 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Parish Assembly – TDC offices 21/9/2016 6.30pm - Helena Garcia-McLeod and Niall Kells attending
- Tandridge Local Committee – 23/9/16 10.15am – TDC offices – open meeting, no specific notice for attendance required.
- SSALC AGM and Conference – on 13/10/16 Wotton House, Guildford Road, Dorking RH5 6QQ from 0945 (cost of £20 for 1st delegate with 2nd half price) –

882/0916 it was resolved that 2 delegates should attend and to refer approval of costs to Supplementary meeting on 26/

b) to discuss Correspondence received by the Clerk

- Apology from Unity Trust Bank to formal complaint lodged against customer services

This item was received and noted by members.

- Johns Road minutes – notification of receipt

This item was received and noted by members and thanks had already been issued by the Clerk.

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

None

13 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Rubbish bin on Tatsfield Green not being emptied – need to follow up in Supplementary

The Meeting closed at 10.25 p.m.

Subjects raised in Public Adjournments				
1- Strong concerns over flashing speed signs as they do not work – what evidence does the Parish Council have that flashing speed signs work ?				
2- May be time to extend the Village Centre traffic scheme and 20mph up to Tatol bed and 30 mph to Scout hut				
3- When will there be another Village traffic survey?				
4- What happened to the idea of a speed hump near the pond?				
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
Item & page (11 July 2016)	Action	Who	Date by	Result
824/0716 70	Request quote from T Warder and 2 further consultants	Clerk	21/7/2016	SEE 862/0916 84
Item & page (12 Sep 2016)	Action	Who	Date by	Result
859-860/0916 84	Inform Tandridge planning of the Council's resolutions	Clerk	16/9/2016	COMPLETE
862/0916 84	Attempt to obtain 2 further quotes over next 6 weeks	Clerk	31/10/2016	In progress
863/0916 85	Write to Mr Mason ref concerns about the Tandridge planning website	Clerk	30/9/16	COMPLETE
865/0916 85	Book councillors onto planning training	Clerk	16/9/16	COMPLETE
869/0916 85	Parish Magazine piece ref possible clerk vacancy	Althea Davies	16/9/16	COMPLETE
870/0916 86	Request advice ref signs etc. for lorries access to Kemsley Road	Clerk	16/9/16	In progress
871/0916 86	Ask LBB for new sign and ask Surrey Highways to repair sign to assist visitors finding Tatsfield	Clerk	30/9/16	In progress
872/0916 86	Send response ref PFA support to Martin Allen / Vince Sharp	Clerk	14/9/16	COMPLETE
873/0916 86	Ask Steven Hyder ref taking over maintenance of shrub borders on LHL track	Clerk	30/9/2016	COMPLETE

874/0916 87	Set schedule of quarterly meetings for PL committee	Clerk	16/9/2016	COMPLETE
881/0916 88	Clerk to write to Inspector Dan Gutierrez ref recent complaints of anti-social behaviour in TCGA	Clerk	16/9/2016	COMPLETE
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress

DRAFT MINUTES of a Meeting of the Parish Land Committee of Tatsfield Parish Council held on the 13th October 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield

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

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 5th July 2016

64/PL1016 It was resolved that the minutes of the previous meeting held on 5th July 2016 reflected a true account of the meeting and these were approved and signed by the Chair.

4. Parish Land: financial items

a) Christmas lighting - discuss and compare quotes and select contractor to recommend to full Council

There were 2 main quotes reference the actual lighting for the trees – one was divided into 3 main parts, involving 3 contractors and costs of £1481.05 +VAT for materials (including full sets of lights for largest tree on village island outside Ship pub), £950 to supply hoist and labour and £590 + VAT for electrician for the job, including setting up an external power supply at the Village Hall.

The other quote had been obtained for full installation of lights but it relied on an external power source to be placed on the island, which was not possible following full investigation by members and the Clerk since the beginning of the year. This quote amounted to £4389 +Vat with the largest tree coming to £1881.00 but without possibility of using the proposed lighting.

65/PL1016 It was resolved the committee would proceed with the electrician's quote in so far as to install the external power source on the Village Hall. This was within the delegated powers as per the Financial Regulations. The Clerk to proceed.

66/PL1016 It was resolved to recommend for approval at full council on 31/10/16 that the 3 separate quotes received to install lights in the largest tree on the village centre island. This would be subject to clarification of certain items arising from the lights in the trees, such as how the trees could be pruned, whether there were plans to change the Christmas Carol singalong following the closure of the Ship and others.

b) New shed and moving old shed - work behind Aileen McHugo Building: discuss and compare quotes and select contractor to recommend to full Council.

The Clerk had received 3 quotes ranging from £5475 +VAT to £1880.

All quotes had been issued to the same specification.

67/PL1016 It was resolved to recommend to full council for approval of the quote from Dave Mitchell, subject to clarification with the contractor on whether he had included pricing for the shed in this quote as it appeared to be very low compared to the others. A recommendation of up to £3000 for the project was proposed.

5. Parish Land:

a) Risk Assessments: review working document (bins and bus shelter added as per auditors request)

Althea Davies had sent around to all an updated version of the Risk Assessment document. The Clerk noted that the second meeting with the Parish Council's auditor would take place on 15 November 2016 and therefore the document needed to be updated before that date, especially to include an assessment of the bins, bus shelter and benches if possible.

68/PL1016 It was resolved the Risk assessments would take place by 10th November and an updated version of the document would be sent to the Clerk before the 15th November.

b) Maintenance schedule: review and update

The Chair had circulated a draft maintenance schedule that needed updating and filling in. This led to a discussion on details and responsibilities for the Committee around whether Parish property should be included in the maintenance schedule as it was not specifically Parish Council land.

Members and the Clerk would scrutinise and update the schedule in time for the next meeting.

c) Terms of Reference for committee: discuss specifics around Parish property

Members were concerned that even though property was included in the Terms of Reference of the Committee, this was a Parish Land Committee and therefore should property be removed from its list of responsibilities?

69/PL1016 It was resolved to make some changes to the Terms of Reference document as follows:

- Change the name of the committee to 'Parish Property Committee'
- Add 'day to day' in front of management in point 1 of Powers and Duties

70/PL1016 It was resolved to keep responsibility for Parish Council property as detailed in the Terms of Reference as there did not appear to be any other responsible committees to do that work and take charge of day to day items.

71/PL1016 Request a review of the Roles and Responsibilities for the Parish Council as last agreed on 13th June 2016 (resolution 794/0616) to add additional members to list of those responsible for Parish Property.

d) Pond: options to improve water supply

72/PL1016 It was resolved to request views and opinions of the community through a piece in the Parish Magazine on what action to take to improve the water supply to the pond – options could include filling it from roof of Village Club, putting in a water supply externally to feed it as water gets low. This would be written by Ian Mitchell.

Additionally the Clerk was instructed to contact Surrey County Council on whether they had professional advice on what to do with village ponds as was the case in past years.

e) Trees: discuss and agree suggestion ref tree crown work proposed by Jon Allbutt on Westmore Green

A number of items had been raised by Jon Allbutt and were addressed in order:

- Westmore Green trees: request to raise crown / thin especially over Tatol Bed

73/PL1016 Clerk to request assistance / opinion from Steve Hearn of Tandridge District Council.

- Hedge overgrown on boundary side of Approach Road near Orchard – needs cutting back.

74/PL1016 The meeting resolved the clerk should approach hedge owner and request that it be cut back.

- Erosion of Green on Lusted Hall track – should have posts put up to deter parking

75/PL1016 The committee had revisited this item and resolved no action needed taking on this matter at this time.

- Path along Tatsfield Green needs maintaining

76/PL1016 It was resolved the Chair and Niall Kells would visit the path and assess what if any action was required and report back to the next meeting with their recommendations.

- Plans for management of Millenium Wood. – what is Parish Land Committee going to do to implement these

77/PL1016 This was discussed at the meeting on 5th May 2016 (resolution 52/PL0516) and that this would still stand.

- Fence boundary for Castleneau / Millennium Wood is falling down and needs checking

78/PL1016 It was resolved that this would be investigated by Ian Mitchell and Althea Davies to report at next meeting.

- Old Lane ditch – needs clearing out.

79/PL1016 It was resolved the clerk should ask Steve Hyder if this could be done as per Nick Dance's work last year.

Althea Davies noted the road surface was eroding with the water running over it and having no place to run because the ditch and channels were not in a good enough state further down past where TDC usually clear it out.

80/PL1016 It was resolved the Chair and Althea Davies would walk the length of the road and inspect the ditch further.

- Kemsley Wood – paths need strimming and clearing – previously done by James Longley

81/PL1016 It was resolved to ask the community whether they wished the Council to spend money on clearing these paths.

-

Shaw Road Triangle fencing is in need of repair and area is overgrown.

82/PL1016 It was resolved the Clerk should ask Ian Reeves if he was still able to tidy this area up as otherwise it would need to be contracted out.

f) Ship Hill verge markers

- Posts along the verge need to be replaced by Surrey County Council as many have been knocked over or are broken

83/PL1016 It was resolved the Clerk should request these be replaced as soon as possible (log with Surrey).

- Verge at bottom of Ricketts Hill Road requires attention

84/PL1016 It was resolved the Clerk should ask Surrey County Council to tidy up the verge

- Verge outside Tatsfield Primary School requires attention

85/PL1016 It was resolved the Clerk should also ask that this verge be tidied.

g) Tatsfield road signs: update

The Clerk noted that she had not yet managed to make contact with anyone in London Borough of Bromley but that the damage to the signpost on Ship Hill had been logged with Surrey County Council for repair.

h) Salt bin removing / replacement: update

Niall Kells this had now been completed and could be removed from the agenda.

i) Tatsfield Community Games Area: request to close for fireworks night from Tatsfield Primary School PTA

86/PL1016 It was resolved the committee was happy to approve the request from Tatsfield Primary School PTA to close the TCGA for Fireworks night. The clerk should contact them and inform them of this resolution and Niall Kells is happy to provide the cones on the night.

6. Volunteers: update

The Clerk noted that she would need an updated Risk Assessment and confirmation of Health and Safety training by the end of the year as required by the Parish Council's insurers.

7. Items for Discussion or Referral to Future Agendas

- Review all outstanding land claims and pieces of land with Parish Council markers
- Maesmaur Corner – talk to landowner ref Parish Council boundary

The Meeting closed at 1.23 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 (5 July 2016)	Action	Who	Date by	Result
63/PL0716	Schedule of routine maintenance and Parish Council key dates	Chair / Clerk	31/7/2016	In progress
Item & page (13 Oct 2016)	Action	Who	Date by	Result
65/PL1016	Instruct electrician to proceed with quote	Clerk	18/10/2016	COMPLETE
66/PL1016	Clarify position with D Bishop ref contingency for Carol event	Clerk	21/10/2016	In progress
66/PL1016	Clarify queries ref pruning and maintaining trees with lights	Chair / N Kells	31/10/2016	
67/PL1016	Clarify quote with contractor before Supplementary meeting	Chair / N Kells	31/10/2016	
68/PL1016	Update Risk Assessment document and send to Clerk	All	10/11/2016	
72/PL1016	Piece in Parish Mag asking for views on what next for pond	All	16/10/2016	
72/PL1016	Request assistance from SCC ref pond guidance	Clerk	22/10/2016	In progress
73/PL1016	Ask Steve Hearn ref trees thinning on Westmore Green	Clerk	18/10/2016	COMPLETE
74/PL1016	Ask hedge owner to cut hedge back (near Approach Rd)	Clerk	22/10/2016	COMPLETE
76/PL1016	Visit the path and assess what if any action was required and report back to the next meeting with their recommendations	Chair and Niall Kells	31/10/2016	
78/PL1016	Investigate boundary fence with Castlneau	Ian Mitchell / Althea Davies	31/10/2016	
79/PL1016	Request Old Lane clearance	Clerk	22/10/2016	COMPLETE
80/PL1016	Inspect road surface and ditch and report back	Chair / Althea Davies	31/10/2016	
81/PL1016	Ask community on whether the Parish Council should clear paths in Kemsley Wood	Members	18/10/2016	COMPLETE
82/PL1016	Ask if I. Reeves can still assist with Shaw Road triangle	Clerk	31/10/2016	in progress
83/PL1016	Request that SCC reinstate the broken posts on Ship Hill	Clerk	31/10/2016	in progress
84/PL1016	Ask SCC to clear up the verge at bottom of RHR	Clerk	31/10/2016	COMPLETE
85/PL1016	Ask SCC to tidy verge outside school	Clerk	31/10/2016	COMPLETE
86/PL1016	Inform Tatsfield School PTA re ok for fireworks night	Clerk	18/10/2016	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 17th October 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

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

In Attendance: Mrs Ana Hughes (clerk)

And 0 parishioners

1. Apologies

It was noted that Nichola Stokoe had informed the Chair she would be late.

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

None

3. Agree and Sign the Minutes of the Last Meeting held on 31st May 2016

073F/1016 The minutes of the previous meeting were approved as an accurate and true record of that meeting and were duly signed by the Chair.

Mike Sarll asked for clarification on the matter of testing the water in the Village Hall and Aileen McHugo Building for Legionella – Niall Kells to investigate.

4. Grant requests for current financial year:

a) Tatsfield in Bloom: £1000 (they are currently £1393 over income and have around £300 still to spend this year).

The Clerk noted that since the agenda she had received a more accurate record of the Tatsfield in Bloom finances from Bob David together with a breakdown of the VAT paid which amounted to £930.41.

The total expenditure for 2016 was £6227.83 and income of £4760.73. This led to a shortfall of £1467.10 and the Clerk had also been advised there was an additional £300 still to be spent.

Members acknowledged that some of this shortfall was as a result of the Parish Council's resolution 068F/0516 following the internal auditor's recommendations (see Minutes for 31 May 2016 – Finance Committee meeting). However even accounting for this additional cost there still appeared to have been an overspend by the group of £836.69. The Clerk confirmed that this had never happened in her years of office. Members expressed concern at this shortfall.

074F/1016 It was resolved that an additional and final grant for 2016-17 be awarded to the Tatsfield in Bloom group of £1800.

It was further resolved that the Clerk should inform the group that future grants needed to be preceded with a budget and minutes for the meeting at which the budget had been agreed and that the Clerk should continue to receive all minutes of Tatsfield in Bloom. It was essential that the grant amount for 2017-18 be agreed before the main meeting of the council in December, as this was when the precept and final budget would be approved. Tatsfield in Bloom were therefore asked to provide a budget to support their request for a grant for the coming financial year before the next Finance Committee meeting in November.

5. Budget 2017-18:

a) Initial thoughts and comments on proposed budget

There was discussion around moving the Village Pond expenditure to the Parish Land Committee budget heading – this was deferred to the November meeting.

There was some query regarding the budget amount set for the current year for Aileen McHugo Building rental income (£9800) and that the new figure of £10000 had not accurately reflected the increases for 5 year tenancies approved this year. The Clerk agreed to try and clarify.

b) Agree changes to proposed budget amounts

075F/1016 The Clerk's proposed budget was reviewed and it was resolved the Clerk should make the following changes:

- Add in a budget income item for Community Infrastructure Levy (CIL) as the Parish Council was likely to receive income from this both in the current and 2017-18 financial years and

add an amount of £4520.08 based on the expected income from planning applications already approved.

- Change nominal code 4002 (Pension) to £125
- Change nominal code 4040 (Telephone) to £600
- Ensure the Clerk's training item showed on the budget and assign £200 to this item
- Change nominal code 4120 (IT software & Related) to £450
- Change nominal code 4291 (Neighbourhood Plan) to £7500
- Change nominal code 4220 (Village Hall) to £2000
- Change nominal code 4300 (Grants) to £8000

The Clerk was instructed to implement these changes and circulate the updated budget in time for the next meeting.

c) Agree draft precept.

The Clerk noted that if the precept was maintained in the proposed budget before the changes proposed in resolution 075F/1016, there would be a shortfall of £16742. If the precept was increased to £50000 the shortfall would be only £8742.

076F/1016 it was resolved to defer a decision on the precept until the November meeting.

6. Budget 2016-17:

a) Current Spend versus Budget - possible virement requirements

The Clerk noted that at this stage she did not see the need for varmint although these were likely to be required in March 2017.

7. Discussion re reserves for future projects:

a) Neighbourhood Plan.

