

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9th April 2018 in the Meeting 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 Davies Mrs Helena Garcia-MacLeod

Mrs Kim Jennings

**In Attendance:** Samantha Head (Clerk)

Cllr. Martin Allen

Cllr. David Hodge

And 7 parishioners.

The meeting commenced at 8.03pm

**1. APOLOGIES**

1539/0418 Mr Ian Mitchell and Mr Niall Kells had sent their apologies. These were received and accepted by members.

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

1540/0418 Mrs Kim Jennings declared an interest in item 10b – footpath. She did not take part in the discussion or agreement on that item.

**3. Approve and sign the MINUTES of the previous meeting held on 26th March 2018**

1541/0418 It was resolved that the minutes reflected a true and accurate record of the meeting held on 26th March 2018. They were duly signed by the Chair.

**4. Public Participation**

None.

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

i) The Clerk had received the rates notices from TDC for the Ground Floor AMB – two parts. One was for zero pounds owing to the Small Business Relief and Transitional Relief elements, the second was for £624, due over 10 monthly instalments.

ii) Grit bins – the Clerk and Cllr Allen have completed a recce of the grit bins around the parish (Surrey and Parish Council owned). It was noted that several of the bins are damaged which may explain why the contents are waterlogged. The Clerk has asked TDC for details of how these could be replaced and will update members in due course.

iii) The brown signage for Beaver Water World has now been removed.

iv) The Clerk has arranged for the window cleaner to also clear the guttering around the Village Hall and the AMB. Both sets will be cleared twice yearly – VH cost = £90 each time, AMB cost = £60 each time. It has also been arranged that the gutters at the front of the Village Hall may need to be cleared once or twice more a year.

v) Village Hall floor – the Clerk emailed the photos provided by the VHMC to the flooring company. Renovate Flooring confirmed that the gaps were normal for this time of year in conjunction with the central heating being on. The company director agreed to visit site to inspect. His comments were much as his emailed response but overall, he felt the floor was in very good condition and recommended that a scrub and clean take place in approximately 12 months' time. The Clerk confirmed that she had forwarded a copy of his comments to the VHMC.

vi) LA play area – the Clerk had met with Derek Rose and it was agreed that he would clean and tidy the play area and the area down the side of the Village Hall. It was further agreed that this would be done on a regular basis (at the end of every Christmas, Easter and Summer holiday) and the hours would be added to Derek's usual timesheets.

vii) Neighbourhood Watch Funding Grant – following approval of the £100 grant to Tandridge's Neighbourhood Watch group, the Clerk was asked to raise the question of whether these services would be offered directly in Tatsfield.

The response was: 1) free cycle security marking sessions are often arranged at cycle stores and other events such as village fetes. This service is dependent on at least one of the 12 Steering Group members being available and being supported by watch coordinators from that area. 2) a minimum of two yellow plastic street signs which are permitted to be fixed to lampposts to mark out the extent of a Neighbourhood Watch. It was confirmed that Tatsfield has Neighbourhood Watch coordinators active in the following roads: Barnfield Road, Crossways, Lusted Hall Lane, Maesmaur Road (part), Manor Road, Old Lane, Ricketts Hill Road – 2 Coordinators listed, Shipfield Close, Westmore Green.

Item 8h was moved to this part of the meeting.

**Notified Items 8h – Tatsfield Neighbourhood Plan – decision to proceed with plan**

Cllr Martin Allen, Chairman – Neighbourhood Plan had sent forward an update regarding the progress made to the members for consideration. It was apparent that a considerable amount of work had been done and additional people had joined the Steering Group and the topic groups.

The question of rotating the Parish Councillors at NP meetings to ease the strain on their time was raised. Cllr Allen also highlighted that if the Np was successful, CIL monies would increase to 25% share. Mike Sarll questioned if there was enough interest from parishioners. This would only become apparent following the public meetings due to be held later in April.

1542/0418 It was resolved to continue with the Neighbourhood Plan with full support from the Parish Council.

## **6. PLANNING:**

### **(a) Planning Team for March: Mike Sarll and Althea Davies**

1543/0418 It was resolved that the planning team for April would be Mike Sarll and Althea Davies.

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

#### **TA/2018/456 Green Gables, Ricketts Hill Road, Tatsfield TN16 2NB**

Use of ground floor annex to bed and breakfast accommodation. (Certificate of Lawfulness for an Existing Use)

Green Gables is a big house with 7 bedrooms, two of which are used for the B&B. Concerns were voiced regarding the possible division of 'the Lodge' from Green Gables at a later date and the fact that planning criteria had not been met.

1544/0418 Comment: The part of the dwelling being used as a B&B is a separate building to the main house. The use of the annex, which is being rented out, as far as we are aware, only has use as a garage/storage and not residential. The Parish Council, therefore, feels that, in the first instance, a change of use would be required to convert this building into residential use. Further, the request is for a Certificate of Lawfulness for an Existing Use. In the paperwork provided it is stated that the detached separate dwelling has only been used as a B&B since August 2016 and as such the necessary time scales for a breach of planning have not been met.

TA/2018/ 545 The Beeches, Old Lane, Tatsfield TN16 2LH

Erection of detached outbuilding.

There was a discussion about the fence that was built over a year ago and how this outbuilding would complement that.

1545/0418 Comment: No objection.

1546/0418 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **7. Finance:**

### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1547/0418 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for April.

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

- Remove block work and investigate potential blockage of drain at base of downpipe outside entrance to AMB - £90.00
- Concreting between kerb and kick boards at base of new fence outside VH - £535.00
- SLCC Membership renewal - £147.00
- ALCC Membership renewal - £30.00
- 

1548/0418 It was resolved to approve all items requiring expenditure except for the concreting between the kerb and kick board as it was felt that this was a very expensive option. It was suggested that the PC approach Lloyd Gulley to ask him to carry out weedkilling when he cuts the hedges. If he did not offer this service, then the Clerk was requested to ask James Longley.

### **(c) Finance Team for April: Mike Sarll and Althea Davies**

1549/0418 It was resolved that the Finance Team for April would be Mike Sarll and Althea Davies.

## **8. Notified Items**

### **(a) Tree Survey - update**

The Clerk had circulated the tree survey to the members prior to the meeting. Althea Davies suggested that the 6-month and 1-year works be carried out at the same time.

1550/0418 The Clerk was requested to go back to the surveyor and ask for the survey to be amended to exclude the land 'Maesmaur/ George's Road woodland'. The Clerk was also requested to ask if there would be a discount for having both the 6-month and 1-year works were carried out at the same time.

### **(b) CCTV**

The Chairman and the Clerk have met with local business owners to gain their consent to hosting cameras and radio links from their buildings. Everyone was very positive about the plans for CCTV in the village

centre. The clerk is chasing further details about how the cameras would be installed and how much the running costs would be.

**(c) Lusted Hall Lane – request to improve road surface**

An email had been received in March from a resident requesting permission to improve the road surface on Lusted Hall Lane track. The Clerk had contacted the residents to try to arrange a meeting with some of the Parish Councillors one Saturday. However, several of the residents are not available on Saturdays. The Clerk has asked for alternative dates / times and was waiting to hear back.

**(d) Japanese Knotweed**

Some Japanese Knotweed was spotted by the tree surveyor on his walk round the parish. Jon Allbutt and Althea Davies had subsequently noted patches of Japanese Knotweed in other areas of the parish. 1551/0418 Mike Sarll and Althea Davies agreed to walk the parish and make a note of all Japanese Knotweed on Parish Council owned land.

**(e) Benches - cleaning**

The volunteers have cleaned all five benches. It was hard work as the benches were very mucky. The Parish Council offered formal thanks to the volunteers for their hard work.

**(f) Update on when rubbish at the bottom of Lusted Hall Lane will be cleared**

This is the fly tipped rubbish which has been left half way down Lusted Hall lane, at the bottom edge of the Tatsfield border. It was confirmed that this was land belonging to Mr Whelan. It was suggested that Mr Whelan should be contacted and asked to clear the fly tipping.

1552/0418 The Clerk was requested to write to Mr Whelan.

**(g) GDPR**

Althea Davies suggested establishing a working group to identify the types of personal data the Parish Council holds. Althea Davies and Kim Jennings agreed to head the working group. Althea Davies would be meeting with Jill Hancock (NP) on Tuesday 10th April to discuss GDPR.

**(h) Tatsfield Neighbourhood Plan – decision to proceed with plan**

This item was dealt with before item 6.

**(i) NALC Ethical Standards Survey**

The Clerk circulated the survey to members. Althea Davies had reviewed the questions and located the Code of Conduct in Dropbox. There had been no breaches of the code.

1553/0418 It was agreed that Althea Davies would submit responses on behalf of members.

**(j) The Bakery – patio proposal**

Andrew Bond had contacted the Parish Council to request approval/permission for the patio plans which he had presented last year. He is currently making the final decision about proceeding but would like Parish Council permission before seeking formal quotes for the works.

1554/0418 The Parish Council approved the plans. The Clerk was requested to inform Andrew Bond of their decision.

**(k) Furze Corner lease**

The new lease had been signed by both trustees and delivered to TDC (9th April).

However, complaints still continue to be lodged regarding the licencing issues. Cllr Allen continues to follow this up.

**(l) Parish Assembly meeting - report**

The Clerk attended the meeting and circulated to members. The meeting centred around Grounds Maintenance and the TDC proposals to ask parish councils to contribute to verge cuts in the district from 2019/20 onwards due to budget cuts at SCC. TDC would be contacting parish councils via the clerks with a formal request in due course.

**(m) Tatsfield Beer Festival – Parish Council permission for the event**

The committee had been on contact to request permission to hold the event on Saturday 15th September from midday to 21.00. They would like to have use of the green from Friday 14th September until Monday

17th September. As in previous years, the committee would like permission to display banners to advertise the event a couple of weeks beforehand.

1555/0418 The Parish Council agree to the request in line with the conditions from previous years.

**(n) Unmade Roads** Ian Mitchell had spotted a post on Tatsfield Talk and thought that as SCC needed to give permission for significant works to be carried out, the Parish Council needed to be aware of this issue. It was noted that it was a possible discussion point for the Neighbourhood Plan Steering Group.

**(o) Police and Crime Commissioner visit to Tatsfield – 18th April am**

David Munro would be visiting the village on 18th April and would be available to answer questions at 11am in the AMB.

**(p) Sam Gyimah MP visit to Tatsfield 11th May 11am**

It was noted that Sam Gyimah MP would be visiting Tatsfield and the Chairman asked for representatives from the Parish Council to attend.

**(q) APM**

This was scheduled for Tuesday 1st May. The posters would be on display later in the week. The speakers had been invited.

**9. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

Cllr. David Hodge gave the following report:

- Pot holes are a major issue. There is a £5m fund for highways works. SCC would be submitting a list on Thursday 12th April requesting roads that need pot holes filled/ patching works and surface dressing carried out.
- Ricketts Hill Road and Approach Road had a special surface dressing applied and this carries a ten-year guarantee of no pot holes.
- Cllr Hodge had stopped White Lane being redressed (at a cost of £6k).
- Cllr Hodge had introduced an individual CC member allowance for highways - £7.5k. Cllr Hodge has allocated £1,750 to Tatsfield and would like the Parish Council to also contribute to some works.
- Cllr Hodge has also allocated £1,500 of £5,000 – this would be for the Parish Council to decide how it is spent.
- Cllr Hodge warned of Government consultation on Blue Badges. There are currently 46,000 holders in Surrey. Following the proposed changes, this would likely rise to 104,000 which would mean an extra 9,500 holders in Tandridge.
- The Government had recently lost a case regarding community drivers in the European courts. This is set to have a major impact on community transport.

**b) District Councillor**

Cllr. Allen provided the following updates:

- Confirmed the Community Transport talk at the APM. The TDC Officer had already visited several village groups to explain the changes to the scheme.
- CIL – Cllr Allen has an update which he will forward.
- Furze Corner – there has been a further complaint and this has been escalated to the police. The PFA are not keeping control of the events held there.
- Crossways – parking – the work will mean that the car park will be closed for 5 days. This will impact on parking in the vicinity.
- 13 Lusted Hall Lane – there is a possible resolution pending. TDC officers were due to hand deliver letters to both parties shortly.
- Cllr Allen would be attending a civic reception at TDC.
- Cllr Allen would be attending planning and licencing meetings during the week.
- Empty oil drums are still being left outside The Ship, as well as in The Bakery car park. Cllr Allen has arranged for them to be removed.

**c) Tatsfield in Bloom**

TiB is now entering its busy period. The plants have been removed from the Tatol bed and this will be replanted with meadow grass and wild flowers. The plants removed have been replanted in the Bakery bed. It was noted that the daffodils were in full bloom and provided a stunning display.

- d) Tatsfield Fairtrade Group

The wine tasting event was held on Saturday 7th April and it was a great success. 80 people attended and there were 6 wines available for tasting. Over £400 of Fairtrade products were sold during the course of the evening.

- e) Horticultural Society

The following report was received from Martin Allen:

- The Spring Show would be held on Saturday 14th April. Doors open at 3pm.
- Year books have now been delivered.
- Reminder of the visit to Wisley at the end of the month.
- **f) Village Hall Management Committee**

At the recent VHMC meeting, the committee agreed that CCTV cameras could be hosted on the front of the VH.

Possible refurbishment of the kitchen was proposed but this was postponed.

VH hire rates would remain static for the third year in a row.

**g) Airport** No report.

**h) Speedwatch**

No report.

- **i) Vern D'Anjou**

The members of Tatsfield had visited Vern D'Anjou recently (over the Easter weekend) but there was no report.

**10. Parish Council Land/Property**

- **a) Village Hall**
- - Porches/ doors

No further quotes had been received. Althea Davies agreed to meet with another firm on Thursday 12th April.

- **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

The Clerk had sourced three quotes and these were discussed by the members.

1556/0418 It was resolved to accept the quote from Nick Knox Plant Hire, however, the Clerk was requested to clarify if the timber edging would be replaced.

**11. Meetings to attend/ correspondence**

- An email had been received from the Keep Westerham Green action group outlining their concerns regarding

the potential stabilisation of the Covers Farm Quarry. The Chairman asked whether the PC wished to meet the

action group to discuss further.

Nichola Stokoe would contact the Chair of the action group and ask to see the flyer. Cllrs Allen and Hodge also expressed an interest and requested some information be forwarded to them.

- Local Ctte meeting 20th April at TDC offices – Mike Sarll and the Clerk to attend.

- Niall Kells has sadly resigned from the Parish Council, creating a vacancy. The Clerk was requested to start the formal notification process. The Chairman formally thanked Niall Kells for all his hard work.

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

- Helena Garcia-MacLeod had received an email from the landlord of The Ship requesting permission to place some tables and chairs outside the pub. It was suggested that the request was sent to the Clerk.

**13. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 10.10pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 23rd April 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Helena Garcia-MacLeod Mr Ian Mitchell Mrs Kim Jennings

Mrs Althea Davies Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.07pm

**1. Apologies**

None

**2. Declarations of Interest\* (relating to items on the agenda)**

None

**3. Approve and sign the MINUTES of the previous meeting held on 9th April 2018**

1557/0418 It was resolved that the minutes of the meeting held on 9th April 2018 reflected a true and accurate record of that meeting and were signed by the Chair.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**5. Planning**

**a) To determine the Parish Council's position on Appendix A(2):**

**TA/2018/632 Cedar Cottage, Ninehams Road, Tatsfield TN16 2AN**

Erection of front, side and rear extensions in association with new first floor and roof over. Erection of balconies to the front and rear extensions, chimney and changes to the fenestration.

Members discussed this application and the planning history of the property.

It was noted that this property was a bungalow and had already had significant development. It was thought that the original building had probably doubled in size by the time the previous owners had sold it.

1558/0418 Comment: The Parish Council wishes to object due to the disproportionate addition over and above the original building (DP13) and the fact the a two-storey dwelling is out-of-keeping with the immediate surroundings (DP7). It could also overlook The Briars (CSP18).

1559/0418 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

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

- Ye Old Ship – Request to place tables and chairs on the pavement outside the pub. Historically the pub has always had tables and chairs out the front of the premises. It was agreed that 2x picnic tables could be placed on the pavement in a position so that they are not obstructing wheelchair or pushchair access along the pavement.

- Tatsfield Lodge – the Clerk was asked to confirm with the solicitor that the Parish Council wished to proceed with his suggestions.

- Allotments – A complaint had been received from the owner of a neighbouring property. It outlined the pungent smell and numerous flies on and around the manure bins located on the boundary near The White House. The Management Agreement between the PC and the TACG states that the TACG should not cause an annoyance or nuisance to the neighbours. Could the manure bins at this location be moved? Mike Sarll, who is a member of the TACG, agreed that this issue could be discussed again. However, he noted that a lot of money and time had been spent building the manure bays a year ago. In addition, he noted that this plot had been purposely left vacant for the siting of the manure bins as this has an appropriate amount of room for the truck to access and deposit manure to the bins.

The Clerk would write to the TACG Chair to ask them to look into moving the manure pens.

The Clerk would also look on TDC's website at the possible environmental health issues.

- AMB Refurbishment – Nichola Stokoe, Kim Jennings and the Clerk met with Michael Miles to discuss the internal alterations / improvements. He would provide a costing for the works. The PC would then seek two further tenders.

- Planning Training – It was agreed that this would take place after the May Supplementary meeting on Tuesday 29th May.

- Scout Hut Path – The clerk provided an update on requesting a licence from SCC to go ahead with the works. She would update when she had further news.

- Tatsfield Green Footpath – The Clerk had met with Nick Knox on site to discuss whether the timber edging would need replacing. The contactor felt this would not need doing but offered a price of £8.00 per metre (materials and labour) if needed.
- APM – refreshments – wine from Fairtrade Group. Kim Jennings would source drinks and Althea Davies would source nibbles. It was believed Martin Allen would be operating the sound system.

#### **7. Matters for Reporting or Inclusion in a Future Agenda**

None

The meeting closed at 9.18 pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14th May 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Mike Sarll Mrs Helena Garcia-MacLeod Mr Ian Mitchell

**In Attendance:** Samantha Head (Clerk)

And 4 parishioners.

The meeting commenced at 8.04pm

**1. ELECTION OF CHAIRMAN**

1560/0518 Nichola Stokoe asked for nominations for Chairman from the members present. Mike Sarll proposed Nichola Stokoe and this was seconded by Ian Mitchell. There were no other nominations and all were in agreement with the proposal.

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

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

**3. ELECTION OF VICE-CHAIRMAN**

1561/0518 Members present wished to nominate an absent member. As there were no other nominations, this was deferred until the next meeting.

**4. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIR**

Deferred until the next meeting.

**5. APOLOGIES**

1562/0518 Mrs Althea Davies, Mrs Kim Jennings and Cllr Martin Allen had sent their apologies. These were received and accepted by members.

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

None

**7. Approve and sign the MINUTES of the previous meeting held on 23rd April 2018**

1563/0518 It was resolved that the minutes reflected a true and accurate record of the meeting held on 23rd April 2018. They were duly signed by the Chair.

**8. Receive and Accept the Minutes of the Annual Parish Meeting held on 1st May 2018**

1564/0518 These were received and accepted by the members.

**9. Proposal for an agreement on committees for the coming year and their members**

1565/0518 It was resolved that there would be one committee for the coming year:

- Finance Committee – this committee would be comprised of Ian Mitchell, Nichola Stokoe, Mike Sarll and Althea Davies

**10. Proposal and agreement on Terms of Reference for Committees**

1566/0518 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

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

None

**12. Proposal for and agreement on Terms of Reference for item 11**

None

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

1567/0518 The Chairman listed the roles and responsibilities for the coming year for the Parish Councillors as outlined in the document circulated via Dropbox. These were approved by members, save for the following changes:

Helena Garcia-MacLeod was removed as the Tatsfield Fairtrade Liaison.

Kim Jennings was added as the Tatsfield Fairtrade Liaison.

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

1568/0518 The list of leases and property agreements was reviewed by the Parish Council and noted by the Chairman as the following:

Aileen McHugo Building:

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 1 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between Biggin Words Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 2 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd



Tiger Ward for a term of 5 years for the use of Room 3 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Lease Agreement was made between P. Clark (IQ Financial

Planning) and Tatsfield Parish Council for a term of 5 years for the use of the first floor of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

An 'Licence to Use' Agreement was made between Tatsfield Parish Council and Timothy Guy Smith and Patricia Lilian Smith for the use of the land to the south west of the property, Vale House, Maesmaur Road, Tatsfield TN16 2LD (Title number SY82522)

An Agreement dated 28th April 2017 was made between Tatsfield Parish Council of Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG and Tandridge Learning Trust of Warlingham Surrey CR6 9YB for the management of the MUGA (Multi Use Games Area).

An agreement (on a long-term lease) for the land used for the Allotments on Approach Road was made between Tatsfield Parish Council and Whelan Homes Ltd.

An agreement is currently in place between Tatsfield Parish Council and the Village Hall Management Committee for the lease and management of the Village Hall.

An agreement is currently in place between Tatsfield Parish Council and Tatsfield Allotments and Community Gardens Group for the management of the Allotments on behalf of the Parish Council. †A Lease dated 9 June 2011 between Surrey County Council and Tatsfield Parish Council rear of the Village Hall.

relating to the MUGA site, Ship Hill.

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

1569/0518 It was resolved to accept the Financial Regulations and that they would be unchanged from those circulated by the Clerk.

1570/0518 It was resolved to defer accepting the Standing Orders as the Clerk was reviewing if the public participation section should be updated.

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

**APM** – thank you emails were sent the following day, replies received from Amanda Bird and David Hodge. Official thanks offered on behalf of the Parish Council to Fairtrade for supplying the drinks, Martin Allen for organising the microphones and to the session speakers.

**Tatsfield Green Footpath** – Nick Knox phoned today to say that path is finished. It would be prudent for one of the Parish Councillors to check the work (Mike Sarll).

**Gateways** – The Clerk had emailed round the final spec and members had indicated they were happy with this. Glasdon has indicated 6 weeks until delivery.

**Scout Hut path** – Licence has cleared through Highways. Once the Clerk has a delivery date for the gateways, she will liaise with Nick Knox to agree a start date for this. If the gateways arrive 6 weeks from now, then work could possibly start on the Footpath in 4 weeks' time (subject to weather and Nick's team's availability).

**50 Crossways enforcement** – This was submitted. The Clerk has received a reference number but no further updates.

**Russetts** – As you can see from Appendix A, retrospective planning permission was refused. The Clerk has spoken to the enforcement officer at TDC and has been given the following information: As the planning application has now been refused the extension to the garage remains unauthorised TDC will be writing to the owners of the property seeking their intentions in this respect. The options open to them would be to remove the extension or to lodge an appeal against the Council's decision to the Planning Inspectorate within 3 months of the date of the decision notice. If they decide to lodge an appeal TDC is likely to issue an enforcement notice seeking removal of the garage extension in order that both appeals (planning and enforcement notice) can be heard at the same time. However, if no appeal is lodged within the 3 months and the extension has not been removed TDC is likely to proceed with an enforcement notice seeking removal of the garage extension.

**CIL** – As per the Clerk's previous communications to the members:

Firstly, the phase 2 MSA works has not actually started so no CIL monies will be received at the moment. The earliest the Parish Council can receive money for this would now be autumn 2018. The Clerk has requested to be kept up-to-date as to when the works do start so that members will have a better idea of when the funds might be expected. The Clerk has double checked and retrospective payment to the Scout Hut Path works can still be applied.

Secondly, stage 1 of the CIL monies in respect of Shelleys, 10 Westmore Road has been received. The Parish Council's portion of this is £1,027.64. This has cleared into the Parish Council bank account and could go some way to bridging the excess on the Scout Hut path project - if so agreed. The total for that project will be £12,400. The Parish Council had decided to use the two CIL payments from the Clacket Lane MSA (Total = £9,040.08) and fund the difference (£3,359.92). If the Parish Council decided to add the recent Shelleys monies to the project, then this would reduce the difference to £2332.28.

**AMB Boiler thermostat** – Niall Kells has said that he went to check the water temperature in the boiler room and it was still not up to the temperature that had been set at the weekend. It appears that here is a faulty thermostat on the hot water tank. This needs replacing. Surely, that should have been checked when the boiler was serviced in Oct/Nov last year? The Clerk will be contacting the company who carried out the service to follow up on this.

**Emergency Light outside Boiler room** – The Clerk has had training on fire alarm testing. It was also thought prudent to run a test on the emergency lighting. ALL are working fine except the light outside the boiler room. Niall Kells does not think this a major problem because of the location but suggests including it in the budget for any AMB refurbishment works.

**VH Defib** – The Clerk received an email from Phil Clark last Tuesday saying he noticed the battery and pads on VH defib needed replacing. There was some confusion as the VH Defib was from LAS not the same as the company the Parish Council purchased the Defib for Crossways Court. The Clerk has asked for clarification and is awaiting an answer. In any case, it appears that the replacements can be ordered under the Clerk's delegated powers. To note: Dates for Crossways Court Defib (battery and pads) need to be checked. It is believed that replacements will be needed during August.

#### **17. Public Participation**

None

#### **18. PLANNING:**

- **(a) Planning Team for March: Mike Sarll and Ian Mitchell**

1571/0518 It was resolved that the planning team for May would be Mike Sarll and Ian Mitchell.

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

#### **TA/2018/691 Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA**

Stationing of a mobile home incorporating veranda for use as additional family accommodation to north east of dwelling. (Certificate of Lawfulness for a Proposed Use or Development)

The Parish council does not have any information to assist TDC planning dept. to make a decision as it is a straight forward planning calculation for TDC. TDC will use a permitted development checklist.

1572/0518 Comment: No comment as long as the proposed site of the structure does not alter from the plan.

1573/0518 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

#### **19. Finance:**

- **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1574/0518 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

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

- SSALC Membership - £558.28

- Repair of Flashings above room 3 AMB – The Clerk confirmed that she had received an estimate for the works of £130.00

- Kemsley Wood footpath maintenance by James Longley - £300

- TVA Membership renewal - £20.00

1575/0518 It was resolved to approve all items requiring expenditure.

- **(c) Finance Team for May: Mike Sarll and Ian Mitchell**

1576/0518 It was resolved that the Finance Team for May would be Mike Sarll and Ian Mitchell.

- **(d) Approve Salary increase on Scale Point 26 to £122.40 per hour as per NALC/SLC National Pay Award to be backdated to 1st April 2018.**

1577/0518 It was resolved to approve the Clerk's pay increase.

#### **20. Notified Items**

- **(a) Ye Old Ship – Request to place tables and chairs on the pavement outside the pub (Retrospective ratification)**

1578/0518 It was resolved to agree to allow two tables and chairs on the pavement outside the pub. Nichola Stokoe to draw up agreements for both the Ship and the Bakery in respect to outside seating.

- **(b) TACG – Parishioner complaint (retrospective ratification) and update**

This item has been resolved. Mike Sarll to provide update by end of week.

- **(c) Fitness for All on Westmore Green**

Following Ian Mitchell's email highlighting Fitness for All being advertised on Facebook, it was agreed that a soft approach was needed and that the organiser should be made aware that Parish Council permission is normally required for any activity / event on Westmore Green. In addition, there had been communication from TDC that events may be liable to a fee being issued.

- **(d) GDPR – update**

Members noted that the deadline for compliance was looming (25th May). A Privacy Notice was needed. The email which had been produced by the GDPR working group was asking parishioners to opt out, however, members felt that an opt in option would be more pro-active.

The Clerk reiterated that she had received information from several sources that Dropbox was not GDPR compliant. The members thought that this needed urgent action.

1579/0518 Nichola Stokoe and Ian Mitchell would look at drafting a Privacy Notice.

- **(e) Japanese Knotweed**

Due to the absence of the Vice Chair and Jon Allbutt, this item was deferred.

- **(f) Old Lane – Resident's request re: ditch clearance**

The Parish Council had received a request from an Old Lane resident to clear the ditch and assist in the resurfacing of Old Lane with planings. The resident was seeking quotes from the company which had recently been engaged to carry out resurfacing work on Goatsfield Road and Barnfield Road. Ideally, the residents of Old Lane would like the ditch cleared by June / July) and they would like the Parish Council to contribute 50% of the cost for resurfacing.

The Parish Council had decided that Nichola Stokoe and Althea Davies would lead discussions with a group of Old Lane residents. Step 1 would be to create a defined plan regarding potential Parish council ownership of Old Lane and its responsibilities. Step 2 would be to source quotes for the ditch to be cleared. Mike Sarll would approach Phil Friend, the Clerk would make contact with a local farmer believed to undertake tasks such as these and Nichola Stokoe would speak to KJ Rhee at Park Wood Golf Club. It was suggested that David Hodge could be approached regarding possible excess planings from other road works.

Ian Mitchell produced a plan which suggested that the Parish Council owned both the ditch and the road. This was contrary to previous information provided. He also suggested that the Parish Council should accept responsibility for the section behind the King Edward VII Memorial Garden and that, in his opinion, the Parish Council should contribute 50% towards the cost of resurfacing the road.

1580/0518 It was resolved that it was imperative that ownership of the ditch and road was clarified. Nichola Stokoe was to arrange a meeting with the Old Lane Residents' Committee, with the aim to be able to report back fully at the May Supplementary meeting.

- **(g) Little Acorns request to use AMB facilities**

Little Acorns had contacted the Parish Council regarding permission to use the AMB facilities on Saturday 14th July (Sports Day).

1581/0518 It was resolved to grant this permission. The Clerk would contact the Little Acorn's Chair to arrange a key.

- **(h) Little Acorns request re: outside play area – additional shed, additional fencing to secure play area, installation of circular mirror and large planters**

Additional shed – it was understood that this had already been agreed, to be sited next to the existing shed.  
Fencing – the Clerk was to check details with the LA Chair as it was necessary for the fence to include a gate which must be kept unlocked when the play area is not in use.

Mirror – this was approved.

Planters – the Clerk was asked to check with LA the size of the planters, how many there would be and who would be responsible for them, particularly in the holidays.

1582/0518 The Clerk was requested to contact the Little Acorns Chair with the above queries.

- **(i) Parish Councillor vacancy – update**

The Clerk had received notice from TDC's Returning Officer that no letters had been received requesting a by-election and the Parish Council was free to co-opt a new councillor. This had been advertised on the PC website.

- **(j) Crossways – parking update**

The car park works had started and were scheduled to finish at the end of the week.

- **(k) Parishioner request for bollards to be dropped outside Village Hall**

A request was received for 25th August. Helena Garcia – Macleod had met with them at the VH and made a suggestion to use the little road outside Pond Cottage whilst the photographs were taken. The Clerk had emailed further to say that the PC had a no drop policy for the bollards due to health and safety concerns. The resident had responded very positively and thank the Parish Council for its assistance and good wishes.

- **(l) Sight lines RHR**

Nick Dance had been in touch to see if the Parish Council wished him to cut the sight lines on Tatsfield Green again this year, as in previous years. He proposed three cuts (in May, June and August) at a cost of £280.00 plus VAT for each cut.

1583/0518 It was resolved to accept this proposal and the Clerk was requested to inform the contractor of the Council's decision.

- **(m) PCC David Munro visit to Tatsfield – report**

Cllr Martin Allen had arranged for PCC David Munro to visit Tatsfield. He was given a guided tour of the parish and then answered questions in front of a small audience of parishioners.

- **(n) TDC Local Committee Meeting – report**

The Clerk attended the Local Committee Meeting on 20th April hoping to ask questions regarding unmade and repairs. Unfortunately, it had not been made clear that questions needed to be submitted in advance of the meeting. Minutes from the meeting could be viewed via the following link:

<https://mycouncil.surrey.gov.uk/ieListDocuments.aspx?MId=6340&x=1>

- **(o) Sam Gyimah MP visit to Tatsfield on 11th May – report**

Cllr Allen had organised a visit from Sam Gyimah MP on 11th May. Mr Gyimah spent time with the Fairtrade Group updating him on parish activities. Very few parishioners attended but it was otherwise a productive visit as it went towards maintaining Tatsfield's presence in the minds of a central government figure.

- **(p) Weed Spraying programme**

Tatsfield in Bloom had emailed to ask for the Parish Council's assistance in organising the SCC weed spraying in time for the in Bloom competition (Tatsfield to be judged in early July). An email had been received from SCC informing that the weed spraying would take place in the last week in May in Tandridge. It was agreed to put weed spraying in the diary for early spring 2019 so that it would be carried out in good time for the in Bloom competition next year.

- **(q) The Bakery patio – works update**

It was understood that these works had now been completed.

- **(r) CCTV update**

The first public consultation had been held at the Annual Parish Meeting on 1st May. A meeting with Tatsfield Primary School has been organised for 21st May. There had been further questions for SECOM.

- **(s) Dog fouling**

Further to the Clerk reporting the offender captured on CCTV allowing her dog to foul the pavement and not clearing it up, the Environmental Health Officer has asked for confirmation of which roads have been fouled. It was confirmed by members that the only evidence was from Crossways.

1584/0518 The Clerk was requested to update the Environmental Health Officer at TDC with this information.

There had been another report of dog fouling outside the Bakery at the top of Paynesfield Road / Westmore Green. The Clerk asked for the offender's name and address so that she could report this to TDC.

- **(t) Consultative Committee Meeting with Cllrs Hodge and Allen**

It had just been confirmed that this would be held on Friday 25th May. The Chairman asked for suggestions for items to be included on the agenda.

- **(u) Affordable Housing project – update (Under Part 2)**

This item will be discussed under Part 2

## **21. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

- **a) County Councillor**

No report

- **b) District Councillor**

Cllr. Allen sent the following update:

- Election results. TDC now made up of 22 Conservatives and 20 “others”. 24th May will see the Full Annual Council – committees will be decided.
- Reiteration of request for anyone else to stand at next year’s District elections.
- In last four weeks, PCC David Munro and Sam Gyimah MP have both visited Tatsfield.
- Work has started at Crossways Court.
- Tandridge Together Lottery. £25 winners from Tatsfield on Saturday 12th.
- Pot holes – some of the worst pot holes around the village (Ship Hill, Church Lane / Church Hill). Please continue to report them to SCC via the online portal.
- Dog fouling – TDC continue to provide cleaning services in the village as well as putting up signs reminding people not to allow their dogs to foul on the footpaths. CCTV has caught some offenders and this information has been passed onto TDC to follow up.
- Road signs – The sign at the junction of Approach Road / Clarks Lane has now been replaced after being damaged twice in recent snowy weather.
- Community transport – following on from the presentation given at the APM, booking and advice line details can be found in the may edition of the Parish Magazine (page 21).
- Biggin Hill Airport – at a recent meeting with the MD at Biggin Hill airport, a review of self-recording equipment of the aircraft is being undertaken and will form part of the Noise and Tracking reports that are issued at the Biggin Hill Consultative Committee meetings.
- Ongoing meetings with KJ Rhee at Park Wood Golf Club and County Councillor David Hodge.

- **c) Tatsfield in Bloom**

Lots is happening. The Tatol bed has been planted with wild flowers which is all part of the pollinator scheme. Volunteers have had training to make insects out of willow. These will be used to decorate the parish.

- **d) Tatsfield Fairtrade Group**

The group had a separate session with Sam Gyimah MP by the new fairtrade sign on the old bus stop. He received updates on the Fairtrade Group’s recent activities.

- **e) Horticultural Society**

The plant sale was held on Saturday and all plants were sold.

- **f) Village Hall Management Committee**

Feedback from the recent VHMC meeting was that:

- The Legionella monitoring equipment needed calibrating.
- It was agreed that the floor needed a reseal and the 8th – 12th April 2019 was suggested as a possible date.

The Clerk had contacted the company who sanded and sealed last year and they had quoted £2587.00 plus £517.40 VAT.

1585/0518 It was resolved to accept the quote from Renovate Contracts and the Clerk was requested to finalise the booking for the above dates.

- **g) Airport**

As Cllr Martin Allen’s report.

- **h) Speedwatch**

The latest session was cancelled due to bad weather.

- **i) Neighbourhood Plan**

The two recent public events were successful and over 50 parishioners attended and gave their honest views on the Neighbourhood Plan so far. The post it note system revealed a lot of things (especially a request for a bus system to Oxted and modular housing for elderly and young families, affordable housing for young people, bungalows for old people, no more large houses, eco friendly housing and infrastructure). All of the above will be discussed at the next NP meeting on 16th May. A logo was in place for the two public events which gave a thoroughly professional appearance to proceedings (thanks go to James Barker). A Housing Needs Assessment was being undertaken. An important member of the Housing Sub Group resigned recently. The NP consultant, James Garside, will attend the next NP meeting as a decision on the call for sites will need to be made. An estimate has been received from TDC for mailing / receiving the survey and a copy of the Limpsfield NP are on the agenda for discussion at the next meeting.

## **22. Parish Council Land/Property**

- **a) Village Hall**
- - Porches/ doors

1586/0518 It was resolved that 3 quotes for the porch and 3 for the door would be reviewed, with one of each chosen to be presented to the VHMC at its June meeting.

- Outside drain – a request to ask TDC to clear the outside drain was made.
- Front porch – clean and paint. The Clerk already had one quote for this. Two further quotes would be sourced.

## **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- **c) AMB**
- - Refurbishment – approve new internal layout design.

The Chairman had circulated a plan and spec detailing the proposed new layout.

1587/0518 It was resolved to accept the plan and spec and seek three quotes for the work.

## **23. Meetings to attend/ correspondence**

The Clerk had received a request from East Surrey hospitals to display leaflets highlighting the new out-of-hours hub service available to any resident registered with an East Surrey based GP. The Clerk would display on noticeboards and send a copy to the Parish Magazine for inclusion in the next edition.

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

None

## **25. Matters for reporting or Inclusion in a Future Agenda**

- AMB outside paint work
- Pond report
- Grant requests from: TACG and Composting Group

Final public participation:

None

The meeting closed at 10.07pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 29th May 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Ian Mitchell (in the chair – items 1 and 2) Mrs Althea Davies (in the chair – from item 3)  
Mr Mike Sarll Mrs Kim Jennings (arrived at 8.07pm)

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.03pm

**1. ELECTION OF VICE-CHAIRMAN**

1590/0518 Ian Mitchell asked for nominations for Vice-Chairman from the members present. Ian Mitchell proposed Althea Davies and this was seconded by Mike Sarll. There were no other nominations and all were in agreement with the proposal.

**2. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**

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

**3. Apologies**

1591/0518 Mrs Nichola Stokoe and Mrs Helena Garcia-MacLeod had sent their apologies. These were received and accepted by members.

**4. Declarations of Interest\* (relating to items on the agenda)**

None

**5. Approve and sign the MINUTES of the previous meeting held on 14th May 2018**

1592/0518 It was resolved that the minutes of the meeting held on 14th May 2018 reflected a true and accurate record of that meeting and were signed by the Chair.

**6. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**7. Planning**

**a) To determine the Parish Council's position on Appendix A(2):**

**TA/2018/1005 Libra, Ricketts Hill Road, Tatsfield TN16 2NB**

Erection of detached garage and associated driveway.

(Certificate of Lawfulness for a Proposed Use or Development)

1593/0518 Comment: No comment

1594/0518 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**8. Notified Items**

**a) GDPR – Update and Adoption of Policies**

The Clerk had circulated a draft Data Protection Statement for the PC website, 2x draft Privacy Notices (general and Staff), a draft Document Retention Policy, a draft email to send to all contacts held in Clerk email. It had been resolved at the May main meeting that this should be an opt-in as opposed to opt-out notice. It was further suggested that the contact form on the PC website state that by submitting this form, the parishioner would be agreeing that their personal information could be shared with Parish Councillors, TDC and SCC.

Althea Davies noted that all members should be aware of holding information (both in digital and paper form) at home and be mindful of abiding by the new data regulations.

1595/0518 It was resolved to adopt the Data Protection Statement for the PC website, 2x Privacy Notices and Document Retention Policy.

1596/0518 It was resolved that the Clerk would re-draft and circulate the email notice.

1597/0518 It was resolved that the contact form would be accompanied by a notice of agreement to share personal details with the PC, TDC and SCC upon submission.

**b) Review of Standing Orders (deferred from May main meeting)**

The Clerk had circulated some suggested points to adopt into the Standing Orders, some of which were statutory requirements and others were optional.

1598/0518 It was resolved to adopt all suggested points into the Standing Orders. Clerk to circulate when updated.

**c) Old lane ditch clearance – follow up from meeting with Old Lane Residents' Committee**

Althea Davies and Nichola Stokoe had unfortunately not been able to meet with the representatives from the Old Lane Residents' Committee ahead of this meeting.

Two quotes for clearing the ditch along Old Lane had been obtained. Mike Sarll was scheduled to meet with KJ Rhee from Park Wood Golf Club on Wednesday 30th May to obtain a third quote.

1599/0518 It was resolved to accept the quote provided by Phil Friend unless the third quote came in at a lower price.

### **9. Parish Council Land / Property**

a) Village Hall

- Porches / Doors

The Clerk had circulated 4x door quotes and 3x porch quotes.

Members discussed the porch quotes first. The Clerk mentioned that the Crown Oak quote did not mention removal of old porch and associated debris.

It was noted that the Crown Oak quote made provision for new roof tiles. It was suggested that Crown Oak were asked if the existing tiles could be reused.

159 /0518 It was resolved that members had no preference as each quote was very similar and there was no significant difference in price. It was suggested that the Parish Council accept the VHMC's choice of quote.

Members then discussed the door quotes. MGI stood out as the most suitable quote.

159 /0518 It was resolved that the quote provided by MGI was the preferred choice to be presented to the VHMC.

### **10. Meetings to attend / correspondence**

- Caterham and District Local History Centre AGM and Talk – 5th June 7pm for 7.30pm

Ian Mitchell to attend.

- CAB Oxted and District AGM – Monday 9th July 7.30pm

Althea Davies to attend.

- Tandridge Neighbourhood Watch Coordinator's Event – 6th June 7pm for 7.30pm

Althea Davies to attend

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

-Westminster Briefing – GDPR training - £150.00 + VAT

Althea Davies to attend.

### **12. Matters for Reporting or Inclusion in a Future Agenda**

None

The meeting closed at 8.55 pm



**MINUTES of a Meeting of Tatsfield Parish Council held on the 11th June 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Althea Davies (in the chair)

Mr Ian Mitchell Mrs Helena Garcia-MacLeod

Mrs Kim Jennings

**In Attendance:** Samantha Head (Clerk)

And 4 parishioners.

The meeting commenced at 8.06pm

**1. APOLOGIES**

1602/0618 Mr Mike Sarll, Mrs Nichola Stokoe and Cllr. Martin Allen had sent their 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 previous meeting held on 29th May 2018**

1603/0618 It was resolved that the minutes reflected a true and accurate record of the meeting held on 29th May 2018. They were duly signed by the Chair.

The Vice Chairman asked that the deliberate mistake in agenda item 19d of Minutes from the meeting held on 14th May 2018 be amended. This related to a typo in the NALC National Pay Award for the Clerk's annual pay rise. The figure should read £12.40. This was amended and initialled by the Vice Chairman.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group held on 16th May 2018**

1604/0618 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group held on 16th May 2018.

**5. Public Participation**

- Old Lane – outside the house next door to Sunnybank, a broken washing machine has been fly-tipped.
- Barnfield Road – abandoned cars and yellow container.
- Old Lane – grass cuttings have been dumped in the ditch.
- Preparations for SSEIB judging day. Could the area alongside the AMB be weeded and tidied?
- Village shop – concerns.

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

- i) The Clerk confirmed that the guttering around the Village Hall and AMB had been cleared on 23rd May.
- ii) The Clerk confirmed that the 'big drain' outside the Village Hall was scheduled to be cleared (using jetting apparatus) on Tuesday 12th June. Further to a concern raised about flooding in the AMB part of the car park, the Clerk had noted that the drain was silted up and had asked the drain clearing company to also unblock that drain when visiting site to clear the VH drain. Oxted drains had quoted £120 p/h +VAT for the work and estimated that it would take between 1 and 2 hours to complete. Under the Clerk's delegated powers, she had authorised this work to go ahead.
- iii) The Clerk was continuing to pursue advice on cleaning the block paving around the VH, AMB and car park. She was meeting with a supervisor from TDC on 14th June.
- iv) Russetts – Martin Allen had passed on information that TDC is seeking to undertake service of an enforcement notice at the above site in relation to the unauthorised building works.
- v) Scout Hut Footpath – update – the Clerk was continuing to liaise with the contractor to arrange the TM and a date for works to commence.
- vi) Weed spraying – the Clerk had been in contact with James Longley who had offered his licence holder to undertake the weed spraying around the VH, AMB and car park. The works would take place this week and whilst no exact figure had been quoted, as it was unsure how much weed killing chemical would be used, the cost would be capped at £400.

## **7. PLANNING:**

### **(a) Planning Team for June: Ian Mitchell and Althea Davies**

1605/0618 It was resolved that the planning team for June would be Ian Mitchell and Althea Davies.

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

#### **TA/2018/985 10 Shipfield Close, Tatsfield TN16 2AU**

Demolition of existing front porch. Erection of front porch.

1606/0618 Comment: No objection

#### **TA/2018/ 1106 The Bounds, Westerham Road, Westerham TN16 2EU**

Conversion of existing garage to habitable accommodation. (Certificate of Lawfulness)

The Planning Inspectorate says planning permission is not usually required for such a proposal, providing the work is internal and does not involve enlarging the building. This is the case here; hence the application for a Certificate of Lawfulness. The Inspectorate also says, however, that if the intention were to convert a garage into a separate house (regardless of who will occupy it), then planning permission may be required no matter what work is involved.

Then came a revision of 2013/803 - TA/2013/1757 – which was approved with conditions.

1607/0618 Comment: We wonder how this new application could be approved and still be compatible with Condition 4 of Planning Permission TA/2013/1757:

*4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification) the garage proposed as part of the development hereby permitted shall always be available for the parking of domestic motor vehicles.*

### **(c) Register The Parade as an Asset of Community Value (Under Part 2)**

This item will be discussed under Part 2.

## **8. Finance:**

### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1608/0418 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for June.

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

- Westminster Briefing GDPR training – Althea Davies to attend - £150.00 + VAT
- Westminster Briefing Neighbourhood Planning Policy and Practice session – Nichola Stokoe and Martin Allen to attend - £145.00 + VAT ea.
- Scout Hut Footpath Traffic Management works – week 1 - £750.00 and 2nd week (if needed) £70.00 per additional day
- Cold Water Tank (AMB) – works to rectify issues highlighted in Legionella Risk Assessment - £250.00
- Defibrillator outside VH – replacement battery and pads - £78.48 (inc. VAT and P&P)

1609/0618 It was resolved to approve all items requiring expenditure.

### **(c) Finance Team for June: Ian Mitchell and Althea Davies**

1610/0618 It was resolved that the Finance Team for June would be Ian Mitchell and Althea Davies.