The Clerk had circulated a list of all current earmarked reserves:

- Car Park Maintenance Reserve £ 29,465.00
- VH - Windows Replace Reserve £10,000.00
- Emergency Reserve Fund £5,000.00
- AMB reserve fund £7,000.00

The Clerk also noted that in accordance with resolution 071F0516 she would be returning the £10,000 set aside for the Village Hall windows back to main reserves now that the Village Hall had received their full grant.

077F/1016 It was resolved that an additional earmarked reserve of £7500 be created by the Clerk for the Neighbourhood plan in case the Parish Council failed to secure a grant.

8. Items for Discussion or Referral to Future Agendas

Setting the date for the next meeting in later November.

Upcoming 2016-17 grant requests: East Surrey Museum, Johns Road Residents Association and Little Acorns Pre School

The Meeting closed at 10.27pm

Item & page (31 May 2016)	Action	Who	Date by	Result
059F/0516	Implement 6 monthly claim for VAT	Clerk	30/9/2016	In progress
062F/0516	Add bus shelters and benches to risk assessments and determine schedule	Mike Sarll / Niall Kells	27/6/2016	COMPLETE
071F-072F/0516	Make changes to reserves as detailed	Clerk	13/6/2016	COMPLETE
Item & page (17 Oct 2016)	Action	Who	Date by	Result

74F/1016 7	Inform Tatsfield in Bloom of the new grant award and conditions for award of future grants, most specifically the 2017-18 one.	Clerk	18/10/16	COMPLETE
075F1016 7	Implement proposed changes to the budget and circulate updated budget	Clerk	21/10/2016	COMPLETE
077F1016	Create a new earmarked reserve as detailed	Clerk	31/10/2016	

MINUTES of the Meeting of Tatsfield Parish Council held on the 31st October 2016 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-McLeod Mrs Althea Davies Mr Mike Pendleton
(after Item

And 3 parishioners.

1. APOLOGIES

913/1016 Apologies were given by Mr Mike Sarll and Mr Ian Mitchell. These were received and accepted by members.

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

None.

3. Approve and sign the MINUTES of the meeting held on 10th October 2016

914/1016 It was resolved the minutes of the meeting held on 10th October 2016 reflected a true and accurate record of that meeting and were signed by the Chair together with the appropriate appendices.

4. Receive and Accept the minutes from the Parish Property Committee Meeting held on 13th October 2016 and consider / discuss the recommendations for expenditure proposed

915/1016 It was resolved to receive and accept the minutes from the Parish Property Committee Meeting held on 13th October 2016 subject to the discussion of the 2 items listed in Agenda Item 8c.

5. Receive and Accept the minutes from the Finance Committee Meeting held on 17th October 2016 and approve recommendations proposed

The Clerk noted that she had received and circulated additional clarification on the proposed grant of £1800 approved by the Finance Committee at this meeting for Tatsfield in Bloom. It was noted that an additional grant of £1000 was considered sufficient by the local group.

916/1016 It was resolved to receive and accept the minutes from the Finance Committee Meeting held on 17th October 2016 except that the resolution 074F/1016 (in those minutes) should be changed from £1800 to £1000 as an additional grant for 2016-17 for Tatsfield in Bloom.

6. Co-option of Parish Councillor to fill vacancy:

- consideration of application of interest received;

The Chair noted that only 1 application of interest had been received for co-option – Mike Pendleton.

- vote to select individual to Parish Council from list of applicants

917/1016 The Chair proposed that Mike Pendleton be co-opted on to the Parish Council to fill their vacancy and it was resolved to accept this by a unanimous vote. Mr Pendleton then took his place at the Council table and participated in the remainder of the meeting.

7. Planning:

a) TA/2016/1775: 31A Paynesfield Road, Tatsfield TN16 2AT

Erection of single storey extension to the north elevation. (Certificate of Lawfulness for a Proposed Use or Development)

918/1016 *No Comment*

919/1016 The Clerk was instructed to inform Tandridge planning of the Parish Council's decisions.

b) Neighbourhood Plan: selection of consultant based on quotes / services provided.

Members discussed the 3 consultant options according to their experiences and the summary details of costs and hours provided by the Clerk. Cost options ranged from £7913 + VAT to £14775 + VAT with provisions for an SEA/SA or not depending on the offers of each consultant.

920/1016 It was resolved to appoint James Garside based on members belief in how he would fit in with the Council and with the way that the Neighbourhood Planning project was likely to proceed. The Clerk was instructed to inform all applicants of the Parish Council's resolution.

8. Finance:

a) Authorise payments (including authorisation of internet banking) detailed in Appendix B(2)

921/1016 It was resolved that all payments on the Finance Schedule Appendix B(2) be authorised with a change to the Tatsfield in Bloom grant from £1800 to £1000 as detailed in Resolution 916/1016. It was also resolved that in Mike Sarll's absence authorisation would be taken over by Niall Kells.

b) Items requiring expenditure:

- New fire extinguishers x 4 - £196 + VAT

922/1016 The fire extinguishers quote for £196+VAT was approved.

- Disabled parking notices £86.18 + VAT

923/1016 Purchase of the disabled parking notices was approved at £86.18 + Vat.

- Name plates on front of AMB (awaiting quote)

924/1016 It was agreed to defer this until the Clerk had received the quote.

- Decorating around new door (inside) Village Hall - £60 + paint

925/1016 The quote for £60 + paint was approved.

- Contribution towards signpost in Biggin Hill for Tatsfield - amount discussed and agreed

926/1016 It was resolved to defer this item until a quote had been received.

- Electrical work on Village Hall: £360.50 (some of this includes Christmas lighting work)

927/1016 The quote for electrical work additional to the Christmas lighting already approved by the Parish Property Committee was approved.

The Clerk was asked to proceed with these items.

c) Parish Land Committee meeting recommendations:

- Approval of expenditure on purchasing and installing Christmas lights for large tree on village island (Westmore Green) - subject to clarifications detailed in the meeting - £3021.05 (+ VAT on £2071.05)

928/1016 Following a short discussion it was resolved to approve the expenditure proposed in this agenda item, subject to clarification that Niall Kells wished to undertake regarding timings and installation as well as possible changes to materials specified in the original quote.

It was additionally resolved that a final clarification on the matter was needed by 4th November and the lights needed to be installed around the 1/12/16.

It was noted that should residents feel strongly about having a real Christmas tree the Parish Council welcomed individual donations or arrangement by individual residents to provide one to be placed on the island.

- Approval of expenditure of up to £3000 on provision and installation of new shed and associated works, subject to clarification as detailed in the meeting

929/1016 The expenditure of up to £3000 was approved subject to clarification by the constructor and provision of a final and exhaustive quote to the Clerk before starting the work.

d) GRANTS 2016-17

- Consider increase in Christmas Carol Singalong (D Bishop) grant: to £416 from £350 following receipt of expected expenditure

930/1016 It was resolved to keep the grant at £350 for this year – Mr Bishop had not actually asked for an increase.

- Little Acorns Pre School request for £5000 grant for improvement and future development works.

931/1016 It was resolved that the request for £5000 for improvement and future development works could not be granted as the amount requested represented one eighth of the total Parish Council budget and members did not feel such a large proportion should be spent on such a small percentage of villagers and also it was indicated this money would be spent on an all-weather surface, which members had already stated that they would not approve or consent to. However, the Chair proposed a grant of £500 to assist with the additional and unexpected costs for making changes to the kerb, following the meeting with Mr Carr from the Old Police House. This was approved.

The Clerk was instructed to respond with the Parish Council's offer as well as confirm whether the costs of £1000 for the kerb changes would include disposal of the existing kerb and whether the 9' of space between the fence and kerb would be filled with tarmac.

9. Report from District Councillor: received too late for main meeting

The Clerk presented the District Councillor's report which she had not managed to present to the main meeting and involved:

- Attendance at various meetings including the Resources meeting and the Community Services team
- Experience at the Customer Services desk
- Tour of housing and local plan meeting
- Requested Parish Council assistance with which unmade roads are most affected by HGVs so this can be presented to David Hodge.
- Highlighted the visit by the Police and Crime Commissioner to the Village on 18th October.

10. Emergency Plan: discuss update

There was no update at this meeting.

11. Parish Council Land / Property

- Little Acorns project (behind Village Hall) – update

This item had been covered under 8d.

- Westmore Green: request for advert by Tatsfield Singers (December)

932/1016 It was resolved to approve this request and the Clerk was instructed to respond with the standard advertising requirements.

12. Tatsfield Village:

- White line needs painting opposite Ninehams: update

A resident had reported that the white lines down Ship Hill needed repainting down the middle opposite Ninehams Road.

933/1016 The Clerk was instructed to request this from Surrey County Council.

- Road humps down Ricketts Hill Road to slow traffic: discuss proposal from resident

934/1016 This request was discussed, but with 2 members having been part of recent Speedwatch sessions when they had not caught one person exceeding the speed limit on Ricketts Hill Road, it was determined there was not enough evidence to support this proposal.

- Old Ship vacancy: possible course of action with freehold owners

The Chair reported she had discussed this with the freehold owners and had received very positive and supportive comments. The freehold owners had 2 possible tenants being interviewed and hoped to have them in place shortly and opening the pub back up in the medium term, depending on which tenant was chosen.

There was also a Tatsfield resident with ideas about forming a community group to purchase the freehold and run it as a community asset. This matter would need to be examined over the coming months.

13. Review of Roles and Responsibilities 2016-17 document: request to add additional members to Parish Property responsibilities as detailed in Parish Property Committee minutes 13/10/2016 (Resolution 71/PL1016)

935/1016 It was resolved to defer this to the November main meeting to ensure all members had a chance to examine current roles and integrate Mike Pendleton. The Clerk to circulate current copy of this document.

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

The Chair brought the matter of the In Bloom Purple4 Polio project which involved a proposal to plant 5000 crocuses around the Royal Oak on Tatsfield Green to the attention of members. Sean Lawrence, a contractor from Tandridge District Council was on hand at the meeting to clarify possible challenges to grass cutting and his requirements from the In Bloom group regarding where on Tatsfield Green the planting would take place.

936/1016 It was resolved to support the In Bloom proposal to plant 5000 crocuses around the Royal Oak, as long as the planting was kept to around a 6m x 6m square and that all requirements and communication with Sean Lawrence and his team. The Parish Council also wish to be kept involved.

15. Matters for Reporting or Inclusion in a Future Agenda

- It was noted that Shelley's had been approved.
- Could Fair Trade be placed on the next agenda
- The Clerk noted a request for 13 bookings of the Parish Room for an hour (circulated by email) by Tandridge Youth Services division. An agreement had been reached and the room would be charged.
- Replacement of Clerk

The meeting concluded at 9.50 pm

Subjects raised in Public Adjournments				
1- Congratulations to the Parish Council for the gorgeous display of poppies around the Village.				
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
Item & page (12 Sep 2016)	Action	Who	Date by	Result
871/0916 86	Ask LBB for new sign and ask Surrey Highways to repair sign to assist visitors finding Tatsfield	Clerk	30/9/16	In progress
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress
Item & page (26 Sep 2016)	Action	Who	Date by	Result
889/0916 92	Obtain breakdown of costs for Christmas Carol singalong event	Clerk	31/10/2016	COMPLETE
Item & page (10 Oct 2016)	Action	Who	Date by	Result
909/1016 96	Consult with the community ref CIL spend	Chair	16/10/2016	
909/1016 97	Request advice from SSALC	Clerk	12/10/2016	In progress
Item & page (31 Oct 2016)	Action	Who	Date by	Result
918-919/1016 103	Inform Tandridge Planning of Parish Council's resolution	Clerk	2/11/2016	COMPLETE

920/1016 103	Instruct James Garside as consultant for Neighbourhood Plan and inform the other applicants they were not successful	Clerk	4/11/2016	COMPLETE
922- 927/1016 104	Implement resolutions relating to approved finance items	Clerk	8/11/2016	COMPLETE
928/1016 104	Provide final clarification on outstanding electrical and other items relating to the installation of the new Christmas lights	N Kells	4/11/16	COMPLETE
931/1016 104	Respond to Little Acorns pre-school re grant request and offer alternative amount	Clerk	3/11/2016	COMPLETE
932/1016 105	Respond to Tatsfield Singers	Clerk	3/11/2016	COMPLETE
933/1016	Request white lines be painted (SCC)	Clerk	8/11/2016	in progress
935/1016	Circulate up to date Roles and Responsibilities document	Clerk	4/11/2016	COMPLETE

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 21st November 2016 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Ian Mitchell (in the chair)
Mr Mike Pendleton Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

And 1 parishioners

1. Election of Chair

078F/1116 The Chair proposed this be deferred until the next meeting to give the newest member of the Committee a chance to get acquainted with the processes and procedures of the Finance Committee. This was approved.

2. Apologies

079F/1116 Mike Sarll presented his apologies. These were received and accepted by members.

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

None

4. Agree and Sign the Minutes of the Last Meeting held on 17th October 2016

080F/1116 It was resolved the minutes of the last meeting held on 17th October 2016 represented an accurate record of that meeting and they were duly signed by the Chair.

5. Grant requests for current financial year:

a) Johns Road: total cost of work £1865 - ask for grant towards cost of repairs to road

The Chair noted that the grant request had come for Johns Road, not St Johns Road as was listed on the agenda. The Clerk agreed and apologised for her mistake and that this would be changed in the minutes.

The Chair went on to state that the Parish Council had provided support for repairs to unadopted roads in the past – Ninehams, Old Lane and others, however this had been based on the premise that the repairs would benefit all users of the road, not just those residing there.

081F/1116 It was resolved the Clerk should request a full specification of the works listed in the request for the grant as well as detailed of the vote referred to in the request to establish the basis of the ‘majority’ which was listed in the grant request.

b) The Vern Association - £1250-£1500years.

082F/1116 It was resolved that the Finance Committee recommended an award of £750 grant to the Vern Association in line with awards in previous years. The Clerk to inform the Vern Association.

c) East Surrey Museum: regular annual contribution of £50-£100 per annum

083F/1116 It was resolved to award £100 grant for 2016-17 and then to arrange a visit to the museum to assess whether a more regular contribution would then be appropriate for the next financial year.

The Clerk was instructed to inform of the grant award.

d) Pollination Project: £2,000

084F/1116 it was agreed to defer further decisions on this matter to the Main meeting in December as the Clerk had not yet received any new specification or proposal.

6. Grant Requests for Financial Year 2017-18

a) Tatsfield Composting Group: £250

085F/1116 It was resolved the Tatsfield Composting Group’s request for a grant of £250 for the financial year 2017-18 be accepted. The Clerk was asked to request a copy of the Horticultural Society’s accounts before the grant was issued.

b) Tatsfield Fair-Trade Group: £750

086F/1116 It was resolved that the grant request for £750 for the financial year 2017-18 from the Tatsfield Fair-Trade Group be approved on condition that their most recent accounts were sent to the Clerk. The Clerk was instructed to implement this resolution.

c) Tatsfield in Bloom:

Tatsfield in Bloom had requested a grant of £2000 for the 2017-18 financial year. They had provided the Clerk with accounts for 2016 and full budget for their proposed income and expenditure in 2017 as required by Finance Committee resolution 074F/1016 (17/10/16).

087F/1116 It was resolved to approve the grant request for 2017-18 for Tatsfield in Bloom of £2000 subject to continuing full planning and management of expenditure in the coming year. The Clerk was asked to inform the group of this resolution.

7. Budget 2017-18:

a) Check over final draft and approve for submission for full council.

It was noted that there may be considerably more CIL income in the coming financial year than had been stated in the budget but that because time scales could not be formally stated it would not be prudent to include these in budget predictions.

088F/1116 The final draft was checked and the following changes made to be implemented by the Clerk:

- Reduce nominal code 4201 to £600 (rates)
- Increase nominal code 4270 to £2000 (pond)
- Reduce nominal code 4207 to £4000 (Parish Property Committee)

It was resolved that subject to these changes and following circulation of the new budget to all Finance Committee and Parish Council members this new budget be submitted for full council approval in December.

089F/1116 It was resolved that the Clerk should set up an emergency reserve fund of £7500 for pond expenditure in case this was required in the coming Financial year.

b) Agree Precept figure to submit for approval to full council

090F/1116 It was resolved to propose a figure of £42000 for the precept for 2017-18 to full council at the December main meeting, on the basis that the Parish Council could ensure that any possible deficit would be borne by the council's considerable reserves.

8. Items for Discussion or Referral to Future Agendas

Those mentioned for deferral – i.e. Pollination project.