### **(d) Citizens Advice Oxted and District grant request**

It was agreed that this was a worthwhile applicant for a grant. The Clerk confirmed that £250 was granted last year.

1611/0618 It was resolved to award a grant of £250.00 to Citizens Advice Oxted and District. The Clerk was requested to notify CAB of the award.

### **(e) Annual Governance and Accountability Return**

#### **i (i) Approval of Annual Governance Statement for AGAR 2017-18**

1612/0618 It was resolved to approve the Annual Governance Statement for the 2017-18 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and the Vice Chairman.

#### **i (ii) Approval of Annual Accounts and Annual Return, Balance sheets and notes. Sign as required.**

1613/0618 It was resolved to approve the Annual Accounts for the 2017-18 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Vice Chairman.

### **(f) Internal Audit Report**

This item was deferred to the next Finance Committee meeting.

**(g) Consider the appointment of new Internal Auditor 2018-19**

During the recent Internal Audit, the auditor informed the Clerk that he had completed his agreed three-year auditing of TPC accounts. He was due to retire at the end of this financial year and therefore TPC should look to appoint a new Internal Auditor.

1614/0618 It was resolved that the Clerk would provide a shortlist of three potential candidates for Internal Auditor.

**(h) Review of Cambridge Building Society (CBS) Accounts Statements Reconciliation a at 31/03/18**

At the recent audit, the auditor flagged that the annual bank statements for the above two accounts were dated up to 31/12/17. Although no transactions have taken place nor interest been added, the auditor stated that the bank statements should be to 31/03/18. These up-to-date statements were viewed by members at this point of the meeting.

1615/0618 The members reviewed the bank statements for the two CBS accounts and were satisfied that they reflected the correct balance as per the year end finances. The Clerk would append a note to accompany the Internal Auditor's report when it is sent to the External Auditor.

**(i) Neighbourhood Plan Grant Award**

Martin Allen had requested that the Parish Council formalise the offer received from Groundworks regarding the NP grant.

1616/0618 It was resolved to accept and formalise the award on behalf of the Neighbourhood Plan Steering Group. The Clerk would complete this process.

Martin Allen had asked for members' advice on the procedure for processing payments on behalf of the NP Steering Group. The Clerk recommended that similar process to that of the Parish Council and that invoices be forwarded to the Clerk to add onto Appendix B for authorisation at a full council meeting.

1617/0618 Members agreed with the above proposal.

**(j) Approve the addition of Kim Jennings as signatory to the Unity Trust Bank account**

1618/0618 It was resolved to add Kim Jennings as signatory to the Unity Trust Bank account. The Clerk would complete the paperwork and submit to the bank.

**9. Notified Items**

**(a) CCTV**

Feedback from other parish councils who had decided not to proceed with installing CCTV had not yet been obtained. The Clerk presumed that this was due to all parish councils being busy with the year-end accounts and annual returns. The Clerk would chase this up.

It had been confirmed that CIL monies could be used to fund or part fund the installation of CCTV.

The response from parishioners at the APM was mixed. However, it was noted that when the cost per household over the ten-year lifespan of the software and cameras was around £2.80 per household/ per year, more were receptive to the proposal. Additionally, once the demo footage had been viewed, further positive comments were made as the clarity of pictures was considered very good.

All local businesses were, in principle, on board with the scheme and had agreed to host cameras and wireless radio links on their buildings.

Tatsfield Primary School had been approached and were considering the proposal.

Helena Garcia-Macleod was concerned about the cameras being all the time and footage only being pixelated during school hours. She thought it safer to turn the cameras off during school hours.

Ian Mitchell, Helena Garcia MacLeod and Althea Davies were in favour of installing CCTV.

1619/0618 It was resolved to wait for the school to come back with their views/concerns and for the update for the other parish councils before making a final decision.

**(b) Grass Roots Giving Scheme**

Cllr Allen had emailed the Clerk with details of a scheme being run by Skipton Building Society. Donations of £500 were available to community groups. The Clerk had circulated details to the following: TiB, WI, NSY, Scouts, TACG. Martin Allen had already passed the details on to the Composting Group.

**(c) Dog fouling - update**

Complaints received by the Parish Council had been forwarded to Environmental Health. One complaint had resulted in a letter being sent by TDC. The second complaint was being held on file as TDC viewed this as a one-off incident and had decided not to issue a warning letter. The Clerk had since received further complaints regarding the second incident and would be forwarding the details to Environmental Health.

1620/0618 Althea Davies to highlight in next Parish Magazine article that members of the public can report incidents to TDC, along with Flytipping, planning enforcement, etc.

#### **(d) Consultative Committee Meeting – report**

The Clerk had circulated the minutes from this meeting.

Helena Garcia-MacLeod commended Nichola Stokoe and Martin Allen for setting up and continuing this initiative. It had provided useful information and continued to forge good links with the District and County Councils.

**(e) Temporary Trading Consent – update** TDC had contacted the Clerk to advise that although Temporary Trading Consent has been in force since 2013, TDC has not enforced it until now. Anyone holding an event on any ground that is Council owned or private to which 'members of the public have access without payment'. One month and one day's notice is required before the date of the event. 1621/0618 The Clerk was and would continue to inform all groups / organisations this may apply to. It was also queried if this would affect Andrew Bond – the Clerk to ask Martin Allen to check.

#### **(f) Members' Allocation Grant 2018-19**

Cllr David Hodge had initiated a scheme to pass more control to parish councils over allocating funds for Highways work and granting awards to Community Groups.

1622/0618 It was resolved to defer this to the next Finance Committee meeting.

- Grant request TACG to replace broken water pump - £360.00

1623/0618 It was resolved to consider this at the next Finance Committee meeting

- Grant request Composting Group to rebuild 'island' in middle of site and rebuild ramp – £250.00

1624/0618 It was resolved to consider this at the next Finance Committee meeting.

#### **(g) Grass Verge Cutting – TDC request to parish councils**

TDC had emailed the Parish Council to request an agreement in principle to pay towards grass cutting from 2019-20 on.

It was felt that further information was needed before this could be fully considered, but in principle members did not wish to contribute, but would rather organise and self-fund grass cutting in the parish.

1625/0618 The Clerk was requested to notify TDC of the Parish Council's decision.

#### **(h) TiB request for sponsorship boards on Tatol bed**

This is for retrospective ratification. Ibbett Mosely provides £750 annually by way of sponsorship. TiB asked Parish Council permission to have A4 boards on either side of the Tatol bed and one on the bed by the Bakery.

1626/0618 It was resolved to grant TiB permission for these boards to be placed by the Tatol and Bakery beds.

#### **(i) Tandridge Neighbourhood Watch Coordinators' Event – report**

Althea Davies attended the event and provided the following report:

I attended the Neighbourhood Watch Coordinators meeting in Woldingham last night. It was attended by 50 or so NW Coordinators across Tandridge. No one else from Tatsfield was there despite apparently our NW schemes being invited. I know of 3 schemes RHR, Maesmaur and Old Lane and I will follow up with them to see if they did actually receive an invite. The purpose of NW is for communities to work with police to reduce crime. Tandridge has the most advanced NW scheme in Surrey. They are really trying to be active with vulnerable neighbours and their objective for this year is to encourage schemes to identify those people and support them in the community. Recent activities are to increase membership, bike marking and to replace NW street signs as faded ones show a lack of interest. Using articles in Parish Magazines to raise profile. GDPR was discussed and NW schemes are exempt for all members prior to May. Only need to get authority for new members joining now. Members of watches do not need to get permission as it is viewed as a friendship group to exchange info. The main thing is that any information is used and shared correctly. Recent exercise of reaching out to PC's raised £1300 from 13 councils. I was made aware of a password scheme for utility companies that callers use when attending your home. The other mantra was "do not ever buy from or engage with cold callers". If you don't you will not be a victim of fraud.

Althea Davies queried whether the Parish Council could do more to engage with the Neighbourhood Watch schemes.

The Clerk suggested asking the RHR coordinator if he would act as the lead for a Tatsfield hub to encourage and support new schemes/ coordinators. Althea Davies to follow up.

#### **(j) PTA request for permission to display school fete advertising signs**

Retrospective ratification – The PTA asked for permission to display boards advertising the summer fete on Tatsfield Green. Agreement had been given via email due to the time constraints.

1627/0618 It was resolved to grant permission for the advertising boards.

**(k) Little Acorns – Grant request (Under Part 2)**

This item would be discussed under Part 2.

**(l) Old Lane: ditch clearance**

Two quotes had been sourced but the third provider was unable to quote as his tractor was not wide enough to span the width of the ditch. The Clerk advised that three quotes were required.

1628/0618 It was resolved to engage Phil friend to clear the ditch. The Clerk to ask Mike Sarll to arrange.

**: meeting with Old Lane Residents' Committee**

Althea Davies confirmed that this had not yet taken place.

**10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

No report

**b) District Councillor**

No report

**c) Tatsfield in Bloom**

SSEIB judging day – 5th July. There are five other large villages competing. The judges will be visiting Limpsfield in the morning and Tatsfield in the afternoon.

Baskets and mangers are looking very beautiful.

The planting of the Tatol bed has received mixed views – willow butterflies and dragonflies have been added to create interest. Attempts will be made to demarcate the Tatol bed from the green.

**d) Tatsfield Fairtrade Group**

Nothing to report as there is no meeting until October. Will be at the Scout fete in July.

**e) Horticultural Society**

The garden visits were very successful. One garden was visited by 150+ people. Lots of charitable donations were made. Thanks were offered to Bob David and THS for organising this annual event.

**f) Village Hall Management Committee**

The VHMC queried whether the guttering around the VH had been cleared. The Clerk confirmed that this had been done on 23rd May.

The drain was scheduled to be cleared on 12th June.

The porches and door would be discussed under item 11a.

**g) Airport**

Ian Mitchell and Martin Allen had visited the management at Biggin Hill Airport. Monitoring was being carried out correctly and fines were being issued. This was very reassuring. Overflying offences were still being committed but this was not related to any aircraft originating from or heading to Biggin Hill airport.

**h) Speedwatch**

A couple of sessions had been undertaken since the last Parish Council meeting. A dozen or so people had been caught speeding each time and their details had been passed to the police. Further sessions were in the pipeline.

**i) Neighbourhood Plan**

No formal report received from the NP Chairman.

Althea Davies noted that there has been continuing discussion around whether to wait for the results of the HNS before issuing a call for sites. Some members of the NP Steering Group are for this course of action, others believe that there is little point in issuing the call for sites until the potential demand for housing is known.

The Clerk referenced that Nichola Stokoe had requested that the Parish Council consider revisiting the decision not to have a member as a topic lead. The Housing Group has been without a group leader for a

while now and it was felt that this important area should have someone leading the group through the important stages coming up. The progress of the group was in danger of stagnating.

#### **j) GDPR**

Althea Davies would be attending the Westminster Briefing session on 12th June.

The Clerk had circulated the draft email notice.

1629/0618 It was resolved to accept the email notice proposed by the Clerk. The Clerk to send out.

The Clerk confirmed that during the Internal Audit she had detailed the steps the Parish Council had taken to

conforming to the new GDPR regulations.

#### **11. Parish Council Land/Property**

##### **a) Village Hall**

- Porches/ doors

The confirmed offer from the VHM for a contribution towards the new porch and door was £1,000.

The VHM noted that it was the Parish Council's building and therefore their responsibility for the upkeep of the exterior.

Ian Mitchell noted that whilst the Parish Council did have a responsibility to replace or repair the door, if the VHM wanted something higher spec or different to a like for like replacement, then a bigger contribution would need to be made.

The VHM members present confirmed that the PC selection for the door (MGI) was also their preferred choice. There was no particular preference for a porch company – timescales were being sought and the decision may come down to the firm who would be able to carry out the work during the summer. Additionally, the two firms who proposed reusing the roof tiles were being asked to confirm that it was possible and, if not, amend the quotes to reflect the cost of new tiles.

The VHM were asked what their income is used for. Answer: utilities, contingency fund for repairs (£350 a month set aside). No big profit is made and an additional money is being set aside for a new boiler, soft furnishings, etc

1630/0618 It was resolved to pass this up to the next Finance Committee meeting for further discussion.

##### **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

##### **c) Westmore Green**

- Pond survey

Ian Mitchell commented that this was an excellent survey and the author should be commended.

The survey supported the idea of runoff water from the Village Club roof being used to top up the pond. Ian Mitchell suggested that the possibility of storing excess water be investigated.

Members of the public expressed an interest in having a copy of the report. The Clerk was requested to ask the report author if it would be possible to publicly circulate the report.

The Clerk highlighted the invasive plant species – New Zealand Swampcress – which had been found. The pond expert had strongly recommended that this be removed as soon as possible. It was felt this and thinning the plant life further may be too much to ask of the volunteers. Perhaps a professional removal and thinning would be best and then ask the volunteers to continue to maintain the pond.

1631/0618 It was resolved to seek further quotes for the runoff water proposal.

1632/0618 It was resolved to seek quotes from a professional pond clearing company to clear out the New Zealand Swampcress and thin some of the plant life.

##### **d) AMB**

- Building Works quotes

Kim Jennings provided the following update:

She and Mike Sarll would be meeting this week to create their own spec for the work and then meet with three building to obtain quotes.

#### **12. Meetings to attend/ correspondence**

- TDC Local Committee meeting – 22nd June at 10.15 am Council Offices

- Surrey Hills Society Book to mark the 60th anniversary of the Surrey Hills Area of Outstanding Natural Beauty –

the Clerk circulated a copy to each Councillor.

- Invitations to Chairman and Clerk to Surrey Hills reception to celebrate the 60th Anniversary of the Surrey Hills Area of Outstanding Natural Beauty
- Citizens Advice Oxted and District AGM – 9th July 7.30pm – Althea Davies to attend

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

None

**14. Matters for reporting or Inclusion in a Future Agenda**

Old Lane – flytipping

Barnfield Road – abandoned cars

TiB request to tidy / weed bed at side of AMB

Final public participation:

- Little Acorns very pleased with revamped outside space.

The meeting closed at 10.22pm

At the Parish Council Supplementary Meeting held on 25th June 2018, members resolved by unanimous vote to make the following amendments to the minutes of the meeting held on 11th June 2018:

- Members agreed to insert quotation marks around the word 'deliberate' in second para draft minute 3.
- Members agreed to correct draft minute 10g to 'overflying offences were still being committed but at least two recent incidents were not connected to Biggin Hill flights.'
- Members agreed to add to draft minute 11 a 3rd para 'being sought by the VHMC

**MINUTES of a Meeting of Tatsfield Parish Council held on the 25th June 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Helena Garcia-MacLeod Mrs Althea Davies Mrs Kim Jennings Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.02pm

**1. Apologies**

1636/0618 Mr Ian Mitchell 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 previous meeting held on 11th June 2018**

1637/0618 It was resolved to defer signing the minutes of the meeting held on 11th June 2018.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**5. Planning**

**a) To determine the Parish Council's position on Appendix A(2):**

**TA/2018/1156 Trevena, Chestnut Avenue, Westerham TN16 2EJ**

Erection of attached garage to front elevation. Changes of materials on front elevation from brick to render. Members discussed the planning history for this property and the potential use of the existing garage once the proposed new garage had been built as this was not shown on the plans nor mentioned in the application.

1638/0618 Comment: No objection. However, the Parish Council is interested to know what the existing garage will be used for.

**TA/2018/985 10 Shipfield Close, Tatsfield TN16 2AU**

Demolition of existing front porch. Erection of front porch (Amended Plans).

Members noted that there was no material change to the previous plans on this application.

1639/0618 Comment: No objection

1640/0618 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**6. Notified Items**

**a) Scout Fete – assign roles**

The Chairman had asked by email prior to the meeting who would be available to man the stall being shared by the PC, Neighbourhood Plan Steering Group and Tatsfield Fairtrade group

1641/0618 It was resolved that Mike Sarll would man the stall between 1pm and 2pm, Nichola Stokoe would man the stall between 2pm and 3pm and Helena Garcia-MacLeod would man the stall between 3pm and 4pm.

**7. Parish Council Land/Property**

**a) Village Hall**

- Porches / doors

The Clerk had circulated an update regarding the porches. Crown Oak had increased the quote from £6,048 (incl. VAT) to £6,900 (incl. VAT). Denis Reeves had, at the time of the meeting, been approached to verify the quote and check availability but not responded. James Blunt had confirmed that the quoted price stood and he had availability to undertake the work in the period during the summer holidays, as specified by the VHMC.

1642/0618 It was resolved to accept the quote from James Blunt. The Clerk was requested to book this work.

1643/0618 The Clerk was requested to liaise with Carol Jordan – VHMC Secretary – to arrange booking the door company (MGI).

**8. Meetings to attend / correspondence**

- SCC Leader Vision for Surrey by 2030 session – 13th July 9.30am District Council Offices – Kim Jennings to attend

- Little Acorns meeting – Tuesday 26th June 6pm or 8pm (tbc) – Althea Davies and Helena Garcia-MacLeod to attend

- Parish Assembly Meeting – Wednesday 27th June 6.30pm District Council Offices – Clerk to attend



- CAB Oxted and District- request for PC representative 2018-19 – Agreed Althea Davies

**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**

Pond

AMB refurbishment

**The meeting closed at 9.17 pm**

**MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 18<sup>th</sup> June 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:**

Mr Ian Mitchell (in the chair)

Mr Mike Sarll Mrs Nichola Stokoe Mrs Althea Davies

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.02 p.m.

**APOLOGIES**

None

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

None

**Approve and sign the MINUTES of the previous meeting held on 4<sup>th</sup> December 2017**

023F/0618 It was resolved that the minutes reflected a true and accurate record of the meeting held on 4th December 2017. They were duly signed by the Chair.

**Review Asset Register**

The Clerk reported that she had added the member check as requested by the Auditor at the mid-year internal audit. She suggested that the Chair of the Finance Committee be responsible for checking and signing the Asset register on an annual basis.

024F/0618 It was resolved that the Chair of the Finance Committee check and sign the Asset Register annually.

Members checked the details and raised a few queries regarding purchase values for some items.

025F/0618 It was agreed that the Clerk would make the suggested amendments and the register would be signed by the Committee Chair.

**Review of Financial Risk Management**

Mike Sarll noted that the Allotments was no longer managed by THS but by TACG

026F/0618 It was resolved that the Clerk would change the Financial Risk Management to reflect the above change. The document would then be passed up to full council for review and adoption at the July main meeting to be held on 9<sup>th</sup> July.

**Review of Internal Audit Report**

The clerk had circulated the Internal Audit Report ahead of the meeting. It was noted that all recommendations made previously by the Internal Auditor had been actioned save for the recommendation to discontinue the use of the spreadsheet for Appendix B (Finance) and instead use RBS Rialtas software (accounting system).

027F/0618 It was accepted that there were risks with the current use of the spreadsheet but the Finance Committee accepted those risks and would continue to use this method for reporting the Parish Council's finances at monthly meetings as it was the Council's preferred method of accounting.

**1. Members' Allocation Grant 2018-19**

**This was discussed.**

**028F/0618 It was agreed to aim to use the full amounts being offered by SCC by 31<sup>st</sup> December 2018, with the Parish Council funding half of each grant request (subject to the request fulfilling the criteria set out by SCC).**

**2. Grant request:**

- TACG - to replace broken water pump - £360.00

029F/0618 It was resolved to grant this request and use the Members' Allocation Grant from SCC for 50% of the amount.

- Composting Group – to rebuild 'island' in middle of site and rebuild ramp - £250.00

030F/0618 It was resolved to grant this request and use the Members' Allocation Grant from SCC for 50% of the amount.

- Little Acorns grant request

The Chairman proposed to discuss this item under Part 2.

### **3. Village Hall porches and door**

Nichola Stokoe reported that after further discussion with the VHMC, it had agreed to contribute £3,450.00 towards the cost of the new door.

031F/0618 It was resolved that the Parish Council would pay up to £5,500 for a new porch. The Clerk would liaise with Carol Jordan and Jonnie Panther to ascertain the VHMC's preferred choice for porch company.

### **4. Review of Banking Arrangements – Savings accounts**

- Agree best option for remaining savings monies

032F/0618 It was resolved that the:

HSBC Deposit account would be used to hold the car park monies given by SCC

HSBC Current account would be used for the NP Grant monies

NatWest account would be closed and funds transferred

Cambridge Building Society accounts (x2) would be closed and funds transferred

033F/0618 It was resolved that the remaining savings monies would be deposited into a new savings account to be opened with Nationwide Building Society (1-year business saver account – 0.9%).

### **5. Items for Discussion or Referral to Future Agenda**

None

### **6. Set date for next meeting**

The next meeting of the Finance Committee would be held in September 2018 (date and time tbc).

The meeting closed at 9.24p.m.

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9th July 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Ian Mitchell (in the chair)

Mr Mike Sarll Mrs Helena Garcia-MacLeod Mrs Kim Jennings

Mrs Althea Davies (in the chair from 9.02pm)

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 5 parishioners.

The meeting commenced at 8.02pm

The Clerk announced that the Chairman and Vice- Chairman were not present. Mike Sarll proposed that Ian Mitchell chair the meeting. This was seconded by Kim Jennings. Members unanimously agreed this.

1644/0718 It was resolved that Ian Mitchell would chair the meeting

**1. APOLOGIES**

1645/0718 Mrs Nichola Stokoe had sent her apologies. Althea Davies had sent her apologies and said she would be late as she was attending the Oxted and District CAB AGM. 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 a previous meeting held on 11th June 2018**

Amendments were requested and the following were all approved by members:

1646/0718 Members resolved to insert quotations marks around the word "deliberate" in the second paragraph of draft minute 3.

1647/0718 Members resolved to correct draft minute 10g to "overflying offences were still being committed but at least two recent incidents were not connected to Biggin hill flights".

1648/0718 Members resolved to add to draft minute 11a, third paragraph "being sought by the VHMC".

Members requested the following amendments to the Part 2 minutes:

1649/0718 Members resolved to amend draft minute 7c paragraph 2 – to remove Kim Jennings and amend to 'all present'.

1650/0718 Members resolved to remove the words 'suggested that' and amend to 'it was asked whether'.

1651/0718 Members resolved to amend draft minute 9k paragraph 7 to Kim Jennings noted that LA provided an alternative childcare option and then remove 'for less well-off families'.

1652/0718 Members resolved to remove paragraph 8 from draft minutes 9k.

1653/0718 Further to the agreed amendments, it was resolved that the minutes reflected a true and accurate record of the meeting held on 11th June 2018. They were duly signed by the Chair.

**4. Approve and sign the MINUTES of the previous meeting held on 25th June 2018**

1654/0718 It was resolved that the minutes reflected a true and accurate record of the meeting held on 25th June 2018.

**5. Receive and Accept the Minutes of the Finance Committee meeting held on 18th June 2018**

1655/0718 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 18th June 2018.

**6. Public Participation**

- Appendix B query – what is the Roseheath Foundation donation? – It was the donation for the redressing of the footpath across Tatsfield Green.

- Pond – behaviour following the football match on Wednesday evening. Lots of vegetation trampled and wicker insects damaged / broken.

- Fly tipping on RHR.

- Sunnysdene – building works – no permission or request for permission?

- Why is Little Acorns currently being dealt with under Part 2?

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

i i) The Clerk confirmed that the gateways on Approach Road were installed on Wednesday 4th July. The Clerk said that thanks so go to Nick Knox and his team for getting this done before SSEIB judging day.

ii ii) Scout Hut path – the Clerk noted that the TM licence had eventually been approved and work had started on 9th July. It was anticipated that this would be finished by the end of the week, provided that the weather holds.

iii iii) The Clerk had arranged for the War Memorial and Silent Soldier would be cleaned once a month by Derek Rose.

iv iv) The Clerk thanked James Longley and Max for fitting in the last-minute weed spraying and weeding of the flower bed at the side of the AMB before SSEIB judging day.

**8. PLANNING:**

**(a) Planning Team for July and August: Nichola Stokoe and Mike Sarll**

1656/0718 It was resolved that the planning team for July and August would be Nichola Stokoe and Mike Sarll

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

**TA/2018/985 10 Shipfield Close, Tatsfield TN16 2AU**

Demolition of existing front porch. Erection of front porch. (Amended Plans).

Retrospective ratification.

It was agreed that there was no material change to the original plans.

1657/0718 Comment: No objection

**(c) TDC Draft Local Plan**

Ian Mitchell summarised that, having read the draft plan, there were two policies which directly affected Tatsfield: rural settlement and RES (Rural Exception Sites). It was suggested that this item be deferred until the supplementary meeting to give members time to read the plan in full.

Cllr Martin Allen noted that there was a meeting on 17th July at which he would be able to make representations on behalf of Tatsfield. He proposed the following:

a. I would like mention made of the Tatsfield Neighbourhood Plan in that it has repeatedly asked of the Officers to allow for the possibility that the green Belt / Defined Village Boundary be moved to allow for a commensurate number of houses, and not specifically, affordable houses as allowed by the Very Special Circumstances and exceptional circumstances clauses.

b. There is no doubt a need for these types of houses but some members of the Neighbourhood Plan Steering Group believe, as do Surrey Community Action and AECOM, that there is also a need for a wider range of houses for the village to keep it vibrant, thriving and economically successful and a Parish where the future generations can remain rather than having to move out. The initial views of the public at the NP public presentation favour the building of houses, obviously with certain restrictions.

The survey will have been sent to Cllrs Jecks and Duck of the Planning Policy Committee. Sarah Thompson, Emma Saines and Nicola Walters (relevant to the Tatsfield NP process), the Local Plan manager and the Strategic Director of Place.

The numbers and types of housing are yet to be determined through the NP.

Cllr Allen noted that he had been unable to locate The Redland Tile site on Westerham Road in Moorhouse in the parish of Tatsfield.

Cllr Allen was questioned on what grounds he was making the above representations. Ian Mitchell clarified that

AECOM had calculated a figure of 167 through looking at available data, but not by asking the residents of Tatsfield

what their needs were. Was it not premature to quote any figures as these cannot be quantified until the survey is sent

out to all parishioners. There is an identified need for maybe a dozen or so affordable homes, in a similar vein to the

previous developments but there is no concrete evidence aside from this affordable housing need. The very point of the

NP is to consult with parishioners.

Cllr Allen countered that the evidence was in the AECOM survey, the NP Steering Group minutes, and comments from

the public (both verbal and written) who attended the parish consultations. The deadline for his comments was 5pm on

Tuesday 17th July.

1658/0718 It was resolved to call an extraordinary meeting to be held on Monday 16th July at 8pm.

**(d) London Borough of Bromley – Draft Local plan Main Modifications Consultation**

It was agreed by members to defer this item until the July supplementary meeting as the closing date for comment was not until 10th August 2018.

**9. Finance:**

**(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1659/0718 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for July.

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

- Salt spreader - £99.99 (ex VAT)
- Block paving cleaning – powered weeds sweeper hire - tbc
- James Longley – Weed spraying of areas around VH, AMB and car park - tbc
- James Longley – AMB flower bed - £80.00
- Deposit for VH porch – James Blunt- tbc
- Tree survey required works (6-month and 1-year works) – tbc
- New Councillor training – Kim Jennings – Councillor Briefing and Awareness Update 4th September 2018 - £60.00 (ex VAT)
- Calibration for Legionella Monitoring equipment - £105 + estimated return of carriage - £6.85

1660/0718 It was resolved to approve expenditure for the salt spreader and new councillor training. The Clerk confirmed that the weed spraying work had cost £200.00 but the AMB flowerbed weeding had come in slightly more expensive, as it was more work than originally thought, at £170.00.

1661/0718 It was resolved to approve both of the above.

1662/0718 It was resolved to approve the deposit for the porch up to £1500.00.

1663/0718 The Clerk had negotiated a 5% discount and confirmed the cost for the tree works at £2861.40 + VAT £572.28. It was resolved to accept this quote.

The return carriage for the calibration of the Legionella Monitoring equipment was £10.40 not the estimated £6.85.

1664/0718 It was resolved to accept the cost of the calibration of the equipment.

The Clerk noted that she had so far been unable to locate suitable venues to hire the powered weed sweeper from and this item was deferred.

**(c) Finance Team for July and August: Nichola Stokoe and Mike Sarll**

1665/0718 It was resolved that the Finance Team for July and August would be Nichola Stokoe and Mike Sarll.

**(d) Little Acorns – Grant request**

This item will be discussed under Part 2.

**(e) Tatsfield new Explorers Unit – grant request - £200.00**

A new Explorers Unit would be starting in September. A request had been made for a grant of £200.00 to purchase uniform scarves.

1666/0718 It was resolved to award the new Explorers Unit a grant of £200.00 for the purchase of uniform scarves.

**(f) Financial Risk Management review**

1667/0718 The Parish Council carried out an annual review of its financial risk management policies and processes.

Althea Davies arrived at 9.02pm. Ian Mitchell stepped down from chairing the meeting and Althea Davies continued the meeting in the chair.

**(g) Savings Account Review**

Following the resolution at the Finance Committee meeting held on 18th June 2018 to open a savings account with Nationwide BS with an interest rate of 0.9% (now revised down to 0.75%), it appears that after further investigation into the T&Cs, this account would not suit the Parish Council's needs. Once funds have been deposited, no further deposits or withdrawals can be made during the first year of the account being open without forfeiting any interest accrued. When setting this year's budget, the Parish Council agreed to spend a substantial amount of reserves this year and would, therefore, need access throughout the year to these funds.

In light of the above, the RFO recommended the following:

- To overturn the resolution 032F/0618 to use the HSBC Deposit account to hold the car park monies given by SCC.
- To open the Nationwide Business Saver account (0.75%) and deposit the car park monies from SCC.
- To overturn the resolution 033F/0618 to deposit the remaining savings monies into a new savings account to be opened with Nationwide BS.
- To open an easy access savings account with Unity Trust Bank for the remaining savings monies.

1668/0718 It was resolved to accept the RFO's recommendations. The Clerk was requested to make the above arrangements.

**(h) Appoint new Internal Auditor for 2018-19**

This item was deferred until the next meeting.

**(i) Agree process of payments for August**

There are several regular monthly payments which will need to be paid in August. The Clerk proposed setting up an Appendix B of these regular payments and circulating to members before the finance team for August authorised the payments. These payments would be ratified in September.

1669/0718 Members resolved to accept the proposal.

**(j) Clerk working at home allowance**

The Clerk had calculated a figure of £41.38 a month following the guidelines laid out by SSALC and HMRC. 1670/0718 It was resolved to accept this figure subject to review when the new 'office' had been built.

**(k) Clerk pension scheme**

The Clerk was still waiting to hear back regarding one scheme for the shortlist of three. This item was deferred until the next meeting.

**10. Notified Items**

**(a) CCTV – update**

Mark Howells – Crime Prevention advisor for Tandridge police had indicated he would not be able to attend an evening meeting but would still be happy to discuss the installation of CCTV.

1671/0718 The Clerk was requested to follow up with some dates.

**(b) Dog fouling - update**

The Clerk had forwarded evidence regarding the second offender to TDC Environmental Health. The second offender had now been sent a letter.

**(c) Parish Assembly - 27th June – report**

The Clerk had circulated her report of this meeting. The Clerk noted that subsequent to the Parish Council's decision not to contribute to the verge cutting, new options were being considered by TDC and the CEO would be writing to Parish Council clerks with further proposals/ requests.

**(d) Tandridge Neighbourhood Watch Coordinators' Event - update**

Althea Davies had circulated by email an update received following her attendance at this event.

The three main objectives of the Tandridge NW were to: increase membership of the Tandridge NW, work with Surrey Police to help reduce crime, raise awareness of NW.

**(e) Old Lane: ditch clearance**

: meeting with Old Lane Residents' Committee

Mike Sarll confirmed that Phil Friend and Ruth Yeeles (OLRC) had been arranging a date for the ditch clearance. This would probably happen in 2/3 weeks' time.

Althea Davies confirmed that no meeting had taken place as not all parties had been available.

1672/0718 Althea Davies to revisit arrangements for the meeting between the PC and OLRC.

**(f) Emergency Plan**

The Clerk noted that Jon Allbutt had kindly offered to prepare a draft of the Emergency Plan for consideration at the September meeting.

**(g) Japanese Knotweed**

Jon Allbutt has agreed to treat the two patches in Millennium Wood. He would charge for the herbicide but would administer the treatment free of charge. He would also produce an article and homeowners' advice notice for the Parish Magazine.

**(h) Parish Council CIL survey**

This had been completed by Nichola Stokoe on behalf of the Parish Council.

**(i) Proposed Parking Restrictions** ○ Double Yellow Lines (DYL) – no waiting at any time – at the junction of Crossways / Westmore and Paynesfield/ Johns Road/ Crossways.

○ DYL in Paynesfield Road around the Shipfoeld Close junction.

○ DYL around the old bus stop to improve visibility and in front of two pedestrian crossing points near the shop and school.

○ DYL around the Bakery (Westmore / Paynesfield)

○ would they speed up traffic as sight lines would be improved?

○ concerns were raised over loss of parking which may affect the shop and other businesses

○ who would police this?

David Curl – SCC – had visited the village centre and proposed the following:

The following concerns were raised:

It was agreed that the priority was road safety. Parking in the areas outlined in David Curl's report and on his map did reduce visibility and there was an issue with construction vehicles not being able to turn out of Crossways onto Westmore without mounting the kerb due to parked cars. It was suggested that perhaps the yellow lines did not need to extend as far back as per the proposal.

1673/0718 It was resolved to arrange a meeting with David Curl from SCC.

Cllr Allen said he had responded positively to all the proposals.

- **(j) CAB Oxted and District – PC representative appointment**

1674/0718 It was resolved that Althea Davies would be the PC representative.

- **(k) Barnfield Road – abandoned cars and fly tipping**

TDC had had a change of personnel since this was raised last year. However, it appeared that due to the status of the road, very little could be done.

1675/0718 It was resolved that a response to the query raised would be to provide a summary of the steps already taken and conclude that unfortunately due to the road status, there was not a mechanism to remove the cars.

- **(l) The Parade – update on meeting with new owners**

Kim Jennings, Helena Garcia-McLeod, Althea Davies and Nichola Stokoe met recently with the new owners. They were given a tour of the works in progress in the shop and new flats. It was agreed that the flats were beautiful. The main wall between the two shops was ready to be knocked down. There had been several enquiries regarding parties interested in running the shop and a meeting was imminent. It was confirmed that the new owners did wish to keep the village shop and they would keep everyone updated on this.

A question was raised about the Post Office. It was confirmed that there was space in the new shop for a post office but it would be up to whoever takes on the lease to apply for the correct licences / permissions to run it.

- **(m) Affordable Housing – update (Under Part 2)**

This item would be discussed under Part 2.

- **(n) Parishioner request for net for tennis court at the MUGA**

A parishioner had made a request to put a tennis net on the tennis court at the MUGA. Members discussed how there was a net in storage but it was uncertain about the state of the net and where the key to the storage box was. It was also noted that the net would need to be taken down after each use. Members agreed to look into the location and state of the net.

1676/0718 The Clerk was requested to respond to the parishioner to say members were making further enquiries and would update further in due course.

## **11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

- **a) County Councillor**

No report

**b) District Councillor** ○ The yellow line proposal from SCC had already been discussed at the Consultative Committee Meeting with DH.

- Following Sam Gyimah's visit in June, there had been some nice photographs in the TN16 magazine.
- Cllr Allen had attended a recent Biggin Hill Councillors' meeting and subsequently invited the councillors to Tatsfield in September.
- Crossways Court – a good job had been done with the new parking although it was puzzling why cars were still parking on the road when spaces in the car park were available.
- The first TDC meeting to be televised last week.
- Furze Corner update – this appears to be resolved. The bar manager has been given notice and Cllr Allen believes that the licence will be surrendered. At the moment the FCPFA is looking to buy Furze Corner. The value needs to be assessed first and TDC needs to confirm a willingness to sell.
- Due to being on holiday, Cllr Allen missed the pre-application meeting for Moorhouse Tileworks. However, TDC Local Plan will accept the site for development.



- **c) Tatsfield in Bloom**

SSEIB judging day – 5th July. The village looked immaculate for judging day which appeared to go very well. Results were due mid-September. Cllr Allen had sent his thanks to TDC for all the extra services performed.

- d) Tatsfield Fairtrade Group

The Fairtrade group would be providing teas at the church on Sunday 22nd July. The group made lots of sales at the recent Scout fete.

- e) Horticultural Society

The garden visits were very successful thanks to Bob David. One garden was visited by 150+ people. Lots of charitable donations were made.

THS was planning a visit to Tilgate on Wednesday 11th July but this had been cancelled due to the football. The Autumn Show would be held on 8th September.

- **f) Village Hall Management Committee**

The porch work had been booked in. Jonnie Panther was arranging for the door installation.

- **g) Airport**

A meeting was scheduled for two weeks' time.

- **h) Speedwatch**

No report.

- **i) Neighbourhood Plan**

The findings of the AECOM survey were due to be discussed on 12th July at a Housing Group meeting as a response was needed by 19th July. Martin Allen would ask Nichola Stokoe to advertise this on Tatsfield Talk.

The next full NP Steering Group meeting will be held on 25th July. The Clerk would be attending to take minutes and update finance and accounting now that the grant has been received. At the meeting on 25th July, the survey and Survey Monkey would be finalised. Martin Allen was trying to arrange the next meeting with TDC. Martin Allen had also arranged the Community Facilities meetings in the absence of a group leader. Lastly, Martin Allen thanked Ian Mitchell and the Clerk for dealing with aspects of the NP during his absence.

- **j) GDPR**

- report from GDPR meetings.

No report from meetings between Althea Davies, Kim Jennings and Jill Hancock.

Althea Davies reported that she attended a training day in London. She has circulated a report. There are actions she has taken from that meeting which she will deal with over the summer.

- email footer wording approval

The Clerk had suggested the following to be shown at the foot of PC emails:

*Protecting your data*

*We know how important keeping your personal data secure and safe is. It is very important to us too. We only collect and keep personal information about you so that we can provide the services you need, to help us keep details about those services and our contact with you. We will only share your personal data to help us provide services.*

1677/0718 It was resolved to add this message to the foot of all PC emails.

- update on elector email opt-in

The Clerk noted that approximately 30% of those emailed had responded. She suggested reissuing the email

to non-respondents with a request to reply confirming opt-in within 2 weeks otherwise their email would be removed from the contact list.

1678/0718 It was agreed that the Clerk should action the above.

## **12. Parish Council Land/Property**

- **a) Village Hall**

- - Porches/ doors

There had been some miscommunication regarding James Blunt's proposed start date for the porch works. The date offered of w/c 6th August was subject the manufacturer being able to supply the porch in that timeframe. The original manufacturer was unable to meet this deadline and in fact would not be able to deliver the porch until September. An alternative manufacturer has been found and can deliver the porch on 8th August. The product would be exactly the same as the original spec. Unfortunately, it would cost £500 more (ex VAT).

1679/0718 It was agreed to accept the revised cost from the replacement manufacturer. The Clerk was requested to book this.

- Parking

A letter had been received from the Chairman of the VHMC stating that cars owned by Bassetts residents appeared to be parked regularly (and particularly) overnight in the VH / AMB car park.

It was agreed that the car park was only for use by those visiting / using the AMB / VH and the school. It was suggested signs should be erected x2. X1 to state the car park was for users of VH, AMB and the School only and x1 to say 'No overnight parking'. Permission may need to be sought from SCC before placing signs in the school section of the car

1680/0718 The Clerk was requested to arrange mock up of signs for approval.

- **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- **c) Westmore Green**

- - Pond

- - Runoff water from the Village Club – this item was deferred until the next meeting.

- - Pond Survey Report summary

The Clerk had circulated the report summary from the expert. It was agreed that this was a good summary of the report. A copy had been forwarded to the Parish Magazine editors for inclusion in the July / August edition.

1681/0718 It was agreed to put a copy on the PC and Village websites to coincide with the publication of the Parish Magazine.

Nicholas Stokoe would be asked to put a link on Tatsfield Talk.

- **d) AMB**

- - Building Works quotes

Mike Sarll provided the following update:

Mike Sarll had met with Lee McDermott who is happy to prepare a plan of how the interior is currently laid out. The new layout can then be overlaid. The drawing will show the location of all electrical outlets, lighting, CCTV wiring and alarm system. He is sure TDC will have a copy in their archives. Matt Ling asked if we would need the ceiling skimming to match throughout. They both agreed that a proper plan with detailed specifications would be required to obtain three competitive quotations. He prefers to manage the whole project using his preferred electricians, kitchen fitters etc. He works with Howdens in Biggin Hill who have a wide range of kitchens. He asked if there would be any issues with access during the school day; he will need to place a skip and asked if access could be had using the Village hall entrance (bollards to be dropped). There will be disruption to the tenants. Lee will charge £500.00 subject to us obtaining copies of the original building plans.

The Clerk confirmed that she had requested a copy of the plans from TDC.

1682/0718 It was agreed to proceed with the drawing up of the plan at a cost of £500.

### **13. Meetings to attend/ correspondence**

-Affordable Housing Correspondence – An email had been received from Mike Pendleton in response to previous enquiries regarding the Parish Council's plans for affordable housing.

*Given the increasing amounts of anti social behaviour we are seeing - especially around Crossways flats - from the social housing group - this is something I will follow with interest to see how the Parish Council decide to tackle things.*

People along Crossways and adjoining roads are already looking to sell up and move away because of *the social challenges that have been introduced to the village and the problems around parking - which the councils means of tackling (an extra space!) have been somewhat underwhelming.* The regular police presence in the flats and noise from domestic disputes is also causing considerable concerns. If the parish council determine they are going to progress with the social housing I would be grateful if you could let me know.

It was agreed that the Clerk would send the following response: Thank you for your email. I can confirm that I have forwarded your comments to the Parish Council.

- Concerns regarding Ash Tree (Hayes Pasture), opposite Kingswood

Ian Mitchell suggested having another survey carried out on this tree. The other members, however, agreed

that a tree survey had been carried out earlier in the year and this was sufficient.

- VHMC – thanks

Carol Jordan had asked that Jonnie Panther and the Clerk be thanked for their hard work in getting the VH porch installation arranged.

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

None

**15. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 10.42pm

**MINUTES of an Extraordinary Meeting of Tatsfield Parish Council held on the 16th July 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Althea Davies Mrs Kim Jennings Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 2 parishioners.

The meeting commenced at 8.02pm

**1. Apologies**

None

**2. Declarations of Interest\* (relating to items on the agenda)**

None

**3. Approve and sign the MINUTES of the previous meeting held on 9th July 2018**

1684/0718 It was resolved that the minutes reflected a true and accurate record of the meeting held on 9th July 2018. They were duly signed by the Chair.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**5. Planning**

**a) Tandridge District Council – Draft Local Plan**

The Chairman proposed that Ian Mitchell lead the discussion as he had been in the Chair at the meeting on 9th July which led to this extraordinary meeting being called.

Ian Mitchell began by stating that the trigger for this meeting was the TDC Planning Policy Committee meeting on 3rd July 2018 (which was viewable on the Internet). District Councillor Martin Allen said at that meeting "...I am disappointed with the Local Plan because I haven't been able to persuade the officers to let us build some houses in Tatsfield, so I will continue to pursue that ..."

This was raised at the last Parish Council meeting (9th July) when it became clear that the Parish Council was out of step with Cllr Allen's views. Neither the Parish Council, the Neighbourhood Plan Steering Group nor the Neighbourhood Plan Housing Topic Group had reached a settlement on what was required regarding housing in Tatsfield. There is a deadline for 5pm on 17th July 2018 for District Councillors to put forward comments on the Draft Local Plan. Cllr Allen has drawn up what he wishes to say.

The Parish Council Chairman, Nichola Stokoe, has also met with Cllr Allen on 14th July and talked through all the points that he had made. Cllr Allen had taken all the Parish Council's points on board and felt that both he and the Parish Council were coming to the same conclusion, albeit from different angles. What did transpire is that Cllr Allen does not understand why the Parish Council has instigated a neighbourhood plan if it is so 'anti-housing'. Nichola Stokoe had explained that the Parish Council is not necessarily anti-housing but simply unable to reach a conclusion regarding housing needs until further information becomes available.

Cllr Allen's representation that "the Tatsfield Neighbourhood Plan has repeatedly asked of the officers to allow for the possibility that the Green Belt/Defined Village Boundary be moved to allow for a commensurate number of houses as allowed by the Very Special Circumstances and exceptional circumstances clauses", was countered by Nichola Stokoe as this was not the case. For any such representation to be made, the proposal would need to be voted on by the Neighbourhood Plan Steering Group (which would require at least 50% approval in order to be referred up to the Parish Council), in turn this would then need to be voted on by the Parish Council before being presented to TDC for consideration. Nichola Stokoe also clarified that Cllr Allen has no more say than any other member of the Neighbourhood Plan Steering Group.

It was also worth noting that the Green Belt boundary can be changed in a review rather than through the Local Plan. Cllr Allen had noted this.

Cllr Allen conceded, at the conclusion of the informal meeting with the Parish Council Chairman, that he would need to temper down his statement as it is factually incorrect.

Cllr Allen, however, wanted it noted that if further evidence came to light a Green Belt boundary review would be considered.

Mike Sarll questioned why Cllr Allen felt this strongly that the Green Belt boundary needed to be changed. Was it because a) at present only affordable housing can be built, b) he wishes to avoid another Westmore Road scenario – demolition of a bungalow and erection of three terraced houses, c) he has formed these views after speaking to other Neighbourhood Plan steering Group members / parishioners, d) this has come from a misunderstanding due to wearing his District Councillor hat v his NP Chairman hat?

Ian Mitchell stated that following what Cllr Allen has said, conclusions could be drawn that it is partly due to the restrictions which allow for affordable housing but not for private development - "there is no doubt a need for these types of houses but some members of the NP Steering Group believe, as do Surrey Community Action and AECOM that there is a need for a wider range of houses for the village to keep it vibrant thriving economically successful and a Parish where the future generations can remain rather than having to move out. The initial views of the public at the NP public presentation favour the building of houses obviously with certain restrictions". This is with reference to the Post-It note comment gathering exercise undertaken at the two public consultations held in the Village Hall in April and the comments received at the stall part- manned by NP representatives at the recent Scout Fete at the beginning of July. Althea Davies asked if Cllr Allen would be happy to modify his comments.

Nichola Stokoe said that there were two options: either to reach a compromise regarding a statement from Cllr Allen or if Cllr Allen is going to submit his statement then the Parish Council should consider submitting Ian Mitchell's suggested response.

When a question was asked what exactly the NP could propose, Ian Mitchell confirmed that a Neighbourhood Plan must not do less than what is set down in a Local Plan, which in turn must not do less than what is set down by Government. The NP goes to the inspector to check that all is in order and this is then put forward in a local referendum.