The Meeting closed at 10.00 pm

Item & page (21 Nov 2016)	Action	Who	Date by	Result
081F/1116 10	Request additional details from Johns Road Resident Association	Clerk	25/11/2016	COMPLETE
082F/1116 10	Inform Vern Association of grant awarded	Clerk	25/11/16	COMPLETE
083F/1116 10	Inform East Surrey Museum of grant awarded and arrange visit	Clerk	30/11/2016	
085F/1116 10	Request copy of THS accounts and inform Composting group of grant awarded	Clerk	25/11/2016	COMPLETE
086F/1116 11	Request copy of Tatsfield Fair-Trade group accounts and inform them of grant awarded	Clerk	25/11/2016	COMPLETE
087F/1116 11	Inform Tatsfield in Bloom of grant award	Clerk	30/11/2016	COMPLETE
088F/1116 11	Implement changes to budget and circulate Final agreed version	Clerk	30/11/2016	
089F/1116	Set up pond reserve fund	Clerk	5/12/2016	

DRAFT MINUTES of the Meeting of Tatsfield Parish Council held on the 28th November 2016 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 Mrs Althea Davies Mr Mike Pendleton Mr Ian Mitchell

And 6 parishioners.

1- APOLOGIES

958/1116 Apologies were given by Mr Mike Sarll and Mr Niall Kells. These were received and accepted by members.

2- DECLARATIONS OF INTEREST* (relating to items on this agenda)

None.

3- Approve and sign the MINUTES of the meeting held on 14th November 2016

959/1116 It was resolved that most councillors present at the meeting on 14th November 2016 disagreed with the words in resolution 956/1116 of that meeting in that none agreed the Parish Council's resolution included the words 'and payment'.

It was therefore resolved that these words should be noted as not having reflected the intention of that resolution and they were removed and signed by the Vice Chair with the new version of the resolution reading:

956/1116 It was resolved that the Parish Council should take responsibility and therefore management and payment for the kerb section of this project. This was based on the recent issues regarding the kerb and resulting increased costs following meetings with the neighbours and addressing their concerns, with the Parish Council taking a far more active role through Niall Kells. The Clerk was instructed to obtain an additional quote as the current costs were £4200 including VAT.

Once the change had been made, the minutes and appropriate appendices were signed by the Chair.

4- Planning:

a) [TA/2016/1758: Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG](#)

Erection of single storey extension to south and west elevations of the club house and erection of 2 storey hotel.

960/1116 It was resolved that the Parish Council's response should indicate that in principle there was no objection to the hotel as long as a condition was imposed indicating that it be used principally in association with sporting activities as indicated in National Planning Policies Framework policies relating to the Green Belt (to be confirmed by Ian Mitchell and agreed by all by email). In principle there was also no objection to the clubhouse being extended.

However, there were strong reservations regarding the design and aesthetic details proposed in the planning application. There were also concerns that the proposed plans were not appropriate for the site, especially with a flat roof and were not in keeping with the general surroundings.

It was resolved that exact wording on this response to be agreed between members by email and then sent to Tandridge by the Clerk.

b) [TA/2016/2081: White Gables, Cudham Road, Tatsfield TN16 2NJ](#)

Demolition of existing conservatory. Erection of single storey conservatory to side elevation.

961/1116 It was resolved to indicate to Tandridge the Parish Council had no objection to this planning application.

962/1116 The Clerk was instructed to inform Tandridge Planning of Parish Council resolutions.

c) [Neighbourhood Plan: update](#)

The Clerk confirmed that a meeting with the newly appointed Neighbourhood Planning consultant would be taking place on 8th December 2016 at 8pm in the Parish Rooms.

5- Finance:

a) Authorise payments (including authorisation of internet banking) detailed in Appendix B(2)

b) Items requiring expenditure:

- Repairs to 1st floor radiators: £275.00 (retrospective ratification)

963/1116 It was resolved to ratify this item and its action considered justified in the current weather conditions and given it was in a tenant's office.

- Repairs to Velux leak in Room 3 AMB: £275.00

964/1116 It was resolved to approve the work to repair this leak as per the quote.

- Repair to vandalised bus shelter: £95.00

965/1116 It was resolved to approve this quote to repair the vandalised bus shelter.

- Repair to Village Hall guttering: £95.00

966/1116 It was resolved to approve this quote to repair the Village hall guttering.

- Gents toilet repairs / maintenance AMB: £105.00

967/1116 It was resolved to approve this quote to repair the gent's toilet in the AMB.

- Pigeon solution: discuss

The Clerk noted that the cage put up by Balcombe Pest Control in October had had to be dismantled following complaints from residents of pigeons being caught up in the cage and getting seriously hurt. Niall Kells and Dave Mitchell had removed the cage and noticed there were fledglings in the roof cavity.

Balcombe (once contacted) had indicated that further work would need to be done by a builder, involving a quote to either remove roof tiles and access the pigeons through the top of the roof opening, or by putting in a hatch from the bottom to remove existing birds. Once all pigeons had been removed the cavity could then be sealed off.

968/1116 It was resolved the Clerk should obtain a quote from Dave Mitchell to perform this work.

- In principle – sign to car park from Village centre

969/1116 Following a short discussion it was resolved that an exact location and format for the sign was needed before agreement be reached. Althea Davies and Ian Mitchell to liaise.

- topographical survey of boundary – Tatsfield Green / Tatsfield Lodge: £1375 + VAT minimum.

970/1116 it was resolved the Chair should agree wording with the Clerk and Vice Chair regarding a proposal to Tatsfield Lodge for sharing the costs of the survey and that all findings be binding on both parties.

c) CIL expenditure: discuss request from Surrey County Councillor D Hodge for £2000 CIL money towards the cost of refurbishments of the path to the Scout Hut / Playing Fields

971/1116 It was unanimously resolved that this request be approved. The Clerk was instructed to inform Councillor Hodge.

6- Emergency Plan: discuss update

Althea Davies noted this was an ongoing project and that she would be engaging with village groups together with the Chair, to increase knowledge and exposure to the more vulnerable groups.

Ian Mitchell also noted the list of volunteers needed updating.

7- Policy / Procedure for future projects on Parish Council land

The Chair proposed the creating of a policy or procedure with a step by step process with specific stages listed, for any future work taking place on Parish Council land following the Parish Council's recent experiences. She also noted that any large project such as the one currently ongoing with Little Acorns required a single point of contact on the Parish Council side who would manage the project.

972/1116 Mike Pendleton volunteered to start the step by step listing for this item and all agreed with his nomination and with the proposal put forward by the Chair.

8- Parish Council Land / Property

a) a) [Little Acorns project: discuss and agree Parish Council take-over on Hedge and fencing aspect of project following recent events](#)

The Chair noted that this project had not gone quite to plan with a number of issues arising especially regarding the boundary, changes to the kerb and others. She therefore proposed that the Parish Council should take full management and control over the parts of the project relating to any changes or removal of the hedge, fence and kerb.

973/1116 It was resolved that the Parish Council would take over management and responsibility for progression of the parts of the project named above where it related to the hedge, fence or kerb located on or near the boundary between the Village Hall and the Old Police House. It was further resolved that a named Project Manager would be nominated for the life of this project and that it did not mean that the Parish Council would have full responsibility for funding the project.

It was further resolved the Clerk should proceed and obtain at least 2 quotes for each of the sections of the project, to be given to her with the Parish Council's name.

9.32pm The meeting was adjourned for public participation

9.46pm The meeting was resumed

Members discussed the other part of the project, relating to the bow top fencing which would be managed and had already been paid for by Little Acorns Pre School.

The Chair proposed that the bow top fencing project should proceed with installation despite the other aspects of the project not having been resolved.

There were a number of concerns arising from the map that Little Acorns had produced:

- The gates were shown on the map to be opening inwards but Little Acorns confirmed they should be opening outwards – if the map was wrong already then how could the rest of the information be trusted?
- If the gates were installed as per the map would they be safe for the children if there was no fencing to be going right up against the hedge?
- If the gates were installed with the post for the gates being placed up against the kerb would this not cause problems for the future should the other projects go ahead? This could result in damage to the post and gates.

It was noted from the Little Acorns representative at the meeting that Little Acorns were willing to take the risk that damage might occur to the gate post / gate should the project being managed by the Parish Council proceed.

The Chair asked whether the Parish Council had any objections to Little Acorns putting in the bow top fencing with the gate as per the map on Parish Council land subject to the results of a meeting to take place between Little Acorns, the contractor for the bow top fencing and Councillor Mike Pendleton on 29th November 2016 in the morning to address the concerns listed above.

974/1116 It was resolved with a couple of reservations, that the Parish Council should agree to the project for installation of the bow top fencing on Parish Council land as per the map included in these minutes to proceed on the 14th December 2016 subject to a satisfactory conclusion of the meeting to take place on 29th November 2016 on site with the contractor and representatives from the Parish Council and Little Acorns to address the concerns listed above.

b) [Pond: discuss recent feedback from residents and agree next steps on pond](#)

975/1116 It was resolved to defer this item to either the December or January main meeting.

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

- It was noted that a closed Facebook group had been set up and was being managed by one of the local residents – all Tatsfield residents were invited to apply.
- Helena Garcia-Macleod noted that there had been reports of sleepy wasps in the Village Hall.
- Final possible forum for response to Local Plan consultation at December main meeting – all encouraged to read Ian Mitchell’s hard work in summarising to be ready to agree a response.
-

The meeting concluded at 10.20 pm

Subjects raised in Public Adjournments				
1- Little Acorns do not mind if the other aspects of the project in item 8a do not proceed – their main concern is with the installation of the bow top fencing to provide a safe and free flow play area for the children.				
2- Concern about the fact that if the other areas of the project did not proceed this would result in a reduced and less fulfilling play area for the children.				
3- Serious complaint about the way the project has been handled so far by all parties, with errors in the letter regarding dimensions for the kerb, errors and ‘hoodwinking’ by the Parish Council and Little Acorns and the wording of the letter being rude.				
4- Concerns raised that if the bow top fencing project goes ahead without the other areas being resolved, then this would not be the right way and create even more problems.				
5- How has the project changed from just the bow top fencing enclosure to a full blown plan to take down the hedge, erect a new fence and potentially cause problems with flooding?				
6- The map showed the gates opening inwards and they should open outwards!				
Item & page (12 Sep 2016)	Action	Who	Date by	Result
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress
Item & page (10 Oct 2016)	Action	Who	Date by	Result
909/1016 96	Consult with the community ref CIL spend	Chair	16/10/2016	
909/1016 97	Request advice from SSALC	Clerk	12/10/2016	COMPLETE
Item & page (31 Oct 2016)	Action	Who	Date by	Result
933/1016	Request white lines be painted (SCC)	Clerk	8/11/2016	COMPLETE
Item & page (14 Nov 2016)	Action	Who	Date by	Result
941/1116 108	Publicise the Local Plan information meeting	All	16/11/2016	
947/1116 109	Obtain full cost sings and proposal for pollination project	Clerk	28/11/2016	In progress
949/1116 110	Request progress update from Philippa Gates (SCC)	Clerk	19/11/2016	In progress
Item & page (28 Nov 2016)	Action	Who	Date by	Result

960-962/1116 117	Inform Tandridge planning of TPC resolutions	Clerk	2/12/2016	COMsPLETE
963-967/1116 – 118	Clerk to inform contractor to proceed with work	Clerk	2/12/2016	COMPLETE
968/1116 118	Obtain quote for additional work to remove pigeons	Clerk	12/2/2016	in progress
969/1116 118	Investigate exact location and format of sign	Ian Mitchell / Althea Davies	12/2/2016	in progress
970/1116 118	Draft letter to send to Mr Viner ref topographical survey	Chair / Vice Chair / Clerk	2/12/2016	COMPLETE
971/1116 119	Inform Councillor Hodge of Parish Council approval	Clerk	2/12/2016	COMPLETE
972/1116 119	Look into and draft policy / procedure for projects on Parish Council land	Mike Pendleton	9/1/2017	COMPLETE
973/1116 119	Obtain at least 2 quotes for each item	Clerk	12/2/2016	in progress
974/1116 119	Go ahead for bow top fencing following satisfactory report back from M Pendleton	Mike Pendleton	30/11/2016	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th October 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe – Chair(in the Chair)
Mr Niall Kells, Mrs Helena Garcia-MacLeod Mrs Althea Davies Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)

And 10 parishioners.

1 APOLOGIES

Mr David Hodge and Mr Martin Allen had sent their apologies

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

None

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 26th September 2016

894/1016 It was resolved the minutes of the previous meeting held on 26th September 2016 represented a true and accurate record of the meeting on that date and were signed by the Chair together with the finance appendix.

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

The Clerk noted that all actions outstanding were either waiting for Councillor Hodge's feedback or being addressed under other agenda items.

5 PLANNING

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

- **TA/2016/1685: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER**

Erection of a drive-through refreshment kiosk and associated vehicular access works

895/1016 *No comment*

- **TA/2016/1687: Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER**

Erection of a drive-through refreshment kiosk and associated vehicular access works

896/1016 *No comment*

- **TA/2016/1688: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER**

Display of 3 x freestanding illuminated rotational signs, 3 x freestanding non-illuminated signs, 1 x non-illuminated sign to height barrier and 1 x non-illuminated sig to kiosk. (Eastbound)

897/1016 *No comment*

- **TA/2016/1689: Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER**

Display of 3 x freestanding illuminated rotational signs, 3 x freestanding non-illuminated signs, 1 x non-illuminated sign to height barrier and 1 x non-illuminated sig to kiosk. (Westbound)

898/1016 *No comment*

[SEE HERE FOR REPORT ON ABOVE PLANNING APPLICATIONS](#)

- **[TA/2016/1735: Endfield, Ninehams Road, Tatsfield TN16 2AJ](#)**
Erection of shed/outbuilding on existing concrete base. (Certificate of Lawfulness for a Proposed Use or Development)

899/1016 *No comment*

- **[TA/2016/1764: Hillside, Ricketts Hill Road, Tatsfield TN16 2NB](#)**
Erection of single storey infill extension to rear elevation.

900/1016 *No comment*

- **[TA/2016/1766: Hillside, Ricketts Hill Road, Tatsfield TN16 2NB](#)**
Erection of single storey extension to north east elevation. (Certificate of Lawfulness for a Proposed Use or Development)

901/1016 *No comment*

902/0916 The Clerk was instructed to inform Tandridge planning of the Council's resolutions (895 – 901).

8.25pm Meeting suspended for public participation

8.37 pm: Meeting reinstated

b) [Planning team for September: Mike Sarll and Nichola Stokoe](#)

903/0916 It was resolved the planning team for September would be Mike Sarll and Nichola Stokoe.

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

Mike Sarll noted that additional consultant meetings had been arranged to take place this week and that once quotes had been received following these meetings then a more formal evaluation could take place and a report made back to members.

6 FINANCE

a) [Authorise payments \(including authorisation of internet banking\) detailed in Appendix B](#)

904/1016 The payments detailed in Appendix B were approved and each item authorised by the Finance team. The Clerk would submit items for payment following the meeting which would then be authorised by the monthly Finance team.

b) [Finance team for October: Mike Sarll and Nichola Stokoe](#)

905/1016 It was resolved the Finance team for October would be Mike Sarll and Nichola Stokoe.

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

- Ratification of additional £120 cost for repairing Ship Hill noticeboard

906/1016 The previous agreement for the additional £120 cost for repairing the Ship Hill noticeboard, bringing the total up to £650 for the repair.

- Payment of planning consultant travel expenses (circa £30)

907/1016 It was resolved to approve the payment of up to £30 for planning consultant's travel expenses.

- Flailing of field behind school - request for payment of £462 (two thirds of £694) total - original request from school was for a 'share'

The Chair noted that this matter had been discussed and approval for Tatsfield School's request for 'Share of £694 for flailing of land behind Tatsfield School was agreed (resolution 840/0716 – July Supplementary meeting 25/7/16). The Chair noted that she had received a request for the Parish Council to actually contribute two thirds of the total cost as the School had apparently only an interest in one third of the total land. The Chair's interpretation of the previous resolution was for each party to pay their 'share' – i.e. half of the total cost, especially given the Parish Council had no real irresponsibility for the land as it was owned by Surrey County Council and it's interest lay mainly in the area immediately around FP21.

908/1016 It was resolved that the Parish Council would offer to pay half of the cost incurred by Tatsfield Primary School to flay the field (£347) but that future flailing activity and any Parish

Council contribution towards this would need to be discussed each time by members. The Clerk was asked to respond to the school.

d) [CIL expenditure - consider options for submitting request and agree next steps](#)

The Clerk noted that the Parish Council had been notified by Tandridge District Council that they would be receiving an amount of £4520.08 from planning application TA/2016/73 as part of the Parish Council's due from the Community Infrastructure Levy (CIL) the developer has to pay to the District Council.

The Clerk noted that there were very few restrictions that she had found thus far on what Parish Councils could spend CIL on and that Ian Mitchell had found some older documentation that appeared to indicate it could be spent on the Neighbourhood Planning process.

The Parish Council needed to then inform the District Council through a specific form what the money had been spent on and this also needed to be displayed on the website.

909/1016 It was resolved to use the Parish Magazine to request ideas from the community on how the CIL should be spent. The Clerk was instructed to request advice from SSALC.

7 HIGHWAYS & RIGHTS OF WAY

a) [Highways: update](#)

- Speed sign in Village Centre: update

Niall Kells confirmed there was no date as yet for the survey.

- Issues with access by lorries to Kemsley Road using Westmore Rd - possible options and next steps.

The Clerk was awaiting a response from Mary Ann Edwards (Surrey Rights of Way officer).

- Travelling to Tatsfield: difficulties finding Tatsfield: update

The Clerk noted Surrey Highways had confirmed the noticeboard at Rag Hill Road / Ship Hill crossroads would be repaired but she had not yet managed to get in touch with the Highways team at London Borough of Bromley (LBB). Ian Mitchell would mention the matter at his Airport meeting to LBB councillors.

b) [Rights of Way:](#)

None.

8 NOTIFIED ITEMS

a) [Housing:](#)

- Housing needs survey update

Ian Mitchell confirmed Louise Williams from Surrey Rural would be joining members to look around the identified sites this week.

- New affordable housing project main contacts: Helena Garcia-Macleod, Nichola Stokoe, Ian Mitchell

910/1016 It was resolved that the affordable housing project would be co-ordinated mainly by a small project team composed of Helena Garcia-Macleod, Nichola Stokoe, Ian Mitchell who would then report back to members but that all councillors would be welcome to join in on any meetings / site visits.

b) [Furze Corner: update and removal from future agendas](#)

Ian Mitchell had attended the Grant Subsidy Committee meeting at Tandridge offices and noted the Playing Fields Association had achieved their target grant of 100% of the rental, as well as assurances that this would be applied throughout the five year life of the lease.

911/1016 It was resolved this item could now be removed from future agendas.

c) [Parking at Crossways court](#)

Mike Sarll noted the District Councillor Martin Allen had obtained confirmation from Tandridge officers that repairs had taken place around Crossways around 20 years ago. It was possible that

additional parking would be proposed but residents needed to be consulted as this could result in the loss of a community space.

d) [D Hodge request for drains item](#)

The Clerk thanked the Chair for her timely reminder of this matter and confirmed all identified 'to spots' for drains and flooding issues around the parish had been sent to Councillor Hodge in time for his meeting.

9.00pm Meeting suspended for public participation

9.13 pm: Meeting reinstated

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

a) [County Councillor](#)

No report received.

b) [District Councillor](#)

The Clerk had not received a report in time for the meeting.

c) [Tatsfield in Bloom - update on shrub border](#)

The Clerk confirmed that Steve Hyder from Tandridge District Council had agreed to include the maintenance of the shrub border on the Westmore Green schedule. At Jon Allbutt's request the Clerk had asked the contractor for dates to arrange a meeting with In Bloom representatives to discuss the shrub border and its plant contents.

Bob David noted that the Tatsfield in Bloom was supporting the Rotary Club's purple crocus campaign and was looking to plant around 5000 crocus bulbs around the village, potentially on Tatsfield Green.

The Chair noted the Parish Council would need to be consulted and need to understand what, if any, restrictions this might bring the normal maintenance of the Green.

d) [Tatsfield Horticultural Society](#)

None.

e) [Speedwatch](#)

Ian Mitchell noted recent activities appeared to be offering positive deterrence as they had not detected any speeding drivers.

10 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 confirmed the next meeting would take place on 13th October 2016.

b) [Tatsfield Green:](#)

- **Boundary Agreement: Tatsfield Lodge - update**

The Chair noted this matter was continuing with consultation from SSALC and other parties.

c) [Aileen McHugo Building](#)

- **Tenancy updates**

The Chair confirmed with the Clerk that all tenants were now on five year tenancy agreements.

d) [Village Hall](#)

- **Door Project: final update**

The Clerk was still waiting for a quote for the decoration around the new door.

- **License with Little Acorns: update**

The Chair confirmed the Agreement had been signed by both parties but that the map had only been signed by the Parish Council and needed Little Acorns' signature for dating and finalising. This would take place once Natalie Ruggins returned from holiday.

The Clerk had sent the signed letter and map to the Carrs and was awaiting feedback.

e) Car Park / Tatsfield Community Games Area (TCGA)

The Clerk mentioned that the Parents Association for Tatsfield Primary School had requested closure of the TCGA for their annual fireworks event and that this would be discussed at the upcoming Parish Land committee meeting. There were no dissenting views.

11 MEETINGS TO ATTEND / CORRESPONDENCE:

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

The Clerk noted she had received no new meeting attendance requests this month.

b) to discuss Correspondence received by the Clerk

None

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

TA/2016/1334: Shelleys, 10 Westmore Road, Tatsfield TN16 2AX

Demolition of existing house. Erection of 3 attached dwellings

912/1016 It was resolved that following new information received by members this item should be discussed once again in session. There had been serious objections to this developments from a number of residents concerning the impact 3 new dwellings would have on the already congested parking zones around Westmore Road.

The Parish Council's resolution at the meeting on 12/9/2016 (859/0916 It was resolved that a response of No Comment be returned for this application) was reviewed in light of the new evidence and it was agreed that the Clerk should issue a new response to include wording similar to the following:

Although the development demonstrates that at least 2 parking spaces are available for each proposed dwelling, the Parish Council is concerned at the detrimental impact on the already considerably congested on-street parking in the immediate area around the top of Westmore Road

It was additionally resolved that the Parish Council should also ask the Clerk to include the following in her response: ' ... requests that in view of the concerns of neighbouring residents Surrey Highways should be asked to make a thorough assessment of the potential parking impact of the proposal.'

Final wording would be circulated by the Clerk before the changed comment was returned to Tandridge Planning.

13 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

- Tree outside Sunlit on Ricketts Hill Road – complaint from resident.

The Meeting closed at 9.25 p.m.

Subjects raised in Public Adjournments

1- Why has the Parish Council not objected at the Shelley's planning allocation when they objected to a similar planning application in Westmore Road earlier on?

2- The proposed planning in Shelley's is going to make worse the already bad parking congestion at the top of Westmore Road

3- The developer for Shelleys did not bother warning residents by putting up a notice – residents only found out 2 days before the Parish Council meeting in September which is why they did not tend to object

4- Footpath to Scout Hut – if this does not get done soon then the footpath will not be able to be used at all over the winter

5- Is there Parish Land on Barnfield Road - resident issue on that road.

6- Has the Parish Council considered the provision of public toilets?

7- Beaver Water World – is the Parish Council going to do anything about the position there?

(Response out of session – Parish Councillors have approached the business owner and she does not want any assistance. It is a private matter between the landlord and tenant).

8- Closure of Ship – is the Parish Council going to be doing anything about this? (Response out of session – this will be on the supplementary agenda on 31/10 as it came too late to reach this agenda).

9- Could the Parish Council approach the owners of the Ship freehold to find out what their plans / options are?

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
Item & page (12 Sep 2016)	Action	Who	Date by	Result
862/0916 84	Attempt to obtain 2 further quotes over next 6 weeks	Clerk	31/10/2016	In progress
870/0916 86	Request advice ref signs etc. for lorries access to Kemsley Road	Clerk	16/9/16	COMPLETE
871/0916 86	Ask LBB for new sign and ask Surrey Highways to repair sign to assist visitors finding Tatsfield	Clerk	30/9/16	In progress
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress
Item & page (26 Sep 2016)	Action	Who	Date by	Result
889/0916 92	Obtain breakdown of costs for Christmas Carol singalong event	Clerk	31/10/2016	In progress
Item & page (10 Oct 2016)	Action	Who	Date by	Result
902/0916 96	Inform Tandridge planning of Parish Council's resolutions	Clerk	18/10/2016	COMPLETE
908/1016 96	Inform Tatsfield School of resolution	Clerk	18/10/2016	COMPLETE
909/1016 96	Consult with the community ref CIL spend	Chair	16/10/2016	
909/1016 97	Request advice from SSALC	Clerk	12/10/2016	In progress
912/1016 98	Circulate final wording and send the updated resolution ref TA/2016/1334 to Tandridge planning	Clerk	12/10/2016	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th November 2016 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies – Vice Chair (in the Chair)
Mr Niall Kells, Mr Mike Sarll, Mr Ian Mitchell, Mr Mike Pendleton

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

And 5 parishioners.

1 APOLOGIES

937/1116 Mrs Nichola Stokoe and Mrs Helena Garcia-MacLeod had sent their apologies. These 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 31st October 2016

938/1116 It was resolved the minutes of the previous meeting held on 31st October 2016 represented a true and accurate record of the meeting on that date and were signed by the Chair together with the finance appendix.

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

The Clerk noted that all actions outstanding were either waiting for Councillor Hodge's feedback or being addressed under other agenda items.

5 PLANNING

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

The Chair noted there were no planning applications to consider at this meeting.

b) Planning team for November: Niall Kells and Althea Davies

939/1116 It was resolved the planning team for November would be Niall Kells and Althea Davies.

c) Neighbourhood Plan Development Committee – update

Mike Sarll noted that the Clerk had informed James Garside that he was the chosen consultant for the Neighbourhood Plan project and that she was awaiting further dates from him.

One of the other consultants had been asked for feedback on their proposal and the Clerk was asked to create a response based on member's comments.

d) Tandridge Local Plan Sites Consultation (regulation 18): discuss and agree draft response.

Ian Mitchell noted he had circulated a number of summary documents ref the new consultation on sites in particular regarding those proposed for Tatsfield and all members were urged to make themselves familiar with these proposals. There were 2 main sites highlighted as viable options, one being a number of back gardens in Westmore Road (backing onto Paynesfield Road) and the Redlands site which was currently the subject of an ongoing planning application. Various other sites proposed locally had been discounted.

It was also noted there were sites for further investigation as detailed in the consultation, appearing to suggest that the Defined Village of Tatsfield should be removed from the Green Belt entirely which would make it much like other local town centres – i.e. Oxted. This needed clarifying by officers in Tandridge on what the exact meaning and impact on the village would be.

940/1116 it was resolved that a response would be deferred until further information was made available and clarification had been obtained on member queries.

The Chair noted that Martin Allen was in the process of organising a meeting to discuss and clarify the Local Plan, preferably for 2 hours before the next main meeting on 12th December probably from

6-8pm in the Parish Rooms. He was trying to get one of the Tandridge Planning officers to attend the meeting to provide clarification. There were a number of other meetings being held around the local district which members were encouraged to attend and seek clarification.

941/1116 It was resolved that the proposed meeting on 12/12/16 would be held even if a Tandridge officer was not available and this would be publicised around the village, on social media and through the Parish Magazine.

6 FINANCE

a) Authorise payments (including authorisation of internet banking) detailed in [Appendix B](#)

942/1116 The payments listed in Appendix B were authorised and checked by the finance team for November and the Clerk was instructed to set up payment for authorisation through the Parish Council's internet banking facility.

b) Finance team for November: Niall Kells and Althea Davies

943/1116 It was resolved the finance team for November would be Niall Kells and Althea Davies.

c) Discuss and agree items requiring expenditure:

- Signpost contribution with London Borough of Bromley

944/1116 It was resolved that the proposed signpost cost of £250 should be paid by the Parish Council as this was not something that would be of benefit to the London Borough of Bromley who would install it. The Clerk was also asked to request whether the signpost could be double-sided so those approaching from Norheads Lane could also see it.

- New name plate at Aileen McHugo Building

Clerk was still awaiting finalised pricing.

- Appointment of Locum Clerk temporarily: up to 2 months (estimated)

945/1116 It was resolved that in the absence of a final permanent Clerk having been found, the Parish Council should seek to engage a locum clerk at a cost to be agreed by the Chair and Vice Chair in line with current market rates.

d) CIL expenditure - consider options for submitting request and agree next steps

The Clerk confirmed that she had still not yet received a response or advice from SSALC. Ian Mitchell suggested asking the Tandridge CIL officers. The Clerk also noted that she had not found any indication that a Parish Council could NOT spend CIL on neighbourhood plan costs, although there were several guidance documents on what Parish Councils should consider spending CIL on.

946/1116 The Clerk to ask for advice from Tandridge officers on CIL spending for Neighbourhood Plan costs.

e) Discuss proposal for new Pollination project around Tatsfield: £2,000 requested

The Chair noted a request from Jon Allbutt for the Parish Council to consider supporting an existing National Pollination strategy, involving the whole community and planting a number of perennial shrubs and plants all over the village to encourage bees and other pollinators.

The request for funds was for £2,000 and Mr Allbutt suggested the planting and maintenance of the proposed plants be done by the volunteers where it fell on Tatsfield Parish Council land. There were a few members concerns:

- Do the volunteers have enough manpower to carry out the planting and maintenance given their recent request to have a shrub border taken over by TDC?
- This money would be in addition to the In Bloom initiative and therefore needed to be considered in light of current budget setting by the Finance Committee.

947/1116 It was resolved that the Parish Council would support this proposal in principal but needed full costings from Mr Allbutt together with proposals on when and where the plants would be placed. Members also resolved that the decision on funding should be delegated to the Finance Committee who would be meeting to finalise their proposed 2017-18 budget shortly.

f) Grant request from Tatsfield Verne Association - grant request £1250-£1500

The Chair noted that the amount requested by the Tatsfield Verne Association was considerably higher than in previous years, excepting the 40th Anniversary celebrations which were deemed a 'special' year. In addition it appeared that not much fund raising had taken place.

948/1116 Members agreed support of the twinning association but required details of their current fundraising efforts and the programme and costs associated with it to provide some justification and basis for this large request. A final decision on this matter would be deferred until the information had been provided.

9.00pm The Meeting was suspended for Public participation.

9.20pm Meeting was resumed.

7 HIGHWAYS & RIGHTS OF WAY

a) Highways: update

- Speed sign in Village Centre: update

Niall Kells confirmed there was no date as yet for the survey.

949/1116 The Clerk was instructed to contact Philippa Gates and request an update.

- Issues with access by lorries to Kemsley Road using Westmore Rd - possible options and next steps.

The Clerk noted she had been liaising with the District Councillor Martin Allen who had a list of roads including Johns Road, Paynesfield Road, Ninehams and others, to provide a list of roads the Parish Council was aware of having problems with lorries and HGVs. The Clerk was asked by the County Councillor to provide him with details of issues with lorries using Westmore Road because the sign off Ricketts Hill Road appeared to be providing lorry drivers with misleading information.

- Travelling to Tatsfield: difficulties finding Tatsfield: update

This had been covered under item 6c.

b) Rights of Way:

Ian Mitchell provided information of a couple of items brought to the attention of the parish Council by residents:

- Ship Hill hedge between Maesmaur Road and Ninehams was overgrown and causing issues to pedestrians, especially with prams.

950/1116 The Clerk was asked to contact the identified owner of the hedge (Peace Cottage) and request that the hedge be cut.

- Verge outside school: an email from Surrey Highways following a request by the Clerk to cut this verge had indicated they considered the verge to be the property and responsibility of the school. The County Councillor was asked whether this could be clarified.
- Request for the Parish Council to request a bit of unclaimed land off Westmore Road be tidied as it provided a sight hazard for cars coming from Crossways.

951/1116 It was resolved this matter should not be pursued by the Parish Council – there appeared to be more of a sight hazard from parked cars on either side of the junction !