Mike Sarll said it was not clear if there is a need for additional housing. If it proved this was the case, would the whole village boundary be redefined or just a small section? Ian Mitchell said this would be something which was in the control of the NP Steering Group to suggest / recommend and for the Parish Council to agree and act on.

It should be noted, however, that TDC has said that there is no intention to move the defined village boundary and no intention to impose more housing on Tatsfield. If a change is made now to the defined village boundary, the Parish Council would have no control over where this might move as there is currently no adopted NP in place for the parish. Similarly, if a need for housing was established, the NP Housing topic group could define a need for the different types of housing needed. It should be noted that there will be strong views on this issue from parishioners, potentially from those with large back gardens inside the current defined village boundary, but this is unknown until a call for sites is issued.

Ian Mitchell concluded that essentially Cllr Allen is jumping the gun with his proposed statement. It may transpire that, at the end of the process, there is a need for a large number of houses and a change of the defined village boundary but this is, at present, unknown. As per the Parish Council's draft submission re Tatsfield housing needs point 3: 'A clear local need for five shared ownership and nine affordable rent homes in Tatsfield was established in the report of the 2016 Housing needs Survey commissioned by the parish council from Surrey Community Action' – shows that an affordable housing need has been established but this is not the case for general housing need.

In point 6 of the Parish Council's draft submission re Tatsfield housing needs: 'As part of our Neighbourhood Plan process, a Housing Needs Assessment was commissioned from AECOM – a desktop exercise which concluded that:

*'Following the presentation and comparison of the quantitative projections, an objectively assessed housing target of 167 dwellings be built over the Plan period was derived'*

The AECOM survey has not taken into account any subsidiary information e.g. infrastructure. The figures are largely based on census and predictions of births and deaths.

At a meeting at TDC with representatives from the NP Steering Groups (Martin Allen, Nichola Stokoe, Jon Allbutt and Hugh Corrance), the AECOM report was mentioned. The TDC officers said it should be used as a guide. Similarly, at the Housing Group meeting on 12th July 2018, James Garside said it was too soon to make proposals to TDC.

It was agreed that the Housing Needs Survey, when returned, will provide local evidence as it will give all parishioners a chance to express their views.

Nichola Stokoe had analysed the comments made during the Affordable Housing Needs Survey from 2016 and extracted matching comments to Cllr Allen's Post-It note exercise.

1685/0718 Althea Davies agreed to analyse the Post-It notes to see if any further information needed to be highlighted and circulate to members by Tuesday morning.

1686/0718 It was resolved to submit the following to Cllr Allen, with open copies to Sarah Thompson, Nicola Walters and Emma Saines at TDC:

Dear Martin

At the meeting of Tandridge District Council's Planning Policy Committee on Tuesday, 3rd July 2018, you said:

*"... I am disappointed with the Local Plan because I haven't been able to persuade the officers to let us build some houses in Tatsfield, so I will continue to pursue that ..."*

Following the Parish Council meeting of 9th July 2018 and the informal meeting you had with the Parish Council Chairman on 14th July 2018, we understand you are making a further representation to the TDC Planning Policy Committee concerning Tatsfield and Titsey Ward.

Tatsfield Parish Council held an extraordinary meeting on Monday, 16th July 2018. At the meeting, we set out our position as follows:

### **Defined Village Boundary**

1. We wish to make it clear that the Tatsfield Neighbourhood Plan process has yet to reach the stage of making any formal recommendations or requests for the Defined Village boundary to be changed. The topic has been raised by individual participants, but no settled view has been established.
2. The terms of reference clearly state any proposals need to go to a vote in which a majority is needed to carry a proposal. That proposal is then sent to the parish council to discuss and decide. None of that process has taken place.

### **Need for Affordable Housing**

3. A clear local need for five shared ownership and nine affordable rent homes in Tatsfield was established in the report of the 2016 Housing Needs Survey commissioned by the parish council from Surrey Community Action.
4. As a result of this mandate, we are exploring how to meet this need by searching for a 'rural exception site'.

### **General Housing Need**

5. A matching need for general housing development in Tatsfield has not yet been established.
6. As part of our Neighbourhood Plan process, a Housing Needs Assessment was commissioned from AECOM – a desktop exercise which concluded that:

*'Following the presentation and comparison of the quantitative projections, an objectively assessed housing target of 167 dwellings to be built over the Plan period was derived'.*

7. AECOM's figure is the result of looking at estimates ranging from a target of 31 (TDC Core Strategy) to 199 (MHCLG). AECOM says 61 would be the figure if it were taken proportionately from a district-wide requirement for 2006-2026, although it appears that 30 of these dwellings have already been built.
8. It is therefore premature to use the AECOM projection of 167. We need locally derived evidence for a figure.
9. That will come from the report of the Neighbourhood Plan's 12-question Housing Needs Survey which is due to be distributed shortly to every household in Tatsfield by the Neighbourhood Plan Housing Group.
10. Only then will we have the evidence required to demonstrate what need there is from within Tatsfield for further housing during the Tandridge Local Plan period.
11. Should that evidence indicate that the need could not be met from within the boundary of the Defined Village, we understand that the National Planning Policy Framework allows for such boundaries to be moved in subsequent reviews of the Local Plan.

### **For and Against new development – comments summarised from the report of the Surrey Community Action Housing Needs Survey 2016 740 surveys distributed and 222 were returned 30% return rate (10-35% usual response rate so this is considered a good response)**

#### **For**

To allow development only in the village centre is ridiculous. An allowance of sympathetic building away from the centre should also be appropriate to meet current housing needs.

Many people want to downsize to a retirement property with communal gardens within walking distance of the village

New homes should be affordable.

A small safe development to downsize would be appreciated.

Small bungalows for the over 55s with no possibility to extend

#### **Against**

No further development on the greenbelt. The school was a con the land was supposed to be returned to greenbelt but now housing and nursery.

Tatsfield has very poor facilities any further strain would be unacceptable.

Green belt land should not be built on.

Tatsfield charm is the fact it is a village. Too much building/development will turn into suburbia

Plenty of large plots in the village which could accommodate 2 or 3 houses rather than one large house.

**MINUTES of a Meeting of Tatsfield Parish Council held on the 23rd July 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Helena Garcia-MacLeod Mrs Althea Davies Mr Ian Mitchell Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 2 parishioners.

The meeting commenced at 8.22pm

**1. Apologies**

1687/0718 Mrs Kim Jennings had sent her 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 previous extraordinary meeting held on 16th July 2018**

1688/0718 It was resolved that the minutes reflected a true and accurate record of the meeting held on 9th July 2018.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

- Beech Avenue – a tree has come down across the path. This is a public bridleway so probably a matter for SCC.

**5. Planning**

**a) To determine the Parish Council's position on Appendix A(2):**

**TA/2018/1289 Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA**

Installation of a domestic waste treatment plant to north west of dwelling.

It was noted that this was for the waste from the static mobile home.

1689/0718 Comment: No comment.

**TA/2018/330 17 Lusted Hall Lane, Tatsfield TN16 2AE**

Formation of vehicular crossover.

1690/0718 Comment: No comment.

**TA/2018/1356 Libra, Ricketts Hill Road, Tatsfield TN16 2NB**

Erection of pitched roof over existing dormer windows to front and rear slopes.

This is currently a flat roof on the plans and the applicants now wish to install a pitched roof. The changes do not give an increase in square footage, only more ceiling height. It will make no discernible difference to the building.

1691/0718 Comment: No comment.

1692/0718 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**b) London Borough of Bromley – Draft Local Plan Main Modifications Consultation** There is only one mention of Biggin Hill in the draft document.

1693/0718 It was resolved that the Parish Council would not be making any comment on this consultation.

**c) Tandridge District Council - Draft Local Plan**

Comments can be made up to 10th September 2018. Over the past two weeks, members of the district council have been able to comment.

Ian Mitchell had circulated the following to all members:

Tatsfield Parish Council suggests that the following – **largely factual** - points are taken into account in the draft Local Plan:

There were multiple (57) instances of '*polices*' instead of '*policies*' in the version on the TDC website on 20th July.

**If this has not already done, we suggest that the correction should be made.**

**Paragraph 7.4** states: '*There are no high-order hospitals (i.e. that include Accident and Emergency departments) located within the District and residents need to travel to neighbouring facilities at East Surrey Hospital, Crawley, Sevenoaks and Epsom to receive urgent and/or complex medical care. However, there is a well-used minor injuries unit within the Caterham Dene Community Hospital at Caterham*'.

This paragraph ignores facilities at the Princess Royal University Hospital at Farnborough (Bromley), which serves Tatsfield, most of whose residents are registered with doctors in Biggin Hill. More than 1,200 Tatsfield residents out of a population of just over 1,800 are registered with Biggin Hill practices.

**We suggest reference should be made to the Princess Royal University Hospital at Farnborough (Bromley).**

**Section 8.1 Retail and Leisure** states: *'Surrounding town centres such as Croydon, Crawley and Redhill, offer much competition and offer a wider retail choice and different leisure experiences including a multiplex cinema and bowling alleys. Our town and local centres also face threats from online shopping and future behaviour changes which are likely to impact their vitality and viability'*.

This paragraph omits Bromley town centre's convenience for Tatsfield as a destination for shopping and some leisure activities, such as the Churchill Theatre.

**We suggest reference should be made to Bromley.**

**Paragraph 23.12 under 'Employment Hierarchy' and the 'Local Plan Fact Sheet' (site SES04)** refer to the Moorhouse tile works as *'Westerham Road Industrial Estate, Limpsfield'*.

The site is in the parish of Tatsfield.

**We suggest that corrections should be made at both points.**

Nichola Stokoe noted that Tatsfield residents who are registered at a Westerham GP practice would be sent to Pembury Hospital for treatment. It was agreed that this should be added to the PC response. District Cllr Martin Allen had, earlier that afternoon, circulated an email regarding the officer comments to representations made by district councillors in response to the draft local plan. This was received late in the day and the Parish Council therefore needs more time to consider the policies and any comments its wishes to make in regard to the proposed policies. In particular, in response to Cllr Allen's mention that "it has repeatedly been asked of the Officers to allow for the possibility that the Green Belt / Defined Village Boundary be moved to allow for commensurate number of houses, and not specifically, affordable houses as allowed by the Very Special Circumstances and exceptional circumstances clauses.", the officer comment that "the rural exception policy would continue to serve Tatsfield in accordance with TLP13. As a tier 3 rural settlement, infilling would also be acceptable. Subject to the wording of the proposed NPPF2, it may be possible for neighbourhood plans to deal with Green Belt boundaries to facilitate development even if not in conformity to the strategic policy. That said, this is not currently policy and as it stands, NPs cannot alter GB boundaries and to stipulate this would be contrary to policy. However, we have inserted an additional line in TLP03: Green Belt which futureproofs/states: Neighbourhood Plans will be prepared in recognition of the Green Belt policies of the NPPF." This could be interpreted that TDC planning will put in the Local Plan an acceptance / expectation that if Tatsfield get into the position of having an adopted NP and it conforms to national planning, then the GB boundary could be changed.

1694/0718 It was resolved to invite all members to attend informal meetings during the summer break (dates tbc) to analyse the draft LP with a view to formulating PC comments ahead of the deadline on 10th September.

1695/0718 The Clerk was requested to send in via email the PC comments as above with the inclusion of the Westerham GP and Pembury Hospital comments.

## **6. Notified Items**

### **a) Little Acorns – update (Under Part 2)**

This item will be discussed under Part 2.

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

- Formal confirmation of new tenants for the shop. The refurbishment works should be completed by September and the new tenants are hoping to have the shop open in November.
- Parking – Double Yellow Lines – questions raised over whether the introduction of double yellow lines in the village centre would affect the shop. A meeting to be arranged with David Curl from SCC.
- Salt bin in car park. Overnight parking and residents of Bassetts using the salt grit bin to climb the fence.

## **8. Matters for Reporting or Inclusion in a Future Agenda**

Public Participation:

- TDC Draft Local Plan – what figure has TDC published regarding housing needs in the district? – Approximately 6,000. 4,000 of which will be in the proposed garden village in south Godstone.

The meeting closed at 8.54 pm



**MINUTES of an Extraordinary Meeting of Tatsfield Parish Council held on the 22nd August 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Ian Mitchell Mrs Kim Jennings Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 1 parishioner.

The meeting commenced at 8.05pm

**1. Apologies**

1697/0818 Mrs Helena Garcia-MacLeod and Mrs Althea Davies had sent their 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 previous meeting held on 23rd July 2018**

1698/0818 It was resolved that the minutes reflected a true and accurate record of the meeting held on 23rd July 2018. They were duly signed by the Chair.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**5. Planning**

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

**TA/2018/1356 Libra, Ricketts Hill Road, Tatsfield TN16 2NB**

Demolition of existing front porch. Erection of front porch. (Amended Plans).

*Nb. Retrospective ratification*

1699/0818 Comment: no comment

**TA/2018/1364 Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER**

Extension of existing HGV parking.

1700/0818 Comment: no comment

**TA/2018/1494 Woodview, Ninehams Road, Tatsfield TN16 2AJ**

Loft conversion. (Application for a Certificate of Lawful Development for a Proposed Development)

Members discussed the planning history for this property. In 1986, planning was granted for the erection of the building. The following clause accompanied that permission: 'no extension or other forms of enlargement to the dwelling(s) hereby permitted shall be carried out without prior permission in writing of the District Planning Authority'. This raised the query that this perhaps should be a full planning application rather than a CLD (Cert. of Lawful Development).

1701/0818 Comment: We note from the 1986 planning permission – 86/P/1166 – that it appears as though permitted development rights were withdrawn and we would have thought a full planning application is necessary.

**TA/2018/1561 Greensleeves, Ricketts Hill Road, Tatsfield TN16 2NG**

Increase in ridge height, hip to gable conversions and installation of rear catslide dormer and front velux rooflights to form new first floor habitable space.

The planning history for this property: 1972 – addition of two bedrooms and double garage, 1999 – demolition of existing garage and erection of a detached garage.

This application would be an increase of around 50%.

1702/0818 Comment: no comment

**TA/2018/1451 Rylands, Ship Hill, Tatsfield TN16 2JY**

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

Planning permission for a very similar proposal was granted in 2015 and has now expired.

1703/0818 Comment: no comment

**b) Tandridge District Council – Draft Local Plan**

Members reviewed the draft response which had been circulated by Ian Mitchell. Mike Sarll noted a spelling mistake in the second to last line which should read 'low-impact office development' not 'officer'.

Members discussed the meaning of the wording for new policy TLP13 '....where this is not possible the site must be adjoining or closely related to the defined boundary, where they exist, or in other cases closely related to the settlement form'.

It was agreed that this needed a clearer definition or removal.

At present, rural exception sites can only be put on the border of settlement sites (adjoining), however, the new policy would mean that there could be a degree of separation.

New policy TLP22 – releasing Moorhouse Tile Works from the Green Belt. Members agreed with the proposal of mixed commercial development including low-impact office development.

1704/0818 It was resolved to submit the following as the Parish Council's response to the Draft Local Plan consultation:

**At its meeting on 22nd August 2018, Tatsfield Parish Council agreed to respond to the Tandridge District Council Local Plan: 2033 (Regulation 19) consultation as follows:**

**1. Tatsfield Parish Council believes that the following corrections need to be made:**

**2. Paragraph 7.4** ignores facilities at the Princess Royal University Hospital at Farnborough (Bromley), which serves Tatsfield since more than 1,200 Tatsfield residents out of a population of just over 1,800 are registered with Biggin Hill practices. Many other Tatsfield residents are registered with a Westerham practice and, therefore, use facilities at Pembury Hospital. **Reference should be made in the text to the Princess Royal University Hospital at Farnborough (Bromley).**

**3. Section 8.1 Retail and Leisure** omits Bromley town centre's convenience for Tatsfield as a destination for shopping and some leisure activities, such as the Churchill Theatre. **Reference should be made in the text to Bromley.**

**4. Paragraph 23.12 Employment Hierarchy** incorrectly refers to the Moorhouse tile works as 'Westerham Road Industrial Estate, Limpsfield'. **In the text, delete 'Limpsfield', insert 'Tatsfield'.**

**5. On specific policies:**

**6. We welcome** the support expressed in proposed **Policy TLP03: Green Belt** for Neighbourhood Plans, such as the one being undertaken by Tatsfield Parish Council.

**7. We wish to express our support** for proposed **Policy TLP08 – Rural Settlements** - its retention of wording from existing Policy DP12 and the nine further expressions of support for rural settlements.

**8. We welcome** the retention of a policy for **rural exception sites (Policy TLP13)**, but nevertheless consider it to be unrealistic to have the focus for any development within the settlement boundary of a Tier 3 settlement such as Tatsfield. We do not believe that an owner of land within the settlement boundary would be keen on developing anything but market housing. We also doubt that the limit of no more than 10% of the total number of units being market housing is realistic whether within the settlement boundary or not. **We believe that focussing such development within the settlement should be re-considered.**

**9. We have a further reservation** about the definition of the location of a potential exception site in the text of proposed **Policy TLP13**. 'or in other cases closely related to the settlement form' is too vague. **We believe these words should be deleted or, if they must remain, should be clarified for absolute certainty.**

**10. Existing Policy DP14:** We **object** to the removal of this policy on new garages & other ancillary domestic buildings in the Green Belt (outside the Defined Villages) and ask for it to be carried forward into the new plan in order to continue to provide additional protection against unwelcome incremental development in the Green Belt.

**11. We welcome** proposed **Policy TLP22** and its support for the rural economy but **suggest that provision should also be made at the Moorhouse site in Tatsfield for the inclusion of comparatively low-impact office-type development** - similar to that to be found further east along the A25 at 84-88 Main Road in Sundridge (Darenth House and Weald House) in Sevenoaks District. This would also reduce the potential and feared impact on our neighbours in Limpsfield and Westerham of an increase in HGV traffic.

**c) Neighbourhood Plan:**

• **Call to sites notice and accompanying letter – approval**

This item was deferred.

• **Housing Needs Survey and accompanying letter – approval**

Members discussed the proposed HNS. Mike Sarll questioned whether questions 1 and 2 were needed – will the answers create the need? Nicholas Stokoe said this had been discussed by members of the NP Housing Group and is simply fact finding.

1705/0818 It was resolved to accept the Housing Needs Survey save for the Survey Monkey link and address to send to following completion.

- **Business Survey – approval**

This item was deferred.

## **6. Finance**

- **a) Authorise payments (including authorisation of Internet Banking) detailed in Appendix B**

1706/0818 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for August.

- **b) Authorise payments (including authorisation of Internet Banking) detailed in Appendix B.1**

This related to the Neighbourhood Plan.

1707/0818 Items on Appendix B.1 were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for August.

Public Participation:

None

The meeting closed at 9.14 pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 10th September 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings

Mrs Althea Davies

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 6 parishioners.

The meeting commenced at 8.03pm

**1. APOLOGIES**

1708/0918 Mr Mike Sarll and Cllr David Hodge had sent their apologies. These were received and accepted by members.

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

None

**3. 3. Approve and sign the MINUTES of the extraordinary meeting held on 22nd August 2018**

1709/0918 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22nd August 2018. They were duly signed by the Chair.

**4. 4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 15th March 2018**

1710/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 15th March 2018.

**5. 5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 17th April 2018**

1711/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 17th April 2018.

**6. 6. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 7th June 2018**

1712/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 7th June 2018.

**7. 7. Public Participation**

- Pond – A parishioner noted that although pleased someone had had a look at the pond, is this what was actually wanted? Surely the issue of water level retention should be investigated? Rainwater run-off should only be considered if it has been proven that the pond can retain water. There were two ‘invasive species’ which need removing and wished to see more variety planted.

- Pond – shocked to see that the ecologist came up from Dorset and was not more local. Why had Otford PC not been asked for advice?

- A parishioner noted Nigel Shaw’s article on pages 58-59 of the latest edition of the Parish Magazine.

**8. 8. Officer’s report on actions outstanding since the previous meeting**

i i) The Clerk confirmed that she had completed the TV Licencing renewal request to confirm TPC had no need for a licence at the AMB.

ii ii) The waste transfer notice renewal for Biffa had also been completed prior to the deadline at the end of July.

iii iii) The 2nd part of the precept payment had been received from TDC.

iv iv) The third, and final, sight lines cut along RHR had now been completed.

v) The Clerk had chased the management company for Thames Water regarding the Japanese Knotweed at Paynesfield Coppice. The service manager has promised to follow this up as a matter of urgency.

vi) Ruth and Jim Yeeles have cut the epicormic growth on the trees on Tatsfield Green. They have indicated that they will be happy to do this next year. The Clerk confirmed that she had thanked Ruth and Jim on behalf of the PC.

i vii) The Clerk had circulated details of the small price increase by BT (from £46.68 to £48.72) prior to the meeting. As the price rise was marginal, it had been agreed to remain with BT.

ii viii) The savings account with Unity Trust Bank was now open. Opening the Nationwide savings account was still a work in progress.

**9. 9. PLANNING:**

**(a) Planning Team for September: Kim Jennings and Ian Mitchell**

1713/0918 It was resolved that the planning team for September would be Kim Jennings and Ian Mitchell

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

## **TA/2018/1726 Ashkirk, Maesmaur Road, Tatsfield TN16 2LD**

Single storey extension to rear of existing bungalow together with infill of front and back verandas and new flat roof. Landscaped steps to front door.

This would be about 25% increase of footprint which involved a small extension to the rear and infill of veranda at the front of the property. The property was previously extended in 1962 and 1969.

1714/0918 Comment: No comment

## **TA/2018/1769 Russetts, Old Lane, Tatsfield TN16 2LH**

Erection of side extension to existing detached garage. (Retrospective)

A retrospective application further to the one that was submitted earlier this year and refused. This latest application is

for a smaller extension (by approximately 50%) and it has already been built.

1715/0918 Comment: Objection – the Parish Council wishes to object as we still feel that this contravenes policy DP7 as it results in “overdevelopment and unacceptable intensification by reason of scale, form, bulk, height, spacing density and design”.

## **TA/2018/1777/TPO Porziuncula, Parkwood Road, Tatsfield TN16 2LT**

T1 – Sweet Chestnut – Remove epicormic growth and dead limbs.

1716/0918 Comment: No comment

### **10. 10. Finance:**

#### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1717/0918 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for September.

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

- SSALC training for Clerk – Elections and Co-option Briefing - £40.00 + VAT
- Printer for the Clerk – approx. £110 + installation by Mr Computing
- Remembrance Service grant request - £560.00
- Little Acorns request for funds for materials - £291.00

1718/0918 The SSALC training and printer requests were approved.

1719/0918 The grant for the Remembrance Service was approved. The Clerk indicated that she would apply for the Members' Community Allowance for 50% of the request sum but should this not be accepted by SCC, the PC agreed to pay the full amount.

1720/0918 The PC requested a breakdown of these costs before making a decision. It was proposed that this could be put in front of the Finance Committee at the next meeting.

#### **(c) Finance Team for September: Kim Jennings and Ian Mitchell**

1721/0918 It was resolved that the Finance Team for September would be Kim Jennings and Ian Mitchell.

#### **(d) Appoint new Internal Auditor for 2018-19**

This item had been deferred from the meeting held on 9th July 2018. The Clerk had proposed three candidates, taken from the SSALC list, and members considered these.

1722/0918 It was resolved to accept Peter Frost as the Internal Auditor for the next financial year. The Clerk was requested to contact Mr Frost and make arrangements for the audit.

#### **(e) Clerk pension scheme**

The Clerk had circulated details of the various pension schemes offered. Members considered the options and

resolved that they needed further information prior to reaching a decision. This item was deferred until the next

meeting. Althea Davies agreed to speak to Phil Clark. The Clerk agreed to contact other clerks to find out to which

pension scheme they belonged.

#### **(f) Electricity supplier**

The Clerk had notified members that the current fixed tariff would end on 30th September. She had circulated details

of several options available through EDF:

Option 1: Do Nothing. The cost would then be: standing charge 80p a day, unit rate 23.5p

Option 2: Renew to *Easy Fix* until end of 09/19. The cost would be: standing charge 50p a day, unit rate 19.8p

Option 3: Renew to *Fixed for Business* until end 09/21. The cost would be: standing charge 35p a day, unit charge 15.65p

1723/0918 It was resolved to renew with *Fixed for Business* (Option 3).

### **11. 11. Notified Items**

#### **(a) CCTV – update**

Following the meeting with Mark Howells on 1st August, members realised that further research was needed. Therefore, the PC decided not to proceed with the quotes currently to hand.

**(b) Emergency Plan**

The Clerk had circulated the draft plan from Jon Allbutt. It was agreed that this was a better layout.

1724/0918 It was resolved that Althea Davies would forward the comms notice to the Parish Magazine for the October edition.

1725/0918 It was resolved that the Clerk would contact Jon Allbutt to ask him to continue to populate the plan in readiness for the October meeting.

Radios – Jon Allbutt had reported that the radios had not worked properly at the Remembrance Service in 2017

and suggested that new ones were purchased. Ian Mitchell proposed testing the current radios first and members agreed to do this before the October main meeting.

**(c) Japanese Knotweed**

Jon Allbutt had begun to write an article for the Parish Magazine and was in the process of compiling a 'what to do' list for any parishioners who had Japanese Knotweed on their land.

**(d) Consultative Committee Meeting - report**

The layby in Clarks Lane – this had been discussed although it was not in Tatsfield.

White Lines, Westmore Road – These were still awaiting a start date.

1726/0918 Yellow lines in the village - The Clerk was requested to arrange a meeting for members with David Curl (SCC).

**(e) Annual Risk Assessments**

This is now due to be carried out.

1727/0918 Althea Davies and Ian Mitchell agreed to organise this and report back before the November main meeting. They would ask Mike Sarll to accompany them.

**(f) SCC Vision 2030 meeting – report**

Kim Jennings attended the meeting and provided the following report:

Vision for Surrey 2030 meeting at Tandridge Council Offices, Oxted. The meeting was run by the SCC Leader, Cllr David Hodge. Many local councillors, both Parish and District, were present from Tandridge district. A film had been made by Cllr Hodge showing Surrey's vision and this is available for PCs to view. The main point was to explain that Surrey plans to devolve powers down the ranks to both District and Parish councils with grants and money being available. This will hopefully mean that projects can be achieved more quickly and easily.

**(g) Bus Lane enforcement**

1728/0918 Althea Davies agreed to complete the survey on behalf of the PC.

**(h) The Parade - update**

Pippa and Vanessa Mitchell had confirmed that the refurbishment work was scheduled to finish mid-September and keys would be handed to the new shop tenants, Sheree and Simon Cook who hope to have the shop (and tea room) open mid-November.

**(i) Asset of Community Value – update**

The Clerk confirmed she had hand delivered the paperwork in early August. There had not yet been a response.

**(j) 'No horses' signs for Tatsfield Green and Scout Hut path**

It was agreed that an additional sign was needed for the footpath on the green and the new footpath (Cameron Way). Also, two signs were needed for the new Scout Hut path.

1729/0918 The Clerk was requested to order new signs x4.

**(k) TPO Application to Bromley for land off Avenue Road, Biggin Hill**

Members agreed no action was needed.

**(l) Remembrance Service**

Dave Bishop had requested PC permission to hold the Remembrance Service again this year on Saturday 10th November. He would like to have a permanent flagpole erected on Memorial Green. Members requested further details re costs before making a decision.

**(m) Hedge Cutting request Church Hill, Rag Hill and Tatsfield Lane**

Nichola Stokoe confirmed that hedges can now be cut. SCC had outlined action to be taken: homeowners/landowners should be requested to cut hedge(s). If no action is taken, contact SCC and an officer will visit and advise action needed and set a deadline. If no action is taken, SCC will cut hedge and bill landowner.

1730/0918 Nichola Stokoe agreed to include this in the Chairman's report in the Parish Magazine.

**12. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

No report

- b) District Councillor**
- o There would be a meeting of the Surrey County Partnership Board.
  - o Next week there would be a meeting for the Community Services Cttee
  - o Cllr Allen would be unable attend the Finance meeting as he would be chairing the NP meeting – the Finance Cttee would be meeting to discuss the future of the Douglas Brunton Centre and housing priorities.
  - o Cllr Allen had visited the owner of Thistledown and was waiting on the official report from TDC.
  - o TDC has received the new Moorhouse application – Cllr Allen will circulate the weblink.
  - o Cllr Allen would continue to chase leaflets and the Tandridge magazine – it appears Tatsfield is not receiving them.
  - o The new entry onto Greenway has been reported.
  - o Cllr Allen has made an approach to the club to help with recent misunderstandings with the shop.
  - o Cllr Allen has contacted Melanie Stevens (LBB) to follow up No HGV signs on LHL.
  - o PFA – Cllr Allen had indicated that he was waiting for all parties to be available for a meeting.

**c) Tatsfield in Bloom**

SSEIB results day – Friday 14th September. The PC wished TiB good luck.

• **d) Tatsfield Fairtrade Group**

The Fairtrade Group would be manning the tea tent at the Remembrance Service and the morning of the Beer Festival. They will be selling the school cookbook.

• **e) Horticultural Society**

The Autumn Show was held on Saturday 8th September. There were 320 entries from 44 members. There were more people through the door than last year. The Garden Club would be meeting on 10th October – Jon Allbutt would be giving a talk.

• **f) Village Hall Management Committee**

The new porch and door had generally been well received with lots of positive comments. There were still issues with the door being so transparent and solutions were being investigated.

• **g) Airport**

No report.

• **h) Speedwatch**

No report.

• **i) Neighbourhood Plan**

The NPSG was hoping to finalise the Call for Sites / Business Survey / Housing Needs Survey at the meeting on 11th September. P.24 in the Parish Magazine had elicited 48 comments.

• **j) GDPR**

Althea Davies confirmed that there had been no further meetings. It was proposed that GDPR was removed from the reports list.

• **k) Tatsfield Responders**

Phil Clark had provided the following update:

'I have been trying to get an update from SECamb about call volumes, response times and future plans for recruiting CFRs. AS yet, I do not have an answer to any of the above. I will be at the meeting on 8th October and will hopefully be able to update further then'.

### **13. Parish Council Land/Property**

- **a) Village Hall**
- - Porches/ doors

The new porch and door had received many positive comments. However, it was noted that there was some staining to the brick rendered plinth.

1731/0918 The Clerk was requested to follow this up with James Blunt.

- Parking

Parking was still an issue. Cars were being left overnight. The clerk was chasing quotes for signs.

- **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- **c) Westmore Green**
- - Pond
- - Runoff water from the Village Club – members discussed the three quotes.

1732/0918 It was resolved that Dave Mitchell's quote for the deep flow guttering be accepted and the iPave quote for the pipe/tarmac work. This was subject to a meeting between Mike Sarll and Jon Allbutt to discuss the sump.

The Clerk noted that it may be necessary to engage the services of a professional company to clear the invasive species as this may be too big a job for the volunteers. They had indicated that they would then focus on maintenance.

- **d) AMB**
- - Building Works quotes

Kim Jennings showed members the drawings that had been drawn up showing the current layout and the proposed changes.

1733/0918 Members resolved to accept the proposals and it was agreed that Kim Jennings would ask the architect to formally draw up the proposed works.

### **14. Meetings to attend/ correspondence**

- Village Club correspondence – copy of complaint sent to TDC re: the shop.
- The chairman offered thanks to Jon Allbutt, Jim Yeeles and the volunteers for all their recent work on the pond.
- TVA AGM – 27th September 12pm – 2.30pm. No-one to attend.
- TDC Housing Strategy Meeting – Kim Jennings to attend.
- Letter received from Mrs Rudd requesting an update on the boundary dispute with Tatsfield Lodge.
- Parish Assembly meeting – Wednesday 19th September 6.30pm – the Clerk and Ian Mitchell to attend.
- TDC Local Committee meeting – 21st September 10.15am. No-one to attend.

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

- Verge cut funds request from TDC – in principle the PC agreed to pay towards this. Payment would have to come from CIL monies.
- Local Plan – the PC response had been submitted. TDC had responded to request this is resubmitted highlighting how the comments relate to a general test for soundness of the Local Plan. Ian Mitchell to rewrite the response and the Clerk would submit.

### **16. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None The meeting closed at 10.30pm



**MINUTES of a Meeting of Tatsfield Parish Council held on the 8th October 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings

Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 3 parishioners.

The meeting commenced at 8.01pm

**1. APOLOGIES**

1742/1018 Mrs Althea Davies had sent her 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 previous meeting held on 24th September 2018**

1743/1018 It was resolved that the minutes reflected a true and accurate record of the meeting held on 24th September 2018. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Finance Committee Meeting held on 24th September 2018**

1744/1018 It was resolved to receive and accept the minutes of the Finance Committee Meeting held on 24th September 2018.

**5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 25th July 2018**

1745/1018 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 25th July 2018.

**6. Public Participation**

None

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

- Scanning of school files – members agree to go ahead with this based on quote circulated by Clerk.
- All current year invoices for tenants have now been issued.
- Room hire invoices are up to date.
- The Clerk confirmed that she has chased TDC regarding the Asset of Community Value application– a case worker is due to contact the Clerk this week.
- The Clerk has been in touch with James Longley regarding a quote for the maintenance of the new Scout Hut path.
- The Clerk thanked members for the new printer.
- The Clerk confirmed that the Conclusion of Audit notice was published on the PC website in the last week of September.
- The Clerk has been creating next year's AMB bookings calendar. However, there are two potential bank holiday clashes – April supplementary meeting (Easter Monday) and May supplementary meeting. Members agreed to move these meetings to the next evening – i.e. Tuesday.
- The Clerk discovered on Tuesday of the previous week that the Members' Community Allowance and Highway grants deadline dates have been brought forward to 31st October. The Clerk has been in touch with Diana Ambrose (SCC) and Anita Guy at SCC Highways. The Clerk has been advised to submit applications by this new deadline. The Clerk has contacted TiB regarding this as they normally ask for a grant from David Hodge, however, TiB is not meeting until 31st October. Martin Allen and the Clerk are meeting Nick Knox on 11th October to discuss the corner of Westmore Road / Crossways.
- Thames Water has repaired the leak but left the new footpath in a poor state. Nick Knox will look on 11th October and carry out repairs if needed.
- The Clerk confirmed that she has submitted the VAT claim for 01/04 – 30/09.

**8. PLANNING:**

- **(a) Planning Team for October: Nichola Stokoe and Mike Sarll**

1746/1018 It was resolved that the planning team for October would be Nichola Stokoe and Mike Sarll

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

**TA/2018/1792 Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET**

Demolition of existing buildings. Erection of class B8 commercial building, access, servicing, parking and landscaping.

Kim Jennings recently attended a meeting organised and hosted by Westerham Town Council (WTC) which focussed primarily on this application. There was a lot of support at the meeting. WTC encouraged others to object to this application. WTC had analysed the figures quoted by Roxhill in the application and refuted all. This application would not directly affect Tatsfield as additional traffic would not come through the village. The extra traffic would go through Limpsfield (77%) and Oxted (23%). Limpsfield did not appear to object to the application. However, work would be carried out to improve the junction at Wolfs Hill and the school. Surrey Hills ANOB supported housing on this site.

This application is altered from previous applications. The proposed floor space is the same as in previous applications but the roof height had been reduced. The 3x other proposals which appeared on previous applications do not appear on this application.

Under the proposals in this application, HGVs would deliver to the DPD depot, via the motorway and A25, at night. Vans would then leave the site to make deliveries in the morning.

A question was asked as to whether anyone else has shown an interest in the Moorhouse site. No.

Surrey Hills ANOB planning advisor originally proposed the idea of a 'hamlet'. To achieve this, however, the site would have to be removed from the Green Belt. It was questioned whether affordable housing for employees at Moorhouse would be a good idea. It was noted that housing at this site is currently excluded from the emerging Local Plan.

1747/1018 Comment: Tatsfield Parish Council supports the response made by the Surrey Hills ANOB Planning Advisor on 3rd October, in particular, the suggestion regarding housing.

#### **TA/2018/1880 Old Rectory Lodge, Rectory Lane, Westerham TN16 2DA**

Single storey extension.

There have been substantial additions since the original building was constructed. The planning officer's report from eleven years ago stated that further applications would not be looked at favourably.

1748/1018 Comment: Objection – the application appears to be a disproportionate addition to the existing structure and the Parish Council notes that the planning officer stated in 2007 (ref: 2007/1911) that 'in light of the extent of previous development to the property the Council is unlikely to favourably consider any subsequent proposal for further works.'

#### **TA/2018/1905 Woodview, Ninehams Road, Tatsfield TN16 2AJ**

Conversion of roof space to habitable use to include a rear dormer and 3x front rooflights.

An Application for a Certificate of Lawful Development for a Proposed Development had been submitted in July 2018.

TDC planning department noted that the plan submitted was including parcels of land not on the title. This is also the

case with this application. A planning officer is yet to be assigned.

Neither the Parish Council nor the District Council have full details of the side extension and conservatory extension.

1749/1018 Members resolved to put consideration of this application on hold until plans can be viewed and a planning officer has been assigned.

#### **APPEAL TA/2017/1662 APP/M3645/W/18/3200633 The White House, Westmore Green, Tatsfield TN16 2JS**

At the time of the meeting, no further details on the appeal had been received and comment was therefore deferred until the next meeting.

1750/1018 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

#### **9. Finance:**

##### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1751/1018 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for October.

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

- Flagpole on Memorial Green – £250.00
- Works to new porch (VH) – render base and removal of staining - £225.00
- Christmas Carol Singalong grant - £300.00
- VHMC Grant Request for new door - £2000.00

1752/1018 All items listed for expenditure were approved.

##### **(c) Finance Team for October: Nichola Stokoe and Mike Sarll**

1753/1018 It was resolved that the Finance Team for October would be Nichola Stokoe and Mike Sarll.

##### **(d) Grant request – Composting Group – metal plate shredder - £466.00**

1754/1018 Members agreed to match fund this grant request and the Clerk was requested to submit the application for the Members' Community Allowance scheme.

**(e) Grass Verge Cutting – TDC proposal**

Piers Mason (TDC Director of Place) has written to all parish councils to request a contribution towards the grass verge cutting in 2019/20. TPC has been asked for a contribution of £2381. It has been suggested that the contribution could be paid with CIL monies.

1755/1018 It was resolved to contribute £2381 for grass verge cutting for 2019/20, to be paid from CIL monies.

**(f) Clerk pension scheme**

The Chairman proposed to discuss this staffing issue under Part 2.

10. Notified Items

• **(a) Emergency Plan**

Jon Allbutt was continuing to populate the Emergency Plan document which was approved at the September main meeting.

Jon Allbutt had asked that the Parish Council to consider the following:

- • Agree to implement final Draft for one year.
- • Arrange a meeting of the Village Emergency Group – in early November.
- • Contact all those village organisations who are on the list as being important in an emergency - check their contact details and enter this in the Emergency Plan document.
- • Decide on communications with the Group and community.
- • Establish who will run the comms with the community - in particular alerting them to potential problems - how to call them out etc.
- • Test the information cascade system and adjust as necessary.

1756/1018 As both Jon Allbutt and Althea Davies were not present, it was resolved to defer this item, save for agreeing to a meeting of the Village Emergency Group in early November.

• **(b) Westerham town Council Meeting – 3rd October – report**

Kim Jennings had attended this meeting and gave the following report:

Representatives of neighbouring councils and other interested parties attended the meeting. A very thorough presentation was given regarding the DPD application to build a depot at the old Redland Tiles Site on the A25. Also, the plans for Covers Farm site were discussed. (Infill of lake and landscaping before proposed by-pass and housing proposals by Which Way Westerham). A liaison group was set up to keep everyone informed.

• **(c) TDC - Consultation on the Council's Draft Housing Strategy: A place called home**

Members had read the email the Clerk had circulated. It was agreed that there would be no collective response from the Parish Council but individual members could respond if they so wished.

• **(d) TDC Housing Strategy Workshop – report**

Kim Jennings attended this workshop and gave the following report:

The workshop involved all present putting points forward for 3 strategic Priority Building for the homes we need, improving the quality of existing housing stock and meeting the needs of vulnerable people. All responses were collated in a feedback session at end of workshop.

• **(e) Tatsfield Primary School PTA – permission to advertise Fireworks event (2nd Nov)**

Due to time constraints, members had agreed this via email. This item was ratified at the meeting.

1757/1018 Members granted permission to the PTA to advertise the Fireworks event on 2nd November. The Clerk had advised the PTA that the advertising could be displayed for two weeks leading up to the event and need to be removed by the Monday following the event.

• **(f) SSEIB results – congratulations to TiB for the gold award**

The Chairman offered formal congratulations to TiB for its recent success in the SSEIB competition. These were received by Bob David, who was at the meeting, and he thanked the Parish Council for its continuing support on behalf of TiB.

• **(g) Affordable Housing (Under Part 2)**

This item would be discussed under Part 2.

**11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

• **a) County Councillor**

No report

- **b) District Councillor**

- • Has continued to mediate between the shop and village club and hopes a satisfactory conclusion has been reached, with the final access to the driveway 'works' being resolved today
- • Has been corresponding with PC Wayne Stephens on behalf of a villager regarding persistent parking offences (parking on the pavement) on Westmore Road.
- • The TDC Planning Committee has approved the Ellice Road application – this is now subject to full council approval.
- • There are still 14,000 (38%) of Electoral Roll forms outstanding. The next stage will be a knock on the door by an officer from TDC.
- • Has reported to Nic Martlew the area of land at the junction of LHL/RHR as it appears not to have been cut this summer. Query – is it SCC land?
- • Also reported to Nic Martlew the slurry work outside 32 and 34 Westmore Road which has not been properly finished.
- • Has attended a meeting of interested parties from the PFA regarding Furze Corner with a view to meeting the TDC Asset Management Officer in November to agree a way forward. TDC do not want to sell the site but may offer a long lease. Would a TPC member like to attend this meeting?
- • Has received and dealt with further complaints from residents of Crossways regarding parking, street furniture and drone flying. These have been dealt with by TDC.
- • Over the past month, Cllr Allen has reported 5 overflying aircraft to the BHA Noise and Safety Control Committee. He will follow up what action has been taken regarding these complaints at the next meeting.
- • Has met with, and will meet on 9th October, KJ Rhee regarding the Park Wood Golf Club hotel application as a decision to refuse has been reached.
- • Attended and presented certificates to the In Bloom winners.
- • TDC meetings: attended meetings for TDC Housing, Community Services and Customer First meetings. Spent 4 hours with the TDC Customer Service department to see how it operates.
- • Attended a two-hour Customer First update meeting.
- • Attended a Member / Officer protocol meeting (in light of officers removing policy clauses in the Local Plan without prior consideration of councillors.
- • Has chased TDC regarding Tandridge Magazine and Local Plan leaflet non-delivery.
- • TDC has publicly announced a Housing Strategy survey.
- • Has arranged for a Surrey County Partnership Board briefing for members of the Community Services so that they could see the value of the SCPB and to hopefully ensure funding is made available.

- **c) Tatsfield in Bloom**

Bob David reported that new planting had begun and many forthcoming Saturday mornings would likely be dedicated to leaf sweeping and collection.

- d) Tatsfield Fairtrade Group

The Fairtrade Group AGM would be held on 20th October. The Fairtrade Group will also be hosting the tea tent at the Remembrance Service on 10th November.

- e) Horticultural Society

Martin Allen gave the following updates:

The Composting Site is now closed. The shredder has been adapted to work without the conveyor belt. The Gardening Club starts on 9th October. The THS AGM will be held on 6th November – tickets will cost £5 for the Lavender Farm talk which will take place after the AGM.

- **f) Village Hall Management Committee**

The fundraising event – Back to Eden – to raise money for a new kitchen is now sold out.

- **g) Airport**

No report.

- **h) Speedwatch**

No report.

- **i) Neighbourhood Plan**

The Housing Needs Survey has been advertised in the TDC news and events weekly email. It has been delivered to all households in the parish and, to date, 80 postal returns and 21 Survey Monkey have been completed and submitted. The next NPSG meeting will be held on 17th October. A meeting will be arranged with the NP consultant, James Garside, reading an action plan for the first six months of next year.

- **j) Tatsfield Responders**

Phil Clark had provided the following update:

Further to previous correspondence regarding the above, I have finally received an answer to the questions that I raised back in July. I need to take a little time to interpret the information and to accurately report back to the Parish Council. I will write to you next week and set out what I believe SECAMB intend to do and what in reality we can do locally. One big issue is call volume – we had 9 calls in 10 months since the new control room system went live last November, so I don't believe Tatsfield will be a priority case.

## **12. Parish Council Land/Property**

- **a) Village Hall**

- - New Porch/ door – update. Work to remove the staining and render the plinth will start soon. The VHMC noted that discussions were ongoing regarding what could be done to stop people being able to see into the entrance hall through the new door.

- - Main porch at front of VH – the Clerk had sought one quote for the refurbishment work and would endeavour to get two further quotes by the November main meeting.

- **b) Tatsfield Green**

- - Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- **c) Westmore Green**

- - Pond – a kind offer had been received from Ian Hayman (Tatsfield Aquatics) to carry out remedial work on the pond. The members were very keen to meet with Mr Hayman to discuss further.

- - Runoff water from the Village Club – the Clerk had met with the contractor and confirmed that work could begin very soon. The contractor had highlighted that the tarmac would not exactly match the current tarmac which had red tones. The Clerk was requested to speak to the club manager regarding this.

- **d) AMB**

- - Building Works quotes

Kim Jennings confirmed that the architect had overlaid the requested designs over the existing plans.

These will be considered at the November main meeting.

## **13. Meetings to attend/ correspondence**

- Thanks to TPC from: TACG and Composting Group for recent grants.

- Tatsfield Beer Festival – thanks for continued support from TPC.

- Meeting with David Curl (Highways, SCC0 set up for Friday 12th October at 9.30am.

- Discover Gatwick 2018/19 meeting – Wednesday 24th October or Tuesday 27th November – Ian Mitchell to attend the November session.

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

- Old Lane drain cover – this has been reported to TDC.

- Green waste – dumped in Millennium Wood – Chairman to write about this in Parish Magazine article.

## **15. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

- Scout Hut footpath is excellent. Many thanks.

- Drain cover on Old Lane – exposed and dangerous.

- Green waste dumping in the Old Lane ditch – Cllr Allen suggested reporting this to TDC as fly tipping.

- Is Tatsfield lighting a beacon on 11th November?

- When will the poppies go up in the village centre?

The meeting closed at 9.34pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 22nd October 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mr Ian Mitchell Mrs Kim Jennings Mrs Althea Davies Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 4 parishioners.

The meeting commenced at 8.06pm

**1. Apologies**

1760/1018 Mrs Helena Garcia-MacLeod had sent her 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 previous meeting held on 8th October 2018**

1761/1018 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8th October 2018. They were duly signed by the Chair.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

- When the pond was handed over to the Parish Council in 1995, it was in very good condition. It then went downhill. It is in desperate need of regular maintenance. The offer from Tatsfield Aquatics is wonderful.