8 NOTIFIED ITEMS

a) Housing:

- New Affordable Housing project: update

The Clerk had not received a response from Louise Williams as Ian Mitchell noted she was away on annual leave.

b) Replacement of clerk: update

The Chair noted that a candidate had been interviewed and additional candidates were going to be interviewed, however as detailed in item 6c, the parish Council would be looking to select a locum clerk until the new clerk was ready to start.

c) Policy / Procedure for future projects on Parish Council land

952/1116 It was resolved to defer this item to the supplementary meeting as Nichola Stokoe was not present.

d) Review of Roles and Responsibilities 2016-17 following co-option of new councillor

953/1116 It was resolved to make the following changes to the [Roles and Responsibilities document 2016-17](#):

- Remove Niall Kells from Finance Committee and Neighbourhood Planning Committee
- Add Mike Pendleton to Finance Committee and Neighbourhood Planning Committee
- Add PFA Liaison to Responsibilities and place Mike Pendleton as the councillor responsible

Any further changes would need to wait until absent members were present.

The Clerk was asked to proceed with the changes.

e) Old Ship: update

The Chair confirmed that two prospective tenants were being considered by the freehold owner.

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

a) County Councillor

David Hodge had the following update:

- 1- List of pavements sent over by the Clerk – he would be adding Westmore Road and Paynesfield Road to the list of pavements to be repaired this financial year and he would check the others on the list this weekend
- 2- Mr Hodge requested £2000 of the CIL money received by the Parish Council to go towards the repair of the pathway up to the Scout Hut – if this was approved he could put the project forward for implementation shortly. The expected total cost was around £9000.
- 3- Mr Hodge confirmed he had not received any update or contact from Transport for London on the Hail and Ride matter and that at this stage it should be removed from the list of active issues until further notice.

b) District Councillor

Martin Allen had the following update:

- 1- He had found out almost by accident that a review of the sheltered housing in Crossways Court had taken place and no changes to the current arrangements would be made in the medium – long term. This would mean that other items such as request for additional parking could now be considered.
- 2- Mr Allen confirmed a meeting should take place as a ‘drop-in’ before the next main Parish Council meeting in December, around 2 hours before the meeting but that he was trying to get a Tandridge officer to be present to answer direct questions.
- 3- DCI Preston would be available on 8th December in the Parish Rooms 10am – midday for anyone who would like to drop in and discuss policing matters.
- 4- The decision on the Moorhouse planning application has been put back to December
- 5- Mr Allen spent time with Housing and Community Services teams.
- 6- Attended a JMS Committee meeting which showed that morale amongst the staff was low and that communication was not the best. Mr Allen would be attending a further meeting in December at the staff’s request.

10pm Meeting suspended for public participation

10.02pm Meeting resumed

c) Tatsfield in Bloom

Mike Sarll noted that the minutes of the last meeting had been distributed to the Clerk and there was nothing to report.

d) Police

Members were informed that Bob David had found the local PCSO was now only holding meetings outside Linda’s once every fortnight.

It was suggested that an invitation to Inspector Gutierrez to attend a Parish Council meeting might be a good idea..

e) Tatsfield Horticultural Society

Martin Allen informed members that the AGM had been held with an interesting talk from the Titsey Estate.

The yearbook was being prepared and ready to go out in the New Year.

Unfortunately although the society was able to obtain a grant for recent repairs to one of the composting machines, these have not worked and need to be looked at again.

f) Speedwatch

Ian Mitchell noted once again that recent activities appeared to be offering positive deterrence as they had not detected any speeding drivers. There was likely to be one more session before the group closed for the year.

g) Tatsfield Fair-Trade Group

954/1116 It was resolved to defer this to the next main meeting as the member requesting its placement on the agenda – Helena Garcia-MacLeod - was not present.

10 PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Land Committee: update

Niall Kells confirmed the queries outstanding regarding the lights had been resolved and these would be installed on 5th December. Members welcomed this with enthusiasm. The possible concerns regarding maintenance of the tree with lights had been dispelled by Steve Hearn from TDC who said this would be taken into account by maintenance contractors.

Mr Hearn had met with Mike Sarll and Niall Kells reference queries on trees around the Tatol bed and had agreed crown thinning but only in the Spring.

Tandridge District Council had also accepted responsibility for the trees on the island in the village centre but is unlikely to have any work done in the short term.

Mr Kells noted that the contractor had clarified queries regarding the work behind the AMB and that the shed had been ordered but had a 10 week lead time !

b) Tatsfield Green:

- Boundary Agreement: Tatsfield Lodge - update

Ian Mitchell confirmed there was no update on this matter.

955/1116 The Clerk was asked to request an update for the matter from Lord Lytton.

c) Aileen McHugo Building

Niall Kells confirmed the new fire extinguishers had been installed.

d) Village Hall

- Door Project: final update

A quote had been received and approved and the Clerk was awaiting word that the work had been completed.

- Pigeons in roof cavity: update

Niall Kells confirmed he had to remove the cage that had been placed by Balcombe to prevent additional birds getting into the cavity as birds had got trapped and this was causing distress to residents. The Clerk noted she had received communication regarding options for removal of pigeons but they would need quotes from builders to carry forward.

e) Car Park / Tatsfield Community Games Area (TCGA)

- Little Acorns project: discuss increased management role for Parish Council following recent events.

956/1116 It was resolved that the Parish Council should take responsibility and therefore management for the kerb section of this project. This was based on the recent issues regarding the kerb and resulting increased costs following meetings with the neighbours and addressing their concerns, with the Parish Council taking a far more active role through Niall Kells.

The Clerk was instructed to obtain an additional quote as the current costs were £4200 including VAT.

11 MEETINGS TO ATTEND / CORRESPONDENCE:

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

- Meeting re Planning (Local plan and Neighbourhood Plan bill) - Woldingham Village Hall, CR3 7EU at 7.30pm on 17th November 2016

Mike Pendleton, Mike Sarll and Ian Mitchell to attend.

b) to discuss Correspondence received by the Clerk

- thanks from Little Acorns for offer of £500 grant – this may have to be reviewed in light of resolution 956/1116.
- Poppy donated by Dave Mitchell.

957/1116 It was resolved that thanks be directed through the Clerk on behalf of the Parish Council to Dave MITCHELL who had donated a beautiful poppy currently in the front of the AMB window.

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

- Lack of parking in village centre, especially now the Pub car park was not available and especially around school drop off and pickup times.
- Pond

The Meeting closed at 10.37 p.m.

Subjects raised in Public Adjournments				
1- Speeding down Westmore Road – local residents and delivery vans, could calming measures be considered ?				
2- Could we ask for a speedwatch site there ?				
3- Invitation to TPC for the new vicar on 29/11 and to say a few words of welcome.				
4- Is there a problem getting to Tatsfield from Surrey?				
5- Aerial photos of Tatsfield if TPC would be interested.				
6- What is happening regarding the Golf Club’s planning application?				
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	REMOVE FROM AGENDA
Item & page (12 Sep 2016)	Action	Who	Date by	Result
871/0916 86	Ask LBB for new sign and ask Surrey Highways to repair sign to assist visitors finding Tatsfield	Clerk	30/9/16	COMPLETE
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	In progress
Item & page (10 Oct 2016)	Action	Who	Date by	Result
909/1016 96	Consult with the community ref CIL spend	Chair	16/10/2016	
909/1016 97	Request advice from SSALC	Clerk	12/10/2016	In progress
Item & page (31 Oct 2016)	Action	Who	Date by	Result
920/1016 103	Instruct James Garside as consultant for Neighbourhood Plan and inform the other applicants they were not successful	Clerk	4/11/2016	COMPLETE

922-927/1016 104	Implement resolutions relating to approved finance items	Clerk	8/11/2016	COMPLETE
933/1016	Request white lines be painted (SCC)	Clerk	8/11/2016	In progress
Item & page (14 Nov 2016)	Action	Who	Date by	Result
941/1116 108	Publicise the Local Plan information meeting	All	16/11/2016	IN PROGRESS
944/1116 108	Request installation of sign from LBB and agree payment as well as double sided sign	Clerk	18/11/2016	COMPLETE
946/1116 109	Ask for advice on CIL spend from TDC	Clerk	18/11/2016	COMPLETE
947/1116 109	Obtain full cost sings and proposal for pollination project	Clerk	28/11/2016	in progress
948/1116 109	Obtain details of proposed plan and costings and fundraising activities for Vern Association	A Davies / Clerk	28/11/2016	COMPLETE
949/1116 110	Request progress update from Philippa Gates (SCC)	Clerk	19/11/2016	In progress
950/1116 110	Ask for hedge outside Peace Cottage to be cut	Clerk	18/11/2016	COMPLETE
953/1116 111	Changes to Roles and responsibilities document as agreed and send around	Clerk	18/11/2016	COMPLETE
955/1116 111	Request update from L Lytton	Clerk	18/11/16	COMPLETE
956/1116 112	Request quote for kerb work	Clerk	18/11/2016	COMPLETE
957/1116 112	Thank Dave Mitchell for his poppy	Clerk	18/11/2016	COMPLETE

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on 9th January 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8p.m.

Present: Mrs Nichola Stokoe Chair (in the Chair), Mrs Althea Davies, Mr Niall Kells, Mr Mike Sarll, Mr Mike Pendleton,

Mrs Helena Garcia-MacLeod

In Attendance: Mrs Maureen Gibbins (Locum Clerk) Mrs Samantha Head (Clerk) Mr Martin Allen (Tandridge District Councillor)

Mr David Hodge (Surrey County Councillor)

And 4 parishioners.

1. APOLOGIES

1003/0117 Mr Ian Mitchell had sent his apologies. These were received and accepted by the members. The Chair also noted that Mr David Hodge may be a little late.

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

None

3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 12th December 2016

1004/0117 It was resolved the minutes reflected a true and accurate view of the meeting held on 12th December 2016 and were signed by the Chair.

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

See table at end of the minutes

5. PLANNING

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

• TA/2016/2234: Pipersdene, Parkwood Road, Tatsfield TN16 2LT

Erection of raised flat rear roof to existing garage incorporating two roof lights to front roof slope and three roof lights to rear roof slope in association with part conversion of garage to habitable accommodation.

1005/0117 No comment

b) Planning team for January: Mike Pendleton and Mike Sarll

1006/0117 It was resolved the planning team for January would be Mike Pendleton and Mike Sarll.

c) Tandridge District Council: Local Plan update

It was noted that all times were being considered and would be published in due course.

d) Neighbourhood Plan: Update

It was noted that the Neighbourhood Plan Development Committee, comprising of Mike Sarll, Mike Pendleton, Althea Davies and Ian Mitchell, and the Tatsfield Parish Council Chair, Nichola Stokoe, would meet on 25th January 2017 to begin the process of creating a Neighbourhood Plan and the formation of a steering group.

It was also noted that no form had been received from Tandridge District Council.

1007/0117 It was resolved that Nichola Stokoe would email Tandridge District Council.

6. FINANCE

a) Authorise payments (including presentation of cheques) detailed in Appendix

1008/0117 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for January.

1009/0117 It was resolved that Mike Pendleton would activate his bank authorisation with immediate effect.

b) Discuss and agree items requiring expenditure: Finance Team for January

1010/0117 It was resolved the Finance Team for January would be Mike Sarll and Mike Pendleton.

Items requiring expenditure: None

c) Receive and acknowledge/ accept recommendations made by the Internal Auditor in his Interim Audit Report

1011/0117 It was resolved that the council would accept the Internal Auditor's recommendations.

d) Balcombe Pest Control Invoice

It was noted that no invoice had been received.

e) Approve addition of Samantha Head as signatory to the Unity Trust Bank account

1012/0117 Following item 8e, the addition of Samantha Head as signatory to the Unity Trust Bank account was approved and authorised by the council.

7. HIGHWAYS & RIGHTS OF WAY

a) Highways: update

- Speed Sign The Clerk had not yet received an update from SCC.
- Issues with lorries accessing Kemsley Road The Clerk believed that this matter was being dealt with by David Hodge.
- Travelling to Tatsfield The Chair noted that although the two signs had been ordered from London Borough of Bromley, it was unclear as to whether they had been installed in the correct places/ if at all. It was suggested that members of the council would check the site before the Supplementary Meeting.

The Chair also noted that the signage at the bottom of Ship Hill had not been repaired.

1013/0117 It was resolved that if nothing had been actioned by the February meeting, this would be followed up.

b) Rights of Way:

- White Lines on Ship Hill The Clerk was awaiting an update on this.

8. NOTIFIED ITEMS

a) Housing: Affordable Housing project

It was noted that Louise Williams had carried out a walk around the area and would consult the council regarding her findings.

It was suggested that, although the Affordable Housing project commenced prior to the neighbourhood Plan being initiated, these two could now be linked.

1014/0117 It was resolved that this item could be deferred and considered being added to the Agenda for the upcoming Neighbourhood Plan meeting on 25th January.

b) TDC Parking Review

The Chair confirmed that TDC were undertaking a parking review. The Clerk is following up with TDC when Tatsfield is being considered and will advise accordingly.

c) Damage to Village gazebo and complaints about Furze Corner PFA

Mike Pendleton provided members with an overview of the situation around Furze Corner PFA.

In summary:

- Following a meeting with the PFA Chair, the current status was confirmed as the Lease with TDC had expired at the end March 2016 and there had been subsequent discussions with TDC regarding a Rental Grant rebate. This was successful and TDC granted a 5year full rental rebate on the grounds. The PFA are currently awaiting a new updated Lease Agreement from TDC.
- The ground operates under a 1950s (?) indefinite covenant related to the use of land for sporting facilities. Any changes must be done in accordance with its continued use as a sports facility, which effectively restricts building work.
- Current charges for the ground covers two elements: the rental grant and charges relating to grass/hedge cutting.
- The PFA currently pay an annual charge for a bar licence to Tandridge.
- The relocation of the two Tatsfield football clubs to Edenbridge has added uncertainty over the ground's future and has had an adverse impact on current PFA funds. The PFA operates on a charitable basis and all funds are reinvested into the upkeep of the facilities.
- The PFA would like to develop facilities at Furze Corner (an improved pavilion and some indoor cricket training nets). They applied for lottery funding last year and it was identified that to meet the requirements for this, they would need to own the freehold. Therefore, the PFA have now contracted an external consultant to assist them in this.
- The PFA would be keen on assistance from TPC, but, at present, are unsure what form that could take.

1015/01117 It was resolved that, at this stage, there was no action needed.

Althea Davies suggested that it could be taken into consideration to add Furze Corner to the neighbourhood Plan.

The complaints around the damage to the gazebo:

- Helena Garcia-MacLeod spoke with a resident following the incident and who explained that there is security for events held at these premises. It was suggested that perhaps a member of

the security team could also be located at the bus stop to coincide with the last bus of the evening. The resident indicated that they would consider this course of action.

- It was suggested that a complaint be made to TDC. Cllr. Martin Allen confirmed that complaints had already been received by TDC in relation to the above.

d) New Year's Honour - County Councillor David Hodge

Formal congratulations were offered to Cllr. David Hodge, CBE. It was noted that this would be written up in the Parish Magazine.

e) Appointment of new Clerk

1016/0117 The appointment of Samantha Head as the new Clerk was ratified by the members and she was welcomed by the Chair.

f) Training Course for New Clerk and New Councillor

Training course dates were offered to both the new Clerk and new Councillor.

1017/0117 Mike Pendleton confirmed that he would be happy to attend a new Councillor training session on 9th March 2017 and it was agreed that Maureen Gibbins, Locum Clerk, would facilitate booking this. Samantha Head would look at the dates offered for the New Clerk course and revert back to the Locum Clerk with confirmation of her preferred date.

g) Cats Eyes on Clarks Lane

1018/0117 The Chair noted that this has been followed up by Cllr. David Hodge and the cosy of replacing them is awaited from SCC.

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

a) County Councillor

Cllr. David Hodge reported on the following items:

1 - Following a walk around the village, Cllr. Hodge, noted signage issues for Johns Road and Westmore Road. He took photographs of these sites and will send them to the relevant officers.

2 - Noted repairs are needed to the footpath crossing Wedgewoods/ Grove Road. This is thought to be a Surrey Highways matter and is being followed up by Cllr. Hodge.

3 - Received a complaint from a resident in Church Road regarding some land outside his property and access issues. Cllr. Hodge noted that more investigation is needed to see if this is common land or parish land and whether there are any utilities crossing the land before any further action can be taken.

4 - Cats Eyes on Clarks Lane. See item 8g.

5 - White Lane needs signs stating that it is not suitable for HGVs. Cllr. Hodge raised the possibility of signs being erected warning drivers when a Satnav has given incorrect directions and thus bought vehicles to a no access road. Cllr. Hodge will follow up.

b) District Councillor

Cllr. Martin Allen reported on the following items:

1 - Confirmed that he had accompanied Cllr. David Hodge on walk around the village and agreed with the need for signage on Westmore Road and Johns Road.