**5. Planning**

- **a) To determine the Parish Council's position on Appendix A(2):**

**TA/2018/1905 Woodview, Ninehams Road, Tatsfield TN16 2AJ**

Conversion of loft space to habitable use to include a rear dormer and 3x front rooflights.

Mike Sarll had looked at the property and thought the proposal was fine.

Ian Mitchell had been contacted by a concerned parishioner who was worried that the land indicated on the application plans was not all owned by the applicant.

No previous planning history was available.

A previous application was for a Certificate of Development for a Proposed Use or Development. However, due to the Parish Council's comments on this, TDC confirmed the need for a full planning application.

1762/1018 Comment: No comment.

**TA/2018/1622 Charmwood, Greenway, Tatsfield TN16 2BS**

Erection of detached two storey dwelling with associated parking.

This development is in the settlement. The only potential issue would be if the new building is too close to the existing one. However, as the allowed distance is 1m, then this is unlikely to be a problem.

1763/1018 Comment: No objection.

**TA/2018/1618 The Grasshopper Inn, Westerham Road, Westerham TN16 2EU**

Temporary change of use of 65 parking spaces of existing car park to provide Park & Ride facilities for Tandridge District Council staff for a period of 10 months.

1764/1018 Comment: No objection.

**Appeal 2017/1662/APP/M3645/W/18/3200633 The White House, Westmore Green, Tatsfield TN16 2JS**  
Demolition of existing barn. Erection of detached dwelling.

As this is an appeal to the Planning Inspectorate, it would not be possible to submit new comments but only withdraw previously made comments.

No action as the Parish Council's original comment was 'no objection'.

1765/1018 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**6. Parish Council Land / Property**

- **a) Westmore Green**

Pond – Mike Sarll, Ian Mitchell and the Clerk had met with Ian Hayman from Tatsfield Aquatics and Mike Sarll gave the following summary:

Ian Hayman has looked at the condition of the pond and its liner. He has put forward two options. The first option would be to clear the pond of all invasive plants, overgrown plants and self-seeded plants. Tatsfield Aquatics would offer this option free of charge. This would take approximately one week to achieve. The second option would be to clear the pond of all plants and install a new liner so that the pond is completely watertight and then introduce new plants in the spring, again all labour, machinery costs, soil and shingle,

overflow set up and planting costs would be covered by Tatsfield Aquatics but Ian Hayman would ask the Parish Council to cover the cost of the liner/underlay/overlay (at cost price) which would be £3010 + Vat. Ian Hayman confirmed that the liner is damaged. There is really no sub base, clay or substrate pond floor anymore as it is literally all root system.

Ian Hayman is more than willing to work alongside the Parish Council's preferred contractor for the village club runoff water project in order to ensure that the pipework is set at the correct height for the pond water level and that an overflow is installed.

There are two overflows: one in the north-eastern corner of the pond which feeds into the manhole cover by the tree in front of the parade (this was installed at the time of the 1988 restoration project), the second is on the south-eastern side of the pond which diverts water from Westmore Road.

Ian Mitchell stated that he was surprised that Ian Hayman was concerned about possible excess water and conversely thought that provision should be made to store water from the club roof for when there was less rainfall.

Queries raised by the volunteers/ members of the public: Jon Allbutt – licence to remove invasive weed / plants. Jim Yeeles – thinks this is a very good proposal but would like to see a planting plan. Doris Mitchell – will a sump be installed to 'filter' the roof water?

The Clerk noted that the Village Club management had requested assurances the any damage which occurred during the runoff water project would be rectified by the Parish Council. The Clerk would check that iPave had all necessary insurance cover.

1766/1018 Members resolved to accept the option 2 proposal from Ian Hayman at Tatsfield Aquatics. The Chairman thanked him for his generous offer and the volunteers for all their hard work.

- **b) AMB**

Cleaning contract – due to the recent issues with the current cleaning contractors for the AMB, the Clerk had contacted a local lady to undertake the cleaning of the communal areas of the ground floor of the AMB. She had indicated that she would be happy to clean twice a week (one hour each visit) on Wednesday mornings between 10-11am and Sundays, late afternoon. She has cover for when she is on holiday / off sick. Her hourly rate is £13p/h – this would work out about £50 cheaper per annum than the current contract but would allow easier scheduling for the parish room bookings.

1767/1018 It was resolved to accept this proposal. The Clerk was requested to give notice to the current cleaning firm and confirm the new arrangements.

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

- Furze Corner – the PFA has a meeting with TDC on 8th November which falls just before the next PC meeting.

The site is not being properly managed and the pavilion is falling down. There will be no future for the site without grant awards to improve the facilities, however, the minimum period for major grant applications is a 35-year lease. This is not what has been offered by TDC. A proposal has been drafted for consideration by TDC on 8th November.

At present, the PFA needs support in principle from the Parish Council for the future growth of the site. This was agreed by members present. To be ratified at the next meeting.

### **8. Matters for Reporting or Inclusion in a Future Agenda**

None

No further public participation.

The meeting closed at 8.51 pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 12th November 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair) (arrived at 20.55pm) Mrs Althea Davies (in the chair until 20.55) Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings

Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 5 parishioners.

The meeting commenced at 8.06 pm

**1. APOLOGIES**

1768/1118 Cllr David Hodge 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 previous meeting held on 22nd October 2018**

1769/1118 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22nd October 2018. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 11th September 2018**

Mike Sarll queried a reference to the call for sites but it was established that this related to the minutes from the meeting held on 17th October.

1770/1118 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 11th September 2018.

**5. Public Participation**

- • Tatsfield Lodge mobile home installation – query about planning consent and whether it constituted a mobile home.
- • It was noted that Cllr David Hodge was due to resign the next day. Comment made that he had been a very good servant to Tatsfield.
- • A query raised against the article in the Parish Magazine regarding the gritting of the Paynesfield Road / Crossways / Westmore Road route. This was a necessity given how difficult the conditions became in snowy weather.
- • A query raised regarding parking on pavements – would fines be regularly issued to anyone parking on pavements?

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

- • Scanning of school files – this has been completed. The invoice is scheduled for payment tonight. The Clerk will then be able to arrange delivery of the files.
- • The Clerk confirmed that she is continuing to chase TDC regarding the Asset of Community Value application – a case worker was due to be in touch w/c 15th October.
- • The Clerk confirmed that the VAT refund for 01/04 – 30/09 has been paid out by HMRC (itemised in Appendix B).
- • CIL stage 2 and 3 payments have been received in respect of Shelleys developments.
- • The full Members' Community Allowance has been used - less £24 for 3x plaques. It was not clear that these would be deducted from the allocated amount.
- • Members' Highways Fund has lapsed.
- • The Clerk has emailed TDC re bus companies' issues on Remembrance Saturday. This is being followed up with SCC who are responsible for informing the bus companies about road closures.
- • Parking issue – the VH has highlighted continuing issues with overnight parking. It has suggested two reserved spaces adjacent to the LA play area and contact with Bassetts' residents with a gentle reminder that no overnight parking is allowed? The Clerk has chased sign company. The Clerk also to write a letter to the Bassetts and Vern place residents to remind them that there is no overnight parking allowed.

**8. PLANNING:**

- **(a) Planning Team for November: Ian Mitchell and Althea Davies**

1771/1118 It was resolved that the planning team for November would be Ian Mitchell and Althea Davies

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

**TA/2018/2124 Cedar Cottage, Ninehams Road, Tatsfield TN16 2AN**

Single storey rear extension and rear dormer to side.



(Certificate of Lawfulness for Proposed Development)

1772/118 Comment: No comment

1773/1118 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **9. Finance:**

### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1774/1118 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for November.

It was noted that the invoice for M & M Architects exceeded £500 due to unforeseen work which incurred additional expenditure.

### **(b) Authorise payments for Neighbourhood Plan detailed in Appendix B.1**

1775/1118 Items on Appendix B.1 were duly approved. Cheques and supporting invoices were checked and signed by Mike Sarll and Althea Davies.

### **(c) Discuss and agree items requiring expenditure:**

- Wickham Security – New Lock for AMB: Supply and fit Satin chrome oval cylinder lock with thumb turn with 30 keys: £230.00 + Vat

- Pearl Scan – estimated scanning costs for 'school files' - £228.10 + Vat and £20.00 carriage

- Avast / AVG antivirus renewal - £30.00 + Vat (2x)

1776/1118 All items listed for expenditure were approved.

### **(d) Finance Team for November: Ian Mitchell and Althea Davies**

1777/1118 It was resolved that the Finance Team for November would be Ian Mitchell and Althea Davies.

## **10. Notified Items**

### **• (a) Emergency Plan**

Althea Davies noted that details still needed to be added to the document. If it did snow, she felt it was still unclear as to what would happen. There needed to be an element of common sense as it would be necessary to adapt to each new situation. Missing from the document was a list of those parishioners with 4WD vehicles and other useful kit and a list of vulnerable persons.

1778/1118 It was resolved to adopt the document in its current form and look to add the missing information. It was further proposed that a meeting should be held to decide on the 'leads' in the event of an emergency and arrange for a 'dummy run'.

### **• (b) Risk Assessments – review and adoption**

Althea Davies had placed an updated risk register in Dropbox. The following additional points were noted:

- • obstructions in Kemsley Wood (2x fallen trees) – no further action needed.
- • 2 large trees that need keeping an eye on in Ashen Shaw – Mike Sarll to check against the tree survey carried out earlier in 2018. If not noted in the tree survey, further action would need to be taken.
- • tree on Maesmaur Corner leaning into road - ivy cut at waist level – Mike Sarll to check against the tree survey carried out earlier in the year.
- • remove TPC markers at each end of land we once claimed on Kemsley Road – Clerk to ask Dave Mitchell to remove, plus the markers on Georges Road.
- • mole hills on Westmore green – noted as a potential trip hazard. No further action.
- • no latch on stile at entrance to Kemsley Wood = no further action required.

Additional item: Tree on Westmore Green between the front of the houses and the play area (opposite number 8 Wedgewoods). Lower branches need lifting and tree needs thinning as lower branches are a hazard and the tree is blocking light.

1779/1118 The Clerk to report to TDC.

### **• (c) Emergency kit – update**

Ian Mitchell had provided the following update:

We have six licence-free two-way radios – more powerful ones need a licence.

The two 'Telcom' black devices use normal alkaline batteries and were tested as ok on October 19th.

The two red-fronted 'Silver Crest' devices use re-chargeable batteries and are sitting in their cradle and were tested as ok on October 19th.

The two grey 'Oregon Scientific' devices also use re-chargeable batteries and are sitting in their cradle and one was tested as ok on October 19th. The faulty one receives but does not transmit and has been marked (RXonly).

All of them are tuned to channel 6. All that needs to be done is to switch them on – no adjustments are needed.

Speak only when the channel is clear and keep transmissions short. Make sure you are pressing the 'PTT' button firmly while you speak and hold the device in front of your mouth. When finished, release the button and people will know they can speak. You can also adopt the more formal 'over' procedure as an indication that you've stopped rambling on.

The PC's loud hailer is also powered up, was tested as ok on October 22nd.

All devices have batteries installed. Please remove them after use, put them in the Ferrero Rocher box and return everything to the 'Emergency' filing cabinet drawer.

- **(d) TDC Parking Review 2018/19**

The proposals had been circulated to members. It was agreed that the plan matched the agreements made with David Curl from SCC on 12th October.

- **(e) PFA – proposal requesting PC support (retrospective ratification)**

1780/1118 At the meeting held on 22nd October, the Parish Council was asked to support in principle the future growth of the Furze Corner site. This was agreed.

- **(f) TDC grounds maintenance – update**

Jon Allbutt and Cllr Martin Allen had met with Emanuel Flecken from TDC. Several points were discussed:

- Ownership of the grass strip just outside Shipfield Close.
- The Square: proposal for TDC to clear the vegetation away from the two areas left and right of the Square. If this happened, the PC would consider funding some plants (roses). The volunteers would then plant and maintain this area. Agreement from TDC was due by the time of the PC meeting on 12th November.
- Verge on corner of Westmore Road and Crossways – Pc is investigating this with an external contractor but it continues to be a problem.
- Crossways Court hedge: Nick Dance was due to cut the hedge.
- Shrub Border on Westmore Road: Nick Dance due to weeded and tidied up by Nick Dance.
- Westmore Green, south side of Approach Road – it was suggested that TDC discuss with the PC a proposal to make this area a meadow with a 2m grass walk through it to link up with the new path in the verge. It would require two cuts a year when the rest of the Green is cut. The volunteers could plant and sow wild flowers.

- **(g) Change of roles and responsibilities for Parish Councillors: Kim Jennings to TiB and Althea Davies to Fairtrade**

1781/1118 It was resolved that Kim Jennings would replace Mike Sarll as the TiB representative and Althea Davies would replace Kim Jennings as the Fairtrade representative. The Chairman thanked Mike Sarll for all his hard work to date.

- **(h) Grit bins – update**

This item was deferred due to the item being on the agenda for the Consultative Committee meeting due to held on Friday 16th November.

- **(i) Remembrance Service**

It was widely acknowledged that the Remembrance Service had been an excellent and very moving commemoration. Members officially thanked Dave Bishop, the volunteers and the Clerk for their hard work. It was agreed to leave the plaques, wreaths and flag in place for the two weeks following the service, subject to favourable weather conditions. Should the weather become worse, they would be removed sooner.

- **(j) Housing meeting with TDC – report**

Althea Davies had attended a meeting with Cllr Martin Allen and Peter Trowbridge from TDC on 6th November and gave the following report:

The focus of the discussion was Tatsfield's housing need and potential sites, even though there were some generalities mentioned about Tandridge and what was happening there. We talked about "need" and touched on the surveys that have been done, and commented on how planning decisions were reducing the availability of smaller dwellings, as people were extending rather than moving. We walked and drove around the village and showed Peter examples of where one house has been knocked down to create three, the impact on parking in the village and several examples of areas of land which were options for development if the criteria were acceptable.

## **11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

### **a) County Councillor**

No report

### **b) District Councillor**

Cllr Allen gave the following report:

- The disagreement between the Village Club and the new owners of the shop has resulted in the Village Club Management sending a letter of complaint to TDC.
- There are still 14,000 (38%) electoral role update forms outstanding and the next stage will be for TDC officers to visit in person to chase up.
- Has reported to SCC that the grassed area at the junction of LHL / RHR needs to be cut.
- The slurry work outside 32 and 34 Westmore Road is now being looked at by the contractor despite SCC saying it has met the required standards.
- The intended meeting regarding Furze Corner on 12th November had to be cancelled and is now rearranged for 10th December. Cllr Allen invited a Pcllr.
- 3 further overflying offences have been reported in the past month to the BHA Noise and Safety control committee in advance of the BHACC meeting on 18th November. The MD has been emailed to request overflying infringement numbers for Tatsfield and results of action taken against proven overflying offences.
- KJ Rhee has been told the unfortunate news regarding the TDC position on his hotel application. He decided on 5th November to withdraw the application.
- Cllr Allen has attended the following meetings at TDC: Community Services, Community Infrastructure Levy, Strategy Resources Committee. Also, a Finance workshop meeting, a briefing on the Caterham Masterplan and a meeting to discuss the Community Waste Contract for 2019.
- Had invited Peter Trowbridge to visit Tatsfield to meet with Althea Davies to discuss possible housing areas.
- The winter issue of the Tandridge magazine is due to be received on 12th November. Cllr Allen will be monitoring deliveries to Tatsfield households.
- TDC update on staffing changes: Kathy O'Leary leaves on 23rd November and will be replaced by Elaine Jackson (interim), Piers Mason has been relieved of the Planning Policy responsibility which will now be overseen by Louise Round and Elaine Jackson and supported by Rob Large.
- Fly tipping of cement on RHR could not be prosecuted due to issues with witness.
- Moorhouse – TDC officers, the applicant and County highways met last week. Still awaiting the outcome of this meeting.
- Cllr Allen is going to County Hall on 13th November.
- Mike Sarll and Cllr Allen are meeting Dan Gutierrez on 14th November.
- Cllr Allen is meeting 2 Independent Biggin Hill Councillors on 20th November.

### **c) Tatsfield in Bloom**

At a meeting held on 31st October, the committee began planning for 2019 and decided on a twin theme of Fairtrade and the Forestry Commission (to celebrate Tatsfield's 10 years as a Fairtrade village and 100 years of the FC).

### **d) Tatsfield Fairtrade Group**

The Fairtrade Group is planning its 10th anniversary celebrations. The AGM is due to be held on Tuesday 8th January at 7.30pm in the AMB.

### **e) Horticultural Society**

The Composting site is now closed. Timber has been purchased and prepared in readiness for building the new bins.

The THS AGM on 6th November was very well attended and 70 people listened to the Lavender talk which was very interesting.

### **f) Village Hall Management Committee**

The following points were raised:

- The black paint splashes on the brickwork to the left-hand side of the door will be removed in the coming days.

- The VHMC has requested that the side porch is also repainted.
- Mushrooms are growing in the thin bare strip between the new kerb and fence. The Clerk to ask George Greenslade to provide a quote to cement / tarmac this when carrying out the pond work.
- Overnight parking in the AMB / School car park – details in Officer's report.
- 2x members of VHMC to investigate protective oil for new oak porch. Will discuss with the PC before any application of treatment.

**g) Airport** Traffic down 14% on last year. This can be accounted for in the drop in circuit flying which has been discouraged. Martin Allen has picked up the baton regarding reporting overflying offences.

**h) Speedwatch**

No report

• **i) Neighbourhood Plan**

The Steering Group met on 17th October and an informal meeting was held on 8th November where James Garside showed an example topic paper on Community Facilities.

The Housing Survey has now closed. 251 postal returns were received and 92 surveys were completed on Survey Monkey.

The next Steering Group meeting is scheduled for 13th November. James Garside will give a workshop to prepare for the next set of work due to commence in the new year. The Business Survey and Call for Sites will be finalised.

• **j) Tatsfield Responders**

No report

**12. Parish Council Land/Property**

• **a) Village Hall**

• - Main porch at front of VH – The Clerk has two quotes in hand and is seeking a third. All to include the side porch.

• **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

• **c) Westmore Green**

• - Pond – The Clerk had circulated proposals for two sumps, one to accommodate the runoff rainwater from the Village Club roof and the pond overflow. George Greenslade had provided a quote for this additional work of £1450.

1782/1118 It was resolved to accept this quote for additional work.

It was proposed that the work would commence on 26th November.

• **d) AMB**

• - Building Works quotes – members had seen the architect's drawings and were happy with the proposals. It was agreed that builders should be approached for quotes. Mike Sarll to approach Peter Ling and Eddie Taylor and the Clerk to approach Barry Rowing (Sparrow Decor) and Nicholls.

**13. Meetings to attend/ correspondence**

- VHMC – thanks for grant for new door

- Surrey Community Action – Community Led Housing Workshop – two dates: 28th November 19.30 - 21.30 or 29th November 10.30 – 12.30 – Ian Mitchell and Mike Sarll to attend on 29th November.

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

• Police meeting – 14th November – any items members would like raised. None.

• 2018/2181/TPO Saddlers, 54 Paynesfield Road, Tatsfield TN16 2BG. T1 – Silver Birch – Fell

Comment: no objection

• BT – the Clerk had negotiated a contract renewal price of £39.90 a month. She had also sought a quote for a parish mobile phone of £18 a month for unlimited calls, unlimited texts and 2GB of data (plus handset) or £23 a month for unlimited calls, unlimited texts and 4GB of data (plus handset). Members agreed to the £18 a month option.

**15. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 9.59 pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 10th December 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair) Mrs Althea Davies Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr David Hodge

Cllr Martin Allen

Cllr Becky Rush – Woldingham Parish Council

And 6 parishioners.

The meeting commenced at 8.05 pm

**1. APOLOGIES**

None

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

None

**3. Approve and sign the MINUTES of the previous meeting held on 12th November 2018**

1784/1218 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12th November 2018. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 17th October 2018**

1785/1218 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 17th October 2018.

**5. Receive and Accept the Minutes of the Finance Committee meeting held on 14th November 2018 and the**

Committee's recommendations/ resolutions

1786/1218 It was resolved to receive and accept the Minutes of the Finance Committee meeting held on 14th November 2018 and the Committee's recommendations / resolutions.

**6. Receive and Accept the Minutes of the Finance Committee meeting held on 30th November 2018 and the**

Committee's recommendations/ resolutions

1787/1218 It was resolved to receive and accept the Minutes of the Finance Committee meeting held on 30th November 2018 and the Committee's recommendations / resolutions.

**7. Public Participation**

- • Tatsfield Lodge mobile home installation – will it have separate vehicular access.
- • Will Church Hill be resurfaced?

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

- • Tree on Westmore Green outside 8 Wedgewoods was reported by a parishioner. The Clerk reported the this to TDC. Following a visit from the TDC officer, TDC will be thinning and carrying out a crown lift on three trees on Westmore Green. The work is scheduled for end of January / beginning of February 2019, subject to good weather.
- • Christmas Lights – there had been three separate faults which have been fixed one after the other, as each fault seemed to be masked by the preceding one. The lights are now working.
- • New lock at the AMB – this has been fitted and new keys have been distributed.

**9. PLANNING:**

- **(a) Planning Team for December: Nichola Stokoe and Mike Sarll**

Nichola Stokoe indicated she would be unable to be on the planning team this month. Althea Davies offered to join the planning team.

1788/1218 It was resolved that the planning team for December would be Althea Davies and Mike Sarll

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

**TA/2018/2181/TPO Saddlers, 54 Paynesfield Road, Tatsfield TN16 2BG**

T1 – Silver Birch – Fell

(Retrospective ratification)

It was noted that a similar application for work on Silver Birches at a neighbour's property was refused. However, this was a matter for TDC's Tree Officer.

1789/1218 Comment: No comment

TA/2018/2213 Covers Quarry, Westerham, Kent

Stabilisation and restoration of Covers Farm Quarry using imported engineering materials to restore the site to grassland, including landscape planting and an ecological receptor area together with a temporary road and ancillary

buildings. (Consultation from Kent County Council).

Ian Mitchell attended a consultation meeting in Westerham the week before. The only direct bearing on Tatsfield would

be regarding traffic management into Westerham. The amount of HGV movements which will be controlled by traffic

lights (operating only when necessary). Another consideration is that the works will come close to the border and the

Cross-Valley Dyke. The application and English Heritage are aware of this.

All Highways works would be outside the parish except for the pinch point on the B2024.

It was noted that there was significant opposition to the application in Westerham.

1790/1218 Comment: Objection. The Parish Council wishes to object to the proposal on the basis of the detrimental effects of increased traffic movements on the B2024 (Clarks Lane) at its junction with Pilgrims Lane which is a known 'pinch point' that falls within the parish of Tatsfield. The Parish Council also wishes to draw attention to the need to have regard to the Cross-Valley Dyke as the proposed works would come close to the border and this ancient monument's location.

TA/2018/2284 Old Rectory Lodge, Rectory Lane, Westerham TN16 2DA

Single storey extension.

The Parish Council objected to the previous application (ref: 2018/1880) which was refused. The planning officer's report said at the time: "The Parish Council objected to the application due to the previous additions to

the property in the Green Belt which has been discussed above. They also highlighted attention to the informative that was put on the decision notice of application 2007/1911..... which stated: "In light of the extent

of previous development to the property the Council is unlikely to favourably consider any subsequent proposal

for further works."