2 - Recommended the Chief Inspector attend the March meeting.

3 - The next consultation is set for Autumn/Winter.

4 - Confirmed appointment to Executive Committee for Community Services.

c) Tatsfield in Bloom

Mike Sarll noted that the minutes from the last meeting had been sent out. Confirmed that TDC had agreed to undertake the pruning of the trees over the Tatol bed as soon as is practicable.

d) Airport

No update. Next meeting is on 19th January. Cllr. Martin Allen confirmed he will be attending.

e) Citizens Advice Bureau

Althea Davies informed members that the Caterham Citizens Advice Bureau had moved from Soper Hall to Caterham Valley Library.

f) Tatsfield Horticultural Society

It was noted that the 2017 Yearbook was now available. The next allotment meeting would be 10th January.

g) Tatsfield Fairtrade Group: update

Helena Garcia-MacLeod reported that the group would like a Fairtrade village sign. It was noted that the previous Clerk, Ana Hughes, had previously researched this and approached SCC/ Surrey Highways to this effect. The request had been rejected, it is believed, as it would increase 'street clutter'.

1019/0117 It was resolved that the Chair would search for the email response from SSC/ Surrey Highways.

10. PARISH COUNCIL PROPERTY AND LAND

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

a) Parish Property Committee: update

1020/0117 It was noted that the next meeting was scheduled for 16th January and it was resolved to defer this to the January supplementary meeting.

b) Tatsfield Green

- Boundary agreement: Tatsfield Lodge - update

The Chair noted that a proposal to share the costs of an independent digital surveyor had been rejected by the resident.

1021/0117 It was resolved that Nichola Stokoe would review all documentation relating to the above matter for reviews at the supplementary meeting.

1022/0117 The Locum Clerk was requested to write a letter of acknowledgement to the resident. 9.00p.m. the meeting was adjourned for participation from the public. 9.12p.m. the meeting was resumed.

c) Aileen McHugo Building

Niall Kells reported that the plumbing issue had now been resolved and the plinth for the new shed had been built.

d) Village Hall

- Door project - repainting is outstanding.
- Floor refurbishment

The Chair confirmed that TPC would pay for the floor refurbishment but the date for the work is yet to be confirmed.

e) Westmore Green

- Pond It was noted that a consultant would need to be brought in to assess and advise.

1023/0117 It was resolved to put this matter on the Agenda for the Parish Land meeting.

f) Car Park / TCGA

- Little Acorns project: update The Chair confirmed that work to install the bow top fencing around the car park will commence on

23rd January. The Clerk noted that two written quotes have been received for the removal of the kerb. The Chair noted the difference in pricing in the quotes and stated that they should be examined to see if they were both offering the same amount of work. The possibility of a grant from TDC was being investigated.

It was also noted that the hedge would need to be removed or cut before the end of February and would need to comply with National Guidelines regarding nesting birds.

The Locum Clerk will circulate the quotes received to all the Parish Councillors.

11. MEETINGS TO ATTEND / CORRESPONDENCE:

(a) to agree to attendance at **Meetings** to which Parish Councillors are invited - None

(b) to discuss correspondence received by the Clerk and/or councillors

- A letter had been received from Beaver Zoological Gardens and Reptile Rescue Ltd stating that they had sought legal advice.

The Chair noted that it was a private landlord/tenant matter. Unfortunately, TPC had no land to offer as an alternative site.

1024/0117 The Locum Clerk was requested to write a letter thanking Beaver Zoological Gardens and Reptile Rescue Ltd for their letter and update and ask that the council is kept informed of the situation.

- Resident correspondence re publicising major planning applications:

A request to see if there is a better way of informing Tatsfield residents of larger planning applications. The Chair noted that anyone can access TDC website for information about planning applications. It was suggested that residents could be reminded of this process by way of an article in

the Parish magazine. Additionally, a step by step guide to find planning information could be displayed on the TPC website. Cllr. David Hodge reminded the members that the role of the Parish Council is not to be involved in visiting sites - this is the role of the planning officers.

1025/0117 The Locum Clerk was requested to draft a response to the email and copy in Cllr. Martin Allen.

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

- Dementia Friendly Tatsfield

The Meeting closed at 9.45p.m.

Subjects raised in Public Adjournments

1 - Tatsfield Emergency Plan in relation to adverse weather. The level of preparedness for such events?

Snow Angels scheme? 'Check your neighbour' scheme?

Item & page (12 Sep 2016)	Action	Who	Date by	Result
881/0916 88	Arrange meeting with Derek Rose	Clerk	5/10/2016	COMPLETE
Item & page (10 Oct 2016)	Action	Who	Date by	Result
909/1016 96	Consult with the community ref CIL spend	Chair	16/10/2016	
Item & page (14 Nov 2016)	Action	Who	Date by	Result
947/1116 109	Obtain full costings and proposal for pollination project	Clerk	28/11/2016	In progress
949/1116 110	Request progress update from Philippa Gates (SCC)	Clerk	19/11/2016	In progress
Item & page (28 Nov 2016)	Action	Who	Date by	Result
968/1116 118	Obtain quote for additional work to remove pigeons	Clerk	12/2/2016	In progress
969/1116 118	Investigate exact location and format of sign	Ian Mitchell / Althea Davies	12/2/2016	In progress
973/1116 119	Obtain at least 2 quotes for each item	Clerk	12/2/2016	In progress
Item & page (12 Dec 2016)	Action	Who	Date by	Result
980-984/1216 122-3	Inform Tandridge planning of TPC resolutions	Clerk	18/12/2016	COMPLETE
986/1216 123	Arrange a meeting of the NPDC to start NP process	NP members and clerk	09/1/2016	COMPLETE
987-988/1216 123	Respond using the wording approved in the meeting to the Consultation for Local Plan Sites	Ian Mitchell	30/12/2016	COMPLETE
989/1216 124	Inform Balcombe that a further discussion on payment of the invoice needs to take place	Clerk	18/12/2016	COMPLETE
992/1216 124	Review Financial Regulations to change times for internet banking payments	Clerk	9/1/17	
994/1216 125	Purchase postcards as agreed for £1000 – inform seller	Clerk / TPC	31/12/2016	COMPLETE / in progress
998/1216 125	Send bank mandate off with new signatories	Clerk	13/12/2016	COMPLETE
1002/1216 127	Arrange date for refurbishment of Village Hall	Clerk / VHMC	9/1/2017	

DRAFT MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on 23rd January 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8 p.m.

Present: Mrs Nichola Stokoe Chair (in the Chair) , Mrs Althea Davies, Mr Niall Kells, Mr Mike Sarll, Mr Mike Pendleton,

Mrs Helena Garcia-MacLeod, Mr Ian Mitchell

In Attendance: Ms Samantha Head (Clerk)

And 1 Parishioner (+1 parishioner present between 20.30-21.00)

1. APOLOGIES

None.

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

Mr Mike Pendleton declared a personal interest in item 4a when discussing the application as his garden backs onto the property in Shaw Road. He did not take any part in the discussion or agreement on that comment.

3. Agree and sign the minutes of the previous meeting held on 9th January 2017

1026/0117 It was resolved the minutes reflected a true and accurate view of the meeting held on 9th January 2017.

4. Planning: To determine the Parish Council's position on Appendix A:

a) TA/2017/17: THE HYDE, SHAW ROAD, TN16 2BX

Demolition of existing single storey side extension/garage. Erection of single storey side extension incorporating integral large and pitched roof over existing front porch and garage.

1027/0117 No comment

b) TA/2017/28: LIBRA, RICKETTS HILL ROAD, TN16 2NB

Erection of single storey rear extension incorporating 2 dormer windows to front roof slope and 3 dormer windows to rear roof slope to provide additional habitable accommodation within loft space.

1028/0117 Comment: The Parish Council wishes to object to the proposal on the basis that the plan appears to be significantly increasing the size and changing the aspect of the building, in an area of Open Belt, which we consider inappropriate.

c) HEELA sites

When the consultation was undertaken, the only areas to affect Tatsfield were the back gardens on Paynesfield Road and the Moorcross site. The new submissions came in too late to be considered for the last report. They will be looked at during the next stage.

It was confirmed that the sites featured in the HEELA report have been proposed by the owners as potential sites that would be appropriate for development.

There are four within Tatsfield Parish borders:

1st site - Adjacent to Monk's Cottage (0.6 ha). The proposal suggests development for two houses.

2nd site - Aston Acres, Kemsley Road (0.81 ha). The proposal suggests development for 20 houses.

3rd site - Cudham Road (0.2 ha). The proposal suggests development for four/six houses.

4th site - in two parts. i) Shaw Road (0.08 ha). The proposal suggests development for two houses.

ii) Shaw Road (0.04 ha). The proposal suggests development for one/two houses.

It was noted that the Parish Council would have the opportunity to comment if/when the sites appear in the next round of the consultation and once each site has been inspected.

1029/0117 It was resolved that an article would be written for the Parish Magazine outlining the HEELA sites and making parishioners aware of the link to the Tandridge Council website.

d) Parkwood Golf Club planning application and potential public meeting:

An email to TPC has been received from the owner of Parkwood Golf Club requesting the Council's support in hosting a meeting with local residents to discuss the planning application. It was agreed that this planning application is of interest to the village.

1030/0117 It was resolved that the Clerk would write to the Owner of Parkwood Golf Club and suggest venues to hold a meeting - AMB/ WI Hall/ Village Hall.

5. Finance:

a) Authorise payments (including authorisation of internet banking) detailed in Appendix B(2)

1031/0117 It was resolved that Althea Davies would request a timesheet for hours worked from Maureen Gibbins (Locum Clerk).

It was noted by the Chair that Ana Hughes should be paid for the six hours spent giving a handover to the Locum Clerk.

1032/0117 The Council approved the payment of six hours to Ana Hughes.

1033/0117 It was resolved that Samantha Head (Clerk) should be added as a signatory to the Parish Council Unity Trust Bank account. Samantha Head would sign the new mandate, which would be sent as soon as possible.

1034/0117 All payments were authorised and signed off by the Finance Team for January. It was resolved that all payments on Appendix B(2) would be paid by cheque.

b) Funding request : Tatsfield Fairtrade Group Grant Application 2017-18

It was noted that the Tatsfield Fairtrade Group were requesting a grant of £750.

1035/0117 It was resolved that this time would be carried over to the first Finance Committee meeting of 2017 (date TBC).

c) Items requiring expenditure: £40 for Land Registry fee. Payment for this item was agreed and authorised in item 5a.

6. Emergency Plan: discuss update

1036/0117 It was resolved that Althea Davies would write a letter to the residents of Tatsfield asking them that, in the event of snow fall, could they volunteer to take responsibility for clearing their section of road/pavement of snow.

Althea Davies noted that there was water coming off the golf course on Church Lane which is freezing as a sheet of ice on the road. It is remaining frozen well into the morning in these low temperatures.

1037/0117 It was resolved that a letter should be written to the owner of the Golf Club.

Derek Rose had commented that the Parish Council salt spreader was not working. Niall Kells confirmed that it was working.

Regarding the clearing of the school car park/entrance/AMB car park.

1038/0117 It was resolved that Althea Davies will liaise with Jill Hancock regarding the responsibilities of the school, the Parish Council and volunteers in the event of bad weather.

1039/0117 It was also resolved that the (old) list of volunteers who help in the event of bad weather, should be revisited. Those residents on the list should be contacted to confirm if they are still able and willing to remain on the list to help.

7. Parish Council Land and Property

a) Little Acorns Project: next steps and update

This is a two phase project. The first phase to enclose the bollards area with fencing is scheduled to be finished on 24th January.

The second phase involves removing the hedgerow and all stumps and placing a fence on the current boundary line with runs between the Village Hall and the Old Police House. Acacia will be removing the hedge and stumps, B R Stacey Fencing Contractors will erect the new fencing and iPave will be removing the kerb and retarmacking. A resident expressed a number of concerns regarding the works, namely: the timings of the works being carried out by the three separate contractors to ensure that the boundaries of the properties involved are not left 'open', that care is taken to ensure that the drain that runs under the boundary line not damaged.

The Chair noted that Little Acorns had accepted the quotes from the three contractors.

1040/0117 It was resolved the Mike Pendleton would liaise between the contractors and other parties the dates and timings for the works.

1041/0117 It was resolved that the Clerk would reconfirm formal acceptance of the quotes from all three contractors.

b) Pond: discuss recent feedback from residents and agreed next steps on pond

As per the discussion and agreed action by the Parish Property committee, it was confirmed that the Club could be contacted to enquire into the possibility of being allowed to drain water from the Club roof. Once feasibility, cost and contractor had been assessed, a final proposal would be put

before the Council. It was noted that the style and depth of the pond needed further investigation. As per the minutes from the Parish Property committee, the Clerk would contact Doug Hill at SCC for further advice.

c) Bridleways: Westmore Road - road and surface issues following building

The issue of the drainage ditch not acting to drain water following building work.

1042/0117 It was agreed that Niall Kells and Nichola Stokoe would investigate further and report back to the Council.

d) Travelling to Tatsfield - signs update

It was confirmed that the signs are now in place on the roundabout. The Chair noted that the one on Ship Hill is still in progress.

e) Parish Property update following meeting

The minutes of the Parish Property meeting held on 16th January will be available in due course.

f) Tatsfield Lodge - boundary agreement

1043/0117 It was resolved that this item would be carried over to the meeting to be held on 13th February 2017.

g) Dementia friendly Tatsfield

It was noted that Jenny South will be hosting a meeting on 14th March 2017. The purpose of the meeting will be to make residents more aware of how everyone living in Tatsfield can make the Village more Dementia friendly. It was also noted that two villagers have attended a training course to enable them to train others to provide more support for those people with Dementia.

h) Valuation letter

1044/0117 It was resolved that the Clerk would contact TDC to gain clarification of our rate banding.

i) East Surrey Museum invitation - visiting dates either 18th or 25th March NOT 4th or 25th February

1045/0117 It was resolved that the Council members would respond to the Clerk once they have checked their availability to attend.

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

Hail and Ride bus route. It was noted that Ian Mitchell had written to SCC regarding the proposed changes to the Hail and Ride bus route through Tatsfield. No reply has yet been received. It was also noted that several residents had written to SCC to complain about the proposals.

1046/0117 It was resolved that this would be added to the Agenda for the meeting to be held on 13th February 2017.

9. Matters for Reporting or Inclusion in a Future Agenda

- Cats Eyes - Clarks Lane
- Rag Hill Road - Access

1029/0117	Article to be written for ? Parish Magazine outlining HEELA sites		Before next Parish Mag submission deadline
1030/0117	Write to owner of Golf Club with suggestions on where to hold a public meeting	Clerk	Before next meeting
1036/0117	Write letter to residents re snow fall and what residents can do	Althea Davies	end Feb 2017
1037/0117	Write letter to owner of Golf Club re water running of course and freezing in road	Clerk	Before next meeting
1039/0117	Contact residents on list in case of bad weather to	Council members?	end of Feb 2017

	confirm if they are still able to help out		
1042/0117	Investigate draining water from drainage ditch - Westmore Rd	Niall Kells and Nichols Stokoe	end Feb 2017
1044/2017	Clarification on Valuation abiding for AMB	Clerk	Before next meeting
1045/0117	Council members to confirm availability for East Surrey Museum visit	All Council Members	By 08/02/17

The meeting closed at 10.00 p.m.

DRAFT Minutes of a meeting of TATSFIELD PARISH COUNCIL held at the Aileen McHugo Building, Westmore Green, Tatsfield on Monday, the 13th February 2017 at 8.00pm

Present: Mrs Althea Davies (in the Chair), Mrs Helena Garcia -MacLeod, Mr Niall Kells, Mr Mike Sarll, Mr Mike Pendleton, Mr Ian Mitchell

In Attendance: Mrs Maureen Gibbins (Locum Clerk)
Mr David Hodge (Surrey County Councillor)

And 4 parishioners

1 APOLOGIES

1026/0217 Mrs Nichola Stokoe had sent her apologies. These were received and accepted by members. Mr Martin Allen (District Councillor) also sent his apologies.

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

There were none

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 23rd January 2017
1027/0217 It was resolved the minutes reflected a true and accurate view of the meeting held on 23rd January 2017 and were signed by the Chair of the meeting.

4 Receive and accept the minutes of the Parish Property Committee held on 16th January 2017
1028/0217 The minutes of the Parish Property meeting held on 16th January were received and accepted by the members.

5 Receive and accept the minutes of the Neighbourhood Plan meeting held on 25th January 2017
1029/0217 The minutes of the Neighbourhood Plan meeting held on 25th January 2017 were received and accepted by the members.

6 Officer's report on actions outstanding since the previous meeting
1030/0217 The Clerk was requested to write a response to an email from the management of Park Wood Golf Club suggesting proposing a public meeting arranged by the Parish Council to discuss plans for a hotel at the golf course. The Vice-Chair would draft a reply suggesting venues where the Golf Club management could arrange its own meeting.

7 PLANNING

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

TA/2017/112: Pine Lodge, Maesmaur Road, Tatsfield TN16 2LE

Demolition of existing boiler room, flue and concrete shed. Erection of single storey rear extension and single storey side/infill extension linking existing garage to house in association with new erection of new roof over garage. Installation of Velux window to front elevation, relocation of existing gate and conversion of loft space to habitable accommodation.

1031/0217 No comment

b) Planning team for February: Nichola Stokoe and Niall Kells

1032/0217 It was resolved that the planning team for February would be Nichola Stokoe and Niall Kells.

c) Publicising major planning applications: update

The Clerk received a reply from the resident who had complained at the lack of publicity for major planning applications in the parish. He had suggested that the Parish Council should take a proactive role in publicising such applications.

1033/0217 It was agreed the Clerk would acknowledge the response and further confirm how residents can receive automatic email notifications of local applications from Tandridge District Council.

d) TDC: Local Plan: update

There was nothing new to report

e) Neighbourhood Plan: update

Mike Pendleton reported that the first meeting of the Steering Group had been held. Mike Pendleton was elected Chairman of the group. The first four Parish Council members had been appointed. The Chairman has responded to residents who had expressed an interest in being involved with the Neighbourhood Plan. There was to be an informal introductory meeting on Monday 20th February commencing at 8pm. Mike Pendleton confirmed that the Parish Council's consultant, James Garside, would also be attending. Mike Pendleton would be drafting an article for the Parish Magazine with an update on the Neighbourhood Plan and the Local Plan.

f) Approval of the contract with James Garside

1034/0217 It was resolved a remaining query with the contract with James Garside in relation to the timing of the termination of the contract would be discussed and clarified following the meeting on 20th February.

8 FINANCE

a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B
1035/0217 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for January.

b) Discuss and agree items requiring expenditure:

i) Border Plumbing and Building Repairs - Repair front roof of village hall porch-£100

ii) Border Plumbing and Building Repairs - Paint AMB Parish Room - £235

iii) Signage - directions to the Car Park - £150

iv) Name Tags outside the AMB - £102

1036/0217 It was resolved to accept the quotations for the above works that need undertaking.

c) Tatsfield Fairtrade Grant

1037/0217 It was resolved that the agreed donation to Tatsfield Fairtrade be made in the sum of £750. Conditions set under 086F/1116 were met.

d) Dementia Friendly Tatsfield Grant request

1038/0217 It was resolved to make a donation of £250 to Tatsfield's Dementia Friendly Group to fund the first few sessions.

e) St Catherine's Hospice donation request

1039/0217 It was resolved to make a donation of £300 to St Catherine's Hospice.

f) Johns Road Residents' Association: Grant request

There was considerable discussion and it was resolved to defer the decision until the supplementary meeting on 27th February.

g) Approval for Clerk to attend 'Introduction to Social Media £55 and SALC Spring Conference £40

1040/0217 It was resolved to approve the expenditure for the Clerk to attend the two courses.

i) Finance team for February: Nichola Stokoe and Niall Kells

1041/0217 It was resolved the Finance Team for February would be Mike Pendleton and Mike Sarll.

9 HIGHWAYS AND RIGHTS OF WAY

a) Highways: update

- Speed sign - village centre

Nothing to report; this is on the SCC list of actions to be undertaken. Clerk to follow up.

- Issues with lorries accessing Kemsley Road

A 'No Through Road' sign had been erected at the junction of Ricketts Hill Road and Paynesfield Road.

- Travelling to Tatsfield - Ship Hill sign

The Clerk to follow up with SCC

Westmore/ Kemsley Road drainage ditch: update

The Clerk to liaise with SCC Highways, Mary Ann Edwards, regarding a resolution

Rag Hill Road/Church Lane junction - Access to Monk's Cottage

It was reported that posts would be installed to control access

b) Rights of Way:

- White lines on Ship Hill

The Clerk to follow up with SCC.

10 NOTIFIED ITEMS

a) 464 Bus Hail and Ride: report

It was agreed more information is required about Transport for London's plans for fixed bus stops in Ricketts Hill Road. Complaints had been received from residents about the proposed locations. Niall Kells to email the residents.

b) Affordable Housing Plan: update

The Parish Council has no input into the allocation of housing at the English Rural Housing Association's site at the Copse.

There was no update available on plans for a future site for affordable housing. It was proposed that discussion on this matter could be dealt with as part of work on the Neighbourhood Plan. To be followed up by the Clerk in March.

c) Cats eyes on Clarks Lane: update

It was confirmed by County Cllr. Hodge that work on the cats eyes on Clarks Lane would be undertaken in March 2017.

d) Surrey Lights Off:

ALL street lights to be switched off between midnight and 5 am. The following roads will be affected: Lusted Hall Lane, Edgar Road, Crossways, Paynesfield Road, Rag Hill Road, Ricketts Hill Road, Shipfield Close, Ship Hill, The Parade, Westmore Road, Whitewood Cottages

It was agreed the lights switch off would be publicised in the Parish Magazine.

e) Tatsfield School PTA: Beer Festival

1041/0217 It was resolved to approve the requested extended time of the Beer Festival as requested viz 12pm to 9pm

f) Tatsfield Primary School: MUGA/Lease

1042/0217 It was resolved to leave this with Nichola Stokoe as she has it in hand and nothing has been changed in principle.

g) Broken Gate Post: Junction FP21 and Ship Hill

Ian Mitchell had reported this to SCC together with a map of the location. Niall Kells agreed to check if this had now been repaired.

h) Annual Parish Meeting

1043/0217 It was resolved to hold the Annual Parish Meeting on Tuesday 9th May. Clerk to book the Village Hall.

Suggested speakers are:

Rev. Vince Short, a representative from Dementia Friendly, Inspector Dan *Gutierrez*, Surrey Police and our MP, Sam Gyimah.

11 REPORTS

a) **County Councillor** – Cllr Hodge explained the background to his decision not to raise the county's element of Council Tax for 2017/18 by 14.99% ,but to raise it by 4.99% instead. A 14.99% rise would have triggered a referendum of residents. He explained that his task had been to get the best he could from the government, keep council tax as low as possible and yet still maintain critical services. That was a real challenge and one that he as a Conservative leader was not going to duck or refuse. After much consideration he formed the view that the government had listened and that he could therefore recommend the lower council tax option to the council and thus avoid a referendum. His original proposal for a 14.99% rise and hold a referendum had been raised in the House of Commons at Prime Minister's Question Time.

b) **District Councillor**

In his absence, District Cllr Allen, submitted a written report:

"Since the last TPC meeting the TDC meetings I have attended have concentrated on budget matters and a recommendation for a £5 increase to Council Tax will be proposed at the Council meeting on the 23rd February. The Resources Committee agreed to a new approach to property investment with the setting up of a property investment fund of £50m, alongside a property investment company. The fund will allow the Council to buy land or buildings up to a total capital value of £50m to generate a significant revenue stream, which will be reinvested to provide services and fund projects to regenerate and enhance the vitality of town centres, as well as fill the gap left by the reduction in government grant".

District Cllr Allen attended the TDC business event which, he said, whilst intended to be a district affair mainly consisted of complaints from the Oxted Business Community and about the parking survey currently undertaken.

The District Council is asking residents to share their views on the proposed introduction of new dog control powers called Public Space Protection Orders (PSPOs) to tackle dog fouling and dog control issues. The Council is proposing to trial the powers in Master Park, Oxted and Queens Park, Caterham.

District Cllr Allen had a 'get-to-know-you' meeting with Kathy O'Leary, the new Chief Operating Officer in Tandridge's Chief Executive's Department. He had a catch up meeting with the owners of

the Grasshopper at Moorhouse regarding their wish for a variance on a planning permission but TDC are saying that it has to be resubmitted in total.

Cllr Allen attended the Biggin Hill Airport Consultative Committee.

He was having a meeting on Tuesday 14th February with the District Council's Leader and the Chief Housing officer regarding some decisions which he does not believe should have been.

c) **Tatsfield in Bloom** There was to be a meeting week commencing 20th February. Tatsfield is entering the South & Southeast in Bloom competition and the theme is pollination plants – Tatsfield is Buzzing

d) **Airport:** Ian Mitchell reported that it is unsure when the public access to internet monitoring of Biggin Hill flights will become available.

e) **Tatsfield Fair Trade Group sign:** SCC has confirmed that it is not acceptable for a Fairtrade sign to be erected in Tatsfield as it is distracting to drivers and causes additional clutter.

f) **Tatsfield Horticultural Society** The 2017 Year Book is now doing the rounds and the response is looking promising for retaining the same number of members as last year. The first gardening Club of the Year was being held on February 14th at 7.30pm in the WI Hall where an illustrated talk on a visit to India was being given

g) **Vern D'Anjou:** Hosts are being sought however the level of response is not known.

h) **Citizens Advice Bureau:** Althea Davies confirmed she is involved in HR and publicity for CAB. The AGM is planned for the middle of June.

i) **Police** – Following the damage to Westmore Green caused by late night joyriders on 3rd February the police are monitoring the area and have a higher profile presence

12 PARISH COUNCIL PROPERTY AND LAND

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

a) Tatsfield Green

- **Boundary Agreement:** Tatsfield Lodge. The border problem has been registered and the ball is now in the hands of the owners.

b) Village Hall

- **Door project** - this is now on hold as a much bigger project is being considered.

- **Outside Tap:** discussion ensued regarding the siting however Helena Garcia-MacLeod will seek advice from Border Plumbing and Building Supplies regarding the location. The original site is not feasible due to the lack of mains pressure. Concern was expressed that if the tap uses the AMB supply it will be an additional cost to the Parish Council.

- **Porch Light** – The cost of the repair was approved.

c) Car Park/ TCGA

- **Little Acorns project:** Mike Pendleton reported that Althea Davies, Nichola Stokoe and he had met the owners of the Old Police House. A set of proposals had been given to the residents and a decision on the way forward was expected by Friday 24th February. The residents had also been asked to provide a letter of assurance that they would not prevent or delay the work being carried out. If a decision was not reached the Parish Council would be forced to seek legal advice.

Althea Davies would provide a copy of the notes taken at the meeting to all Councillors and the residents.

d) **Westmore Green**

- Damage caused by joyriders - nothing further to report

Pond – Border Plumbing and Building Supplies had looked at re-routing the Village Club guttering in order to drain rainwater from the roof into the pond through a pipe under the pathway between the Club and the pond. A quote to be submitted to the Parish

Council. Volunteers would be requested to clear the pond.

- **Dormansland Parish Council:** Clerk to check if response has been sent.

13 MEETINGS TO ATTEND / CORRESPONDENCE

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

Surrey Country and Rural Enterprise Association – Clerk to resend the email pertaining to this event.

(b) to discuss Correspondence received by the Clerk and/or Councillors:

Dementia Technology Trial – Clerk to forward information to Dementia Friendly
St Catherine's Hospice – addressed earlier in the agenda

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

Hedgerow to be removed by local resident

15 Subjects raised in Public Adjournments

By-pass and the potential building of 500 new homes being discussed in Westerham.

The meeting closed at 22:40

Draft Minutes of a meeting of TATSFIELD PARISH COUNCIL held at the Aileen McHugo Building, Westmore Green, Tatsfield on Monday, the 27th February 2017 at 8.00pm

Present: Mrs Althea Davies (in the Chair), Mr Mike Pendleton, Mr Mike Sarll, Mr Niall Kells, Mrs Helena Garcia-McLeod

In Attendance: Ms Samantha Head (Clerk) Mr Martin Allen (District Councillor)

And 0 parishioners.

The meeting commenced at 8.05pm

1 APOLOGIES

1044/0217 Mrs Nichola Stokoe and Mr Ian Mitchell had sent their apologies. These were received and accepted by members.

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

It was noted that Cllr Martin Allen declared an interest in item 6c as Cllr. Allen is part of Johns Road Residents' Association. Cllr. Allen took no part in the discussion for this item.

3 Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 13th February 2017

1045/0217 It was resolved the minutes of the meeting held on 13th February 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

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

The Clerk noted that all outstanding actions were being followed up. The Clerk and the Chair also suggested that a new 'Actions' file be created and placed in Dropbox each month to show the action, who is responsible for completing the action, the date for completion of the action and comments. It was noted that all Council members present agreed it appeared to be a good idea. The Clerk committed to producing a new Actions sheet for the March Main meeting.

5 PLANNING

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

TA/2016/2425 - The Old Post, 33 Pynesfield Road, Tatsfield, TN16 2AT

Erection of single storey extension to west elevation.

1046/0217 No comment

TA/2017/308 - Roland Cottage, Borough Road, Tatsfield, TN16 2LA

Erection of detached garage and gym.

1047/0217 Comment: The Parish Council wishes to object to the proposed development on the basis that it is inappropriate in an area of Green Belt.

1048/0217 The Clerk was requested to inform Tandridge planning of the Council's resolutions.

b) Plan printing cost proposals

It was noted that this had previously been discussed by the Parish Council.

1049/0217 It was resolved that the Parish council would only request hard copies of planning applications as and when required.

6 FINANCE

a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B

1050/2017 It was resolved that in the absence of Nichola Stokoe (Chair), Althea Davies would form the Finance Team alongside Niall Kells for February.

1051/0217 All items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for February.

b) Discuss and agree items requiring expenditure:

- Replacement of damaged water butt outside front of AMB - £60.00

- Replace ball valve AMB - £50.00
- Clearing path Village Hall - £50.00
- Ana Hughes - Support and handover extra hours - £72.25

1052/0217 It was resolved to accept the quotations for the above works.

- Supply and fit outside anti vandal water tap on side wall of the AMB.

It was noted that the price and location was agreed by all members of the Council present. The Clerk was asked to request an updated estimate also showing a cost breakdown to include x3 extra tap keys. This would also be added to the Agenda for the March Main Meeting.

c) Johns Road Residents' Association: Grant request

A discussion ensued regarding whether all residents would like repair work carried out on their road. One question raised was whether, in awarding a grant, this would then set a precedent for applications from all unmade roads in the village. The Parish Council would not be in a position to fund a large volume of grants. It was also raised that all unmade roads in Tatsfield would be brought in the Neighbourhood Plan for consideration.

1053/0217 It was resolved that no grant would be awarded. The Clerk was requested to write to Johns Road Residents' Association to inform them of the Council's decision, highlight that the whole issue of Tatsfield's unmade roads are being considered as part of the Neighbourhood Plan and encourage JRRA to continue to present this issue as part of the ongoing Neighbourhood Plan.

7 PARISH COUNCIL PROPERTY AND LAND

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

a) Tatsfield Green

- **Boundary Agreement:** Tatsfield Lodge

No update. A discussion ensued regarding whether to seek legal advice to potentially register a boundary dispute.

b) Village Hall

- **Outside Tap**

This has now moved location to outside the AMB.

- **path way/ gravel/grit**

Following the issues of grit being walked into the VH, a discussion ensued regarding whether a more 'carpet friendly' grit could be sourced to be used only on the pathway leading to the VH.

1054/0217 It was resolved that Althea Davies and Samantha Head would meet with Derek Rose to further discuss his role during inclement weather.

c) Car Park/ TCGA

- **Little Acorns project:** update

The Council members discussed the recent offer by the fencing company for a complementary magnetic board to be attached to the inside of the new fence.

1055/0217 It was agreed that the magnetic board could be attached to the inside of the new fencing.

It was noted that a response had been received from the residents of the Old Police House. Mike Pendleton informed the Council that it had been deduced to engage a solicitor to resolve the situation and he had written to the residents of the Old Police House to that effect.

1056/0217 It was resolved that the Clerk would write a further letter confirming the Council's current position on this.

d) Tatsfield Primary school - MUGA - signing of new agreement with MAT

1057/2017 The new agreement was signed by Althea Davies and Mike Sarll on behalf of Tatsfield Parish Council.

e) Barnfield Road residents' concerns

Althea Davies provided an overview of the issues which had been brought to the Council's attention regarding Barnfield Road:

- i) Many HGVs are using the road and turning in the road. The HGV drivers are concerned that the road surface is not safe. The residents of Barnfield Road are happy to do some form of repairs but are not in a position to undertake the level of repair required to make the road suitable for HGV use. It was noted that the residents who have raised this issue have already been advised to contact SCC.

ii) A resident who owns a property backing onto Barnfield Road is fly tipping. It was noted that this fly tipping is not blocking access.

iii) There are a number of cars that appear to have been dumped on the Bridle Way. Can SCC be asked to remove the car?

1058/0217 It was resolved that the Clerk would check to see if the cars were still taxed. If not, she would report them to SCC.

1059/0217 It was resolved that the Clerk would report the fly tipping of builder's waste in Barnfield Road which adjoins the rear garden of 1 and 2 Sunnybank and Woodlands.

f) The Bakery - patio area proposal

The Clerk noted we have received correspondence from Tatsfield in Bloom regarding this. They have suggested that common land usage should be investigated.

1060/0217 It was resolved that provided that the appropriate process is followed and all conditions set out by both parties are agreed, Tatsfield Parish Council would agree in principle to this proposal.

g) Kemsley Wood - quotation

A quotation had been received shortly before the start of the meeting. It was for £150 for the initial work and £100 maintenance every two months during 'growing season' (which equated to three times a year). The total cost for this year would be £450.

1061/0217 It was resolved to accept the quotation for the work to the path in Kemsley Wood.

1062/0217 It was also resolved to notify the village that the work would be carried out in the spring and also go back after one year to see if the newly cleared path had been used more.

Report from Cllr Martin Allen:

61 Paynesfield Road - TDC have issued a deadline to the owners for them to give access to TDC to see the building, fencing and Fly Tipping (at the rear of the property in Westmore Road)

- Parkwood Golf Club - Have withdrawn their planning application for a hotel but were granted planning permission for the extension
- TPO has been made of a group of Beech trees on Parkwood Golf Club land
- An HGV licence application to house two HGVs at Kemscott, Lusted Hall Lane has been received. Cllr Allen has responded to say that access to the site for HGVs on this stretch of road is wholly impractical.
- Cllr Allen has received reports about various drains in the village: Paynesfield Road, Edgar Road and Old Lane, Ship Hill and Ninehams. Cllr Allen will chase up when the work is to be carried out.
- Cllr Allen has once again reported the 'closed road' signs and will escalate this to Surrey Highways.
- Cllr Allen reported that all properties at Crossways Court are to be fitted with smoke detectors in March, starting on the 13th
- Following a request from the new owners of Parkwood Lodge, Rag Hill, for help with pre planning applications, it was agreed that the Clerk would write and suggest contacting TDC in the first instance and, additionally offer the opportunity of having an informal chat with the councillors at a Saturday 'surgery'.

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

Parish Councils Open Spaces Survey - TDC (Local Plan) -

1063/0217 It was resolved that the Clerk would revert to Piers Mason to ask whether this survey had been circulated to all Tandridge residents, particularly mentioning that the Parish Council has raised the question of why another Open Spaces survey has been created so soon after the last one in 2015.

James Garside - contract

1064/0217 The contract was duly agreed and signed by Mike Pendleton (Neighbourhood Plan Chair) and Mike Sarll (Neighbourhood Plan Vice Chair).

Dale Valley Training Course

It was discussed by the committee who felt that if someone from the Parish Council were to undertake this course and training, it would possibly present liability issues around any future problems with the trees on Parish land. It was decided and agreed that no one from the Parish Council would attend the course.

9 MATTERS FOR REPORTING OR INCLUSION IN FUTURE AGENDA

Dog fouling
Open spaces survey (deadline 4th April)
The meeting closed at 10.15pm

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MINUTES of the Meeting of Tatsfield Parish Council held on the 13th March 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Samantha Head (Clerk)

Mr Martin Allen (District Councillor)

Mr David Hodge (County Councillor)

And 2 parishioners.

The meeting commenced at 8.05pm

1. APOLOGIES

1065/2017 Mr Mike Pendleton had sent his apologies. These were received and accepted by members.

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

3. Approve and sign the MINUTES of the meeting held on 27th February 2017

1066/2017 It was resolved the minutes of the meeting held on 27th February 2017 reflected a true and accurate record of that

meeting and were signed by the Chair.

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

The Clerk noted that all outstanding actions were being followed up. The new 'Actions' sheet had been completed

and filed in Dropbox. The Clerk also made a report on the following items: Barnfield Road residents' concerns – cars –

of the 4 cars the resident noted in their complaint, 3 were registered as SORN and 1 was untaxed. The Clerk will

report these to TDC as per 1058/2017 from the meeting held on 27th February 2017. – fly tipping – the Clerk reported

that she had filed an online notice with TDC. The Clerk would also respond to the resident once a response has been

received from TDC.

5. PLANNING:

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

TA/2017/260: Hawthorne Dene, Ricketts Hill Road, Tatsfield TN16 2NB

Demolition of existing 3 bedroom dwelling and the construction of a new 4 bedroom dwelling with basement.

1067/2017 No comment

TA/2016/1687: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Erection of a drive-through refreshment kiosk and associated vehicular access works. (Westbound) (amended plan

layout).

1068/2017 No comment

TA/2016/1688: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Display of 3x freestanding illuminated rotational signs, 3x freestanding non-illuminated signs, 1x non-illuminated sign

to height barrier and 1x non-illuminated sign to kiosk. (Eastbound) (amended layout plans).

1069/2017 No comment

TA/2016/1689: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Display of 3x freestanding illuminated rotational signs, 3x freestanding non-illuminated signs, 1x non-illuminated sign

to height barrier and 1x non-illuminated sign to kiosk. (Westbound) (amended layout plans).

1070/2017 No comment

TA/2016/1685: Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Erection of a drive-through refreshment kiosk and associated vehicular access works. (Eastbound) (amended layout plans).

1071/2017 No comment

1072/2017 The Clerk was requested to inform Tandridge Planning of the Parish Council's resolutions.

b) Planning team for March: Nichola Stokoe and Ian Mitchell

1073/2017 It was resolved that the Planning Team for March would be Nichola Stokoe and Ian Mitchell.

c) Neighbourhood Plan: update

Clarification had been sought from the Neighbourhood Plan consultant, James Garside, regarding the governance of the

Neighbourhood Plan meetings. Mr Garside recommended that all meetings should have a formal Agenda and the minutes should be published.

1074/2017 It was agreed and resolved that Samantha Head (Clerk) should attend the monthly Neighbourhood Plan

meetings for the purpose of minute taking.

6. Finance:

a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B

1075/2017 All items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by

members of the Finance team for March.

b) Discuss and agree items requiring expenditure:

i) Painting of wall in Parish Room AMB – £235

ii) Viking invoice – £105.55

iii) Central heating AMB - £105

1076/2017 It was resolved to accept the quotations for the above works.

c) Finance Team for March: Nichola Stokoe and Ian Mitchell

1077/2017 It was resolved that the Finance Team for March would be Nichola Stokoe and Ian Mitchell.

7. HIGHWAYS AND RIGHTS OF WAY

a) Highways: update

Speed sign – village centre – The response from SCC was that, as previously advised, a speed survey will be

carried out, most likely in the Spring of 2017. The results of this survey will determine whether the installation of

a VAS sign could be justified.

Issues with lorries accessing Kemsley Road – no update

Travelling to Tatsfield – Ship Hill sign – A sign was ordered and has now been delivered. SCC are arranging

for the sign to be installed on the existing post but don't yet have a date for this work.

Westmore/ Kemsley Road drainage ditch – The issue has been passed to the drainage/flooding team. They

have requested further details. The Clerk will follow up.

b) White lines on Ship Hill – An order has been placed for all the road markings on Ship Hill to be refreshed. This

work is weather dependent as the lining cannot be laid on a wet road surface. This outstanding job will be

raised with the contractor to see if it can be prioritised.

8. NOTIFIED ITEMS

a) Hail and Ride report – In essence, there has been no change. TFL intend to get SCC to place 2x bus stops

(one in each direction) at Acre Road/ Old Lane and the bottom of Ricketts Hill Road. The Hail and Ride service

will continue for the time being. 'Standing areas' will be put in at the new bus stop locations.

b) Affordable Housing Plan update – The sequential test sites showed a location which was most popular. TDC

Housing would be seeking feedback from the planning department on the sequential test work. Once ERHA

had some additional information and feedback on the site, the next steps would need to be agreed with all parties.

There was discussion around whether the Affordable Housing Plan will be incorporated into the Neighbourhood

Plan and, if so, will this action slow down the process for Affordable Housing.

c) Surrey Lights Off: part-night street lighting – More information is required so this item will be continued on to

the agenda for the March supplementary meeting.

d) Annual Parish Meeting – The Village Hall had been booked for this event. Speakers availability is currently

being sought.

e) VOA: update - The Clerk has spoken to the Redhill office. She was advised that the business rate price per

square metre will increase on 1st April 2017 from £100 per msq to £250 per msq. No further action can be taken

by TPC until 1st April 2017.

f) Tatsfield Primary School: MUGA/Lease - Notice has been served on and received by the School to end

the current agreement relating to use of the MUGA on 31 March 2017. We will complete the new agreement with Tandridge Learning Trust on 1 April 2017.

The only other area of concern was the Deed of Mutual Grant entered into by SCC and TPC relating to

rights over the car park as this land is now being leased to the Trust.

Having checked the School's title and the proposed new lease between SCC and the Trust the covenant

to observe and perform all matters referred to in the documents in Schedule 4 which includes leases

noted on the Title and covenants, rights, easements and agreements subsisting on the term commencement date which will include our Deed.

A question was raised: Does the new agreement allow children from other schools in the Trust to have

access to the MUGA or is it still exclusively for the use of Tatsfield Primary School pupils? Further investigation is required. Who is responsible for maintaining the MUGA? Who pays for it?

g) St. Mary's Flower Festival – Mike Pendleton reported that he had received 3 expressions of interest from

people keen to help out with the flower arranging.

1078/2017 It was agreed that a donation of £100 be made to the Flower Festival on behalf of the Parish Council.

9.00pm the meeting was adjourned for participation from the public.

9.07pm the meeting was resumed.

h) Remembrance Service - The Clerk had received an email regarding the proposed arrangements for the

Remembrance Service to be held on Saturday 11th November 2017 on the Ship Green. The Council commented that it appeared that this might become an annual event and that similar arrangements to the

Christmas Carol Service be put in place i.e. road closure. The Clerk will look into the next steps.

i) Open Spaces Survey – Following the meeting on 27th February, the Clerk had been in touch with

Piers

Mason's office to clarify how this survey had been publicised and why another survey was being done so soon

following the one carried out in 2015. The response was that the survey had been well publicised and is

available to all residents (this can be accessed electronically at www.tandridge.gov.uk/openspaces)

Hard copies

are also available at the Council's offices. This survey is aiming to provide further detail and more comprehensive assessments of existing provision than the survey of 2015.

j) Dog fouling – Many residents have complained about a perceived increase in incidents of dog fouling in

Tatsfield, either directly to the Parish Council or on the Tatsfield Facebook page. The clerk has been in touch

with Environmental Health who have advised that they would need the location and the address details of the

owner who allowed their dog(s) to foul, in order to write to them. In addition the street cleaning team are in

Tatsfield on Tuesdays and Thursdays to empty the bins. The street cleaning is carried out every 8 weeks.

1079/2017 It was resolved that Althea Davies would publicise this information on Facebook and Tatsfield Talk.

k) National Plant Monitoring Scheme – This item will be deferred to the supplementary meeting on 27th March

2017.

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

a) County Councillor:

Cllr Hodge gave a summary of the recent events in which he persuaded the Government that Adult Social Care

was a real problem in Surrey.

Cllr Hodge also confirmed that the Scout Hut path works were scheduled for April/May 2017.

b) District Councillor:

His report highlighted the following issues:

- Clacket Lane Services – coaches were still using the gate but only by backing into residents' drive ways. Immediate neighbours were not notified of the Clacket Lane Services planning applications but these will now be sent. Problems with heavy traffic, litter and fly tipping will be followed up.

- Westmore drainage ditch – TDC are dealing with the fly tipping at this location. Last Monday (6th March) was the final day for the owner to allow TDC access to the property. Cllr Allen will be following

this up.

- Hail and Ride – Cllr Allen has received several complaints. He has asked to be copied in on all correspondence. Cllr Allen confirmed that the budget for the fixed bus stops is in place and the project will go ahead. SCC will respond to all residents who have made complaints. Cllr Allen will request the

timescale for this project.

- Dog fouling – Cllr Allen has also received complaints about this and, as such, advised those residents

to attend tonight's Parish Council meeting as this item was on the Agenda.

- Cllr Allen informed the Council that community services, housing and licencing were all items raised in

the District Council Report. He also reported the issue of the large fly tip on Clark's Lane and assured the members that it was being dealt with.

c) Tatsfield in Bloom – The Parish Council has received the minutes of their last meeting.

d) Airport: update – The new noise monitoring system is being tested. It will eventually allow public

access to a website which will allow you to identify aircraft which you suspect may have violated flight rules. Such a system is already online for Gatwick: http://noiselab.casper.aero/lgw/#page=flight_tracker This runs with a built-in 20 minute delay for security reasons, but can be interrogated to display activity at specific times in the past. The next meeting of the Biggin Hill Airport Consultative Committee is due to take place on 20th April. It was suggested that it may be a good idea to publicise this information, possibly in the Parish Magazine.

e) Tatsfield Fairtrade Group sign: update - The information regarding why a Fairtrade sign cannot be erected was passed on to the group and feedback will be forthcoming.

f) Horticultural Society: The year books are now available. It was noted that Brian Everest will be the speaker tomorrow evening (14th March).

g) Vern D'Anjou: update – There will be 15 visitors from Vern D'Anjou over the Easter weekend. This smaller than usual number is due to the timing of Easter and the school holidays this year.

h) Citizens Advice Bureau: The AGM will be held on 29th June 2017. CAB are actively looking for more sponsors as funding has dropped.

i) Speedwatch: Ian Mitchell reported that he has taken part in 1 session since the last Parish Council meeting. This was held outside the school as the children were being collected. It was a success in that all but one driver were deterred from exceeding the 20mph limit. The owner of one vehicle will have received a warning from Surrey Police.

j) History project: There was a good turnout for this event and the feedback was good. It was suggested that maybe this should be held over the whole weekend next time.

10. PARISH COUNCIL PROPERTY AND LAND

The next meeting is due to take place on 13th April 2017. Mike Sarll reported that the trees around the green have been pruned, as well as the trees over the TATOL bed. Quotes have been sought to carry out work to divert water from the Club house roof into the pond.

a) Tatsfield Green

- Boundary Agreement: Tatsfield Lodge – no update

b) Village Hall

- Floor and steps to Stage and Green Room – The contractor will be surveying the floor, stage and steps

to the stage and green room on Wednesday 15th March.

1080/2017 It was agreed to add the extra cost involved in having the steps to the stage and the stairs down to the green room varnished and sealed.

c) Car Park/TCGA

- Little Acorns project: update – Representatives from the Parish Council have met with a solicitor, taken

legal advice and are currently waiting to hear back from the Solicitor.

d) Westmore Green

- The Bakery: The Clerk has had an informal chat with the Planning Inspectorate to outline the Bakery's

proposals. From this brief overview, it seems unlikely that permission would be granted as it would be deemed that the Section 39 criteria, which states that any changes would need to enhance the common land use, would not be met. The Planning Inspectorate has offered to forward further guidance.

11. MEETINGS TO ATTEND/ CORRESPONDENCE

The Clerk has received a letter of thanks from St. Catherine's Hospice for the Parish Council's recent donation.

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

Data Protection registration has expired.

1081/2017 The Clerk was requested to renew this.

13. Matters for reporting or inclusion in future agenda.

None

The meeting closed at 10.16pm

Subjects raised in the Public Adjournments

1 - Little Acorns has been awarded a £500 grant.

2 - The Parish Council were thanked for the use of the Parish Rooms for the Dementia Friendly meeting.

3 - The Parish Magazine requested the Parish Council consider the request for funds for the next Financial Year.

4 - Thanks were expressed to Ian Mitchell, Helena Garcia-McLeod and Bob David for their efforts in organising the History