1791/1218 Comment: Objection. The Parish Council wishes to object on the same basis as the objection to the previous application made in 2018 (TA/2018/1880) in that the application still appears to be a disproportionate addition to the existing structure and the Parish Council would again draw attention to the planning officer's comments from 2007 (ref: 2007/1911) that 'in light of the extent of previous development to the property the Council is unlikely to favourably consider any subsequent proposal for further works'.

TA/2018/2028/TPO 11 Shipfield Close, Tatsfield TN16 2AU

T1 – Oak – Remove all secondary and tertiary branches from primary limbs up to a height of 10m.

1792/1218 Comment: No comment

TA/2018/1276 Anhedral, Greenway, Tatsfield TN16 2BS

Erection of two storey side, rear extensions and attached garage. Formation of additional hardstanding incorporating extension of driveway. (Retrospective) Ian Mitchell declared that he was an immediate neighbour to this property. He took no further part in discussions.

Members discussed this retrospective application which had been built / finished differently to the plans submitted. It was generally agreed that had this been presented as a new application, and not a retrospective

one, then in principle there would be no objection to the proposals.

1793/1218 Comment: No comment

1794/1218 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **10. Finance:**

### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1795/1218 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for December.

### **(b) Authorise payments for Neighbourhood Plan detailed in Appendix B.1**

1796/1218 Items on Appendix B.1 were duly approved. Cheques and supporting invoices were checked and signed by Mike Sarll and Althea Davies.

### **(c) Discuss and agree items requiring expenditure:**

- Tree Popper – for Jim Yeeles use on SWT land and also on PC land - £272.00 + Vat
- Carpet cleaning of AMB communal areas – tbc
- Gritting of Lusted Hall Lane and Paynesfield Road / Crossways / Westmore Road - tbc

1797/1218 The tree popper expenditure was approved. The Clerk had been unable to obtain a definitive quote for the carpet cleaning as it is classed as 'professional cleaning' and needed to be quoted by square meterage. The Clerk estimated it may be around £80.00 + Vat. This was agreed by members. The Clerk was still waiting on figures etc from the farmer regarding route 2 gritting. It was agreed, in principle, by members that costs of £80 p/h for snow ploughing and £60 p/h for gritting were appropriate. Plus £1 per tonne for storing of grit/salt.

**(d) Finance Team for December: Nichola Stokoe and Mike Sarll**

Nichola Stokoe indicated she would be unable to be on the planning team this month. Althea Davies offered to join the planning team.

1798/1218 It was resolved that the Finance Team for December would be Mike Sarll and Althea Davies.

**(e) Grant request 2019-20 Vern D'Anjou - £750.00**

1799/1218 Members agreed to grant Vern D'Anjou £500.00. It was suggested that some additional fundraising could perhaps be undertaken.

**(f) Approve Budget for 2019-20 as recommended by the Finance Committee (as per item 6)**

1800/1218 It was resolved to accept the recommendations made by the Finance Committee and approved the Budget for 2019-20.

**(g) Approve Precept amount for 2019-20 of £44,000**

1801/1218 It was resolved to request a Precept amount of £44,000 for 2019-20.

**(h) Formalise the closure of the two Cambridge Building Society Savings Accounts**

1802/1218 It was resolved to close the two Cambridge Building Society Accounts as per the resolution made at the Finance Committee meeting held on 30th November 2018.

11. Notified Items

• **(a) Mid- year audit – report**

This was the first meeting with the new auditor. No major issues were raised but a few suggestions were made which could help improve existing procedures.

• **(b) Grit bins – update**

The Clerk reported that SCC Asset Management Team had confirmed all bins which had been logged at less than 76% full in the July/ August survey had been filled. Cllr Allen had noted that the bin at the top of Westmore Road was empty (ID 10593).

1803/1218 The clerk would report this to Cllr David Hodge.

• **(c) Chartwell Cancer Trust AMB resources**

The Clerk had been contacted by the AMB tenants who had made a complaint about their tea and coffee supplies being used by other AMB users. The Clerk had emailed all groups and organisations to request that they bring their own supplies. The Clerk had also offered that the PC would reimburse the missing supplies but CCT had politely declined this offer.

• **(d) Consultative Committee Meeting – minutes**

These had been circulated to members.

• **(e) Request from Parade shopkeepers for additional street lighting**

1804/1218 Members agreed that the shopkeepers should look to source their own lighting and the matter should be referred to the freeholders.

• **(f) SCC write up on TiB Gold award Success**

The following had been written up by the SCC department responsible for administering the Members' Community Allowance Fund:

Tatsfield entered the South and South East in Bloom competition again this year and achieved a Gold award, coming second in the Large Village category.

The project was supported through Members' Community Allocation by Councillor David Hodge who gave them £1000 towards plants. In 2017 and 2018 the displays have been on the theme 'Tatsfield is Buzzing', which mainly comprised of plants which are attractive to pollinating insects.

Councillor Hodge has also granted them £688 towards their 2019 competition entry. The theme has not yet been decided.

In the meantime, the group will be keeping the village as clean and tidy as they can with regular weekly sessions of litter picking and general tidying up.



All the work is done by Tatsfield in Bloom volunteers. They also organise an annual village Spring Clean in April. The Litter Team, involves all parts of the village being continually looked after by 32 individuals living nearby who litter pick all the year round as and when they can.

Congratulations were offered by the Chairman to TiB on this year's successes.

- **(g) Request for signage to St. Mary's Church at the bottom of Ship Hill**

The clerk had received the following request from Rev. Vince Short:

I am writing on behalf of the Church to request that consideration be given to provision of additional signage to the church from the village. There is a wooden signpost "to the church" opposite the Village Hall pointing down Ship Hill. However, I cannot see any signage at the crossroads (Ship Hill/Old Lane/Rag Hill/Church Hill). Additionally, Church Hill (and Rag Hill) are not named at the crossroads. If Church Hill was named that would help. This creates a problem, as satnav for the church postcode TN16 2JX tells people they have arrived at the church when they arrive at that crossroads. People from outside the area are therefore finding it hard to find us when they come for marriages, funerals and other visits. There is one arm missing on the signpost at the crossroads which could possibly be utilised.

1805/1218 Members resolved that TDC should be asked in the first instance if a road name sign could be erected for Church Hill at the junction mentioned above.

- **(h) Parish Assembly Meeting – 5th December – report**

The clerk had circulated the report to members. It was noted that TDC had indicated that it would be looking to a wider contribution from PCs regarding district wide services over the next year. No details had as yet been provided.

- **(i) SCC Consultations – CRCs, Children's Centres, Libraries and Cultural Services, Concessionary Bus Travel, Special Educational Needs and Disability**

1806/1218 It was agreed that members would submit individual responses.

- **(j) Police Meeting on 14th November – report**

It was noted that Speedwatch should continue despite recent issues. A PC or PCSO would be able to attend. There had been a positive effect on rural crime and numbers had decreased. The opinion on the benefits of CCTV had been more positive than previously. It was asked whether PCSO Rupert Kelley would be resuming the police surgeries in the new shop. Martin Allen agreed to chase.

- **(k) The Parade – i) new shops ii) Asset of Community Value**

i) Two new shops had opened – a convenience store /tea room and a florist. Both were noted to be very welcome additions to the village. Further to the update, Sheree Cook had revised the opening hours to include Thursdays for about 1.5 hours in the morning to enable residents to purchase papers etc.

ii) The Clerk was continuing to chase and had been advised by the legal team at TDC that a couple of checks were still currently being undertaken and there would be further news in the coming weeks.

- **(l) Park Wood Golf Club – Footpath 23**

Following complaints from parishioners that work being undertaken by the golf club owners to footpath 23 had rendered the footpath impassable, although the path was not entirely obstructed, it was suggested that this now needed to be formally dealt with by SCC.

1807/1218 David Hodge agreed to speak to the relevant officers, who would be asked to provide the Clerk with an update.

- **(m) Cllr David Hodge – update**

Cllr Hodge had officially resigned as Leader of SCC and it was confirmed that a new leader would be in place by 11th December. Ian Mitchell commented that David Hodge's decision to step down was regrettable as he had done so much for Tatsfield, especially commended that he had discharged his duties to the parish as well as being the leader of the CC. The PC offered its thanks to David.

## **12. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

- **a) County Councillor**

Cllr Hodge noted that Ship Hill had recently been resurfaced.

There was a consultation by London buses (TfL) running which was reviewing all bus routes. It appeared that the 464 route would not be affected by this.

When DH steps down as CCllr, there will be a 5-6-week gap until a new CCllr is elected. He will ask Cllr Cameron McIntosh to step in.

- **b) District Councillor**

Cllr Allen gave the following report:

- • Went to County Hall to witness David Hodge's resignation speech.
- • Along with Mike Sarll, met with Insp Dan Gutierrez on 14th November.
- • Attended the CCC meeting on the 16th November with DH, NS and the Clerk along with BR (Becky Rush – Vice Chair Woldingham PC).
- • Met with the 2 Independent Biggin Hill District Councillors on the 20th November – no news yet on the HGV signs.
- • Tandrige District Council - attended Housing and Finance committees, 2 more Finance workshop meetings, a briefing on the Housing Strategy update, a briefing on Planning Enforcement, a meeting with the Chief Executive to discuss staffing problems/changes at the TDC and a CIL Committee meeting. TDC hold £1.9m and are seeking applications that meet the CIL criteria, just included highways.
- • The Winter issue of Tandrige Magazine has still not been received by MA. He asked if anyone else had received their copy.
- • Moorhouse – The Officers Applicant and County Highways and other local Councillors are awaiting an appointment to review the application in view of the new findings.
- • The meeting regarding Furze Corner (held prior to this PC meeting) proved worthwhile and will develop into more on-going talks.
- • MA has a meeting with the Grasshopper on 11th December.
- **c) Tatsfield in Bloom**

TiB is planning a Fairtrade bed featuring recycled glass and plants.

- d) Tatsfield Fairtrade Group

The AGM is scheduled for 8th January 2019. The Tea Party will be held on 10th March.

- e) Horticultural Society

THS is putting together the 2019 Year Book.

The Compost Site is now closed.

The Community Fund for Surrey have just come back to say they can only find £5,500 (of £7,000) of funding for the new shredder. This is gratefully received but it leaves us a shortfall of £1,500 to find and a time limit of 12 months is ticking away on the National Lottery grant. The National Lottery grant will have to be repaid if it hasn't been used by this April 2019. The Community Fund for Surrey has now put the same deadline on its grant offer.

- **f) Village Hall Management Committee**

The following points were raised:

- • Staining around the new porch – James Blunt to be asked to look at the staining.
- • Car park signs – Clerk noted she had circulated the mock up designs from ThinkPad and although several members had not liked some of the designs, no further suggestions had been made as to a preferred alternative. The Clerk had drafted letters to be sent to the residents of Bassetts, Vern Place and two other houses adjacent to the VH. Kim Jennings and Helena Garcia-MacLeod to deliver in the new year.
- • Fence between Bassetts and VH is in poor condition. First action would be to ascertain who is liable for the repairs/replacement. Ian Mitchell agreed to find the plans and this would be put on the January agenda for further action.
- • Front and Side porches – due to budget restrictions in 2019-20, the Finance Ctte had decided to postpone the works to repair and repaint the two porches. The VHMC has requested a copy of the quotes already obtained with a view to possibly contributing to the work.

- **g) Airport**

Ian Mitchell would attend a Discover Gatwick meeting in the new year.

- **h) Speedwatch**

Ian Mitchell gave the following report:

At the last Speedwatch session, five members were accompanied by PCSO Rupert Kelley. Despite large numbers of Speedwatch members, half a dozen drivers failed to respect the speed limit and have been reported. There was mention at the last PC meeting that a session had been held in LHL in November and a person known to a PC member having been caught. There was a session further south in the district and

its details were wrongly coded and attributed to Tatsfield. Revised letters have been sent out to the alleged offenders.

At this point in the meeting an update was given regarding the meeting regarding Furze Corner between PFA Members and TDC. Martin Allen and Ian Mitchell had also been in attendance:

Twelve members of the PFA attended. Among them were Mike Pendleton, Jon Allbutt, David King and Justin Naughton. They would like a longer lease and state they unable to obtain grants without greater security of tenure, so instead of a five-year lease they would propose 40+ years or the option to purchase. TDC said 15 years should be enough for grants, but grants depended on provision being made for the whole of the community - yoga, other clubs etc. The club house should not be empty. This seemed to be TDC's underlying message and was extended to saying that all bids for grants or assistance with the lease needed support from long-term users. It was also advised that the PFA constitution should be updated – it needed to be more about the community - and with PC representation.

Jon Allbutt was asked to draw up a maintenance plan for the site. He, in turn, asked to see TDC's standard maintenance conditions for places like Furze Corner.

In response to Mike Pendleton's request, TDC advised against the PFA purchasing the site: "We don't want the club owning it and vanishing 30 years down the line."

It appeared that TDC is happy to be flexible on the future rent levels but a management agreement needed to run alongside a future lease.

- **i) Neighbourhood Plan**

The postal entries have now been uploaded to Survey Monkey so a total of 343 from 748 forms sent out - slightly less due to a miscalculation.

The next meeting would be held on 19th December at 8pm where items for discussion include the survey response and the issuing of the Business Survey and the Call for Sites.

- **j) Tatsfield Responders**

No report

- **k) Little Acorns**

No report

### **13. Parish Council Land/Property**

- **a) Village Hall**

- - Main porch at front of VH – This scheduled work had been postponed at the recent Finance Committee meeting due to budget constraints.

- **b) Tatsfield Green**

- - Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- **c) Westmore Green**

- - Pond – Phase 1 of the project had now been completed. Many positive comments had been received. Phase 2 was scheduled to begin in spring 2019. The chairman offered the PC's thanks to Ian Hayman and his team and George Greenslade for all their hard work.

- **d) AMB**

- - Building Works quotes – This scheduled work had been postponed at the recent Finance Committee meeting due to budget constraints.

### **14. Meetings to attend/ correspondence**

- - Discover Gatwick – Tuesday 15th January 2019 or Tuesday 19th February 2019. Ian Mitchell to attend.

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

- • Ian Mitchell had attended a Surrey Community Housing Partnership meeting held on 29th November. There was a presentation of an alternative to affordable housing. Ian Mitchell gave the following report:

We were introduced to an alternative to the way we are trying to get more affordable housing into Tatsfield - the concept of Community Land Trusts (CLTs).

There are now almost 290 CLTs in England and Wales, and the sector has grown six-fold in the last six years. They have developed over 800 permanently affordable homes and are working to develop another 5,800.

<http://www.communitylandtrusts.org.uk/what-is-a-clt/about-clts>

We were told that a scheme is community led when:

- There is meaningful community engagement and consent throughout the process.
- The local community manages the homes in a manner of their choosing. This could be done in partnership with a housing association or be completely self-managed.
- The benefits to the community are clearly defined and legally protected in perpetuity e.g.

through an asset lock

The principle is similar to what we have already done but involves local people as well as the parish council. Living or working in the area as members they would control the trust. It would be even less at risk of the government's right-to-buy regime than a conventional housing association project. Tandridge DC, with 1,500 people on its housing list has joined the Surrey Community Housing Project and Martin may well be reporting on this.

Louise Williams of English Rural was due to be at the meeting but was unwell and unable to attend.

#### **16. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 9.37 pm

**MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 14th November 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Ian Mitchell (in the chair)

Mrs Nichola Stokoe Mrs Kim Jennings Mr Mike Sarll Mrs Althea Davies

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.20 p.m.

**1. APOLOGIES**

None

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

None

**3. Approve and sign the MINUTES of the previous meeting held on 24th September 2018**

041F/1118 It was resolved that the minutes reflected a true and accurate record of the meeting held on 24th September 2018. They were duly signed by the Chair.

**4. Grant requests for 2019-20**

The following grant requests had been received:

Tatsfield in Bloom - £2,000

Fairtrade Group - £300

Community Composting Scheme - £1717.32

Parish Magazine - £1,000

042F/1118 It was resolved to grant all of the above requests, to be paid in April 2019.

The Clerk had received an additional request from Jim Yeeles for the purchase of a tree-popper for use when

volunteering for Surrey Wildlife Trust and the Parish Council. The sum requested was £326.40.

043F/1118 It was resolved to grant the requested sum, to be paid at the December main meeting.

**5. Asset Register – member check**

The Clerk had updated the register as per the information given at a previous meeting.

044F/1118 The Chairman duly signed the Asset Register as a true record of the Parish Council's assets for 2018.

**6. Update on Savings Accounts**

The Clerk confirmed that the application for a Nationwide Business Savings Account had been submitted. The process to close the two accounts with Cambridge Building Society and the account held with NatWest could now begin.

045F/1118 It was resolved that the Clerk would begin the process to close the NatWest savings account and Nichola Stokoe would look into closing the two Cambridge Building Society accounts.

**7. Review of current year spend**

The Clerk had circulated a copy of the annual budget showing the actual YTD spend.

Members looked over each budget line.

The Chairman noted that there had been some overspend, however, this was in line with the Parish Council's need to spend some of the accumulated reserves.

**8. Draft budget**

The Clerk made suggestions regarding expenditure for the year 2019-20. All budget lines were agreed save for the precept figure.

046F/1118 The Clerk was requested to clarify the Government's position on precept capping and total anticipated expenditure for 2019-20 to see if there would be shortfall, and, therefore, a small raise in the precept may need to be considered.

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

None

**10. Date for next meeting**

The next meeting of the Finance Committee would be held on Friday 30th November at 10am.

The meeting closed at 10.09p.m.

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14th January 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Althea Davies (in the chair)

Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings

Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 4 parishioners.

The meeting commenced at 8.04pm

**1. APOLOGIES**

1809/0119 Mrs Nichola Stokoe had sent her 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 10th December 2018**

1810/0219 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10th December 2018. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 13th November 2018**

1811/0119 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 13th November 2018.

**5. Public Participation**

- Pond – A parishioner commented that congratulations should be passed to the person who carried out the work on the pond. It looked great.

- A parishioner reported that the salt/ grit bin at the top of Westmore Road was empty.

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

i) The Clerk noted that she had received an offer via the volunteers for a parishioner to train her dog to collect rubbish from the pond. The clerk confirmed that Tatsfield Aquatics would be carrying out maintenance of the pond on a monthly basis and this would include rubbish clearing. There had also been a request to keep dogs and other animals out of the pond, if possible, to minimise the risk of tearing the new liner.

ii) One of the tenants had reported that the outside lights at the AMB and the bollard lightning in the car park were not working. Niall Kells had kindly checked and the car park lighting was operating as it should be. The circular lights were off as they had been switched off on the two-way switch at the entrance to the first floor. The trunk lighting was not working most likely because the bulbs needed replacing. The Clerk had suggested that one two-pack of bulbs was purchased and used to test all lights. If this worked, new bulbs would be purchased for all lights. If not, further investigation would be needed as the lights were old models and replacement parts would be difficult to source.

**7. PLANNING:**

**(a) Planning Team for January: Nichola Stokoe and Ian Mitchell**

1812/0119 It was resolved that the planning team for January would be Nichola Stokoe and Ian Mitchell

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

No planning applications had been received at the time of the publication of the agenda.

**8. Finance:**

**(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1813/0119 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:**

There were no items requiring expenditure at the time of the publication of the agenda.

**(c) Finance Team for January: Nichola Stokoe and Ian Mitchell**

1814/0119 It was resolved that the Finance Team for January would be Nichola Stokoe and Ian Mitchell.

**(d) Payroll process (Under Part 2)**

This item would be discussed under Part 2.

**9. Notified Items**

**(a) Date for 2019 Annual Parish Meeting**

The Clerk confirmed that the APM needed to be held between 1st March and 1st June. The Chairman had originally suggested it be held between 3rd and 13th May i.e. post-election and prior to the new Council's first meeting. The Clerk indicated that this would involve a lot of work at the beginning of May. Members discussed suitable dates.

1815/0119 Tuesday 2nd April was suggested as a provisional date.

**(b) North Tandridge One Public Estates Presentation - report** 1. *Creating economic growth (new homes and jobs)*

2. *Rethinking the public service offer to deliver more integrated, customer-focused services*

3. *Generating efficiencies, through receipts and reduced costs*

Ian Mitchell had attended this presentation on behalf of the Parish Council. He gave the following report: I was one of four parish council reps who attended this briefing which came over the horizon as: *"The aims of a One Public Estate programme are to review assets held by public bodies to look to maximise potential through:*

*In addition, the North Tandridge OPE is looking to create a Health Hub with the inclusion of Caterham Dene".* It didn't appear that Tatsfield would be directly affected. However, it may be prudent to apply the same principle to Tatsfield and look at the public assets in the parish - within the Neighbourhood Plan process perhaps - to see whether there are any opportunities to rationalise and earn money. A top of the head inventory is: Surrey - School, surplus land at the school, Tandridge - Crossways Court, residual council houses, open space at the Square, Furze Corner, Tatsfield - Village Hall, AMB, Shaw Road Triangle, Hayes Pasture, Maesmaur Corner, Kemsley Wood, Ashen Shaw, Westmore and Tatsfield Greens.

**(c) Return of PCSO surgeries at the Parade**

Cllr Allen has confirmed that PCSO Rupert Kelley indicated he will likely resume the police surgeries at the new shop / tearoom, schedule permitting. It was queried whether this should be advertised within the parish but it was agreed that PCSO Kelley could put this in his next article for the Parish Magazine.

**(d) Affordable Housing – update**

The architect for the owner of the plot of land at Ninehams Road / Ship Hill had asked for this to be considered either a PC affordable housing project or for the NP Call for Sites. English Rural has confirmed that it would not be a suitable site for them to put forward as a joint venture with the PC. It was agreed to forward to the NP for the Call for Sites.

**(e) TDC decision on grass verge cutting funding**

The Clerk had circulated an email from TDC confirming that due to lack of interest in sharing the cost of maintaining the verge cutting services at existing levels, TDC would no longer be pursuing this. Members felt that further investigation was warranted to ascertain if the existing numbers of cuts / weed spraying was needed.

1816/0119 It was agreed that a working group should be set up to consider the current schedule v the new schedule. The members of the working group would be Kim Jennings (co-ordinator), Althea Davies and Mike Sarll. The working group would report back at the February main meeting.

**(f) Update – drains reported damaged / blocked to SCC**

Angelo Lamprou had confirmed that the two drains on Approach Road had been cleared as part of the normal schedule of works. He noted that the two drains acted more or less as a soakaway – they were not connected to a main drain and did not lead anywhere. The drain at the Approach Road / Ship Hill / Westmore Road junction was reported as sunken ironworks. This has been patched (possibly during the Ship Hill resurfacing works). Angelo Lamprou admitted that there was still a little movement of the drain cover but it is not classed as dangerous and will not need further work.

It was noted that anyone could report drain problems to SCC online.

**(g) Sevenoaks District Council proposed submission of Local Plan consultation**

Members agreed that this required no further action on the part of the Parish Council.

**(h) Ship Hill pothole – reported by resident**

A parishioner had emailed the Parish Council to report a pothole on the newly resurfaced part of Ship Hill. The Clerk had suggested the parishioner could report this online.



A further update reported that SCC Highways would be visiting the site to evaluate the remedial work required.

**(i) Bulky Waste collection dates 2019**

Further to consultation with the PC and VHMC, the bulky waste collection dates had been confirmed as: Saturday 18th May, Saturday 21st September and Saturday 14th December.

**(j) Gritting – private contractor**

Despite email and telephone messages being left, no further progress had been made regarding the gritting contract.

**(k) SCC Election – 31st January**

Candidates' details have been released and the election date set for 31st January. The election would be held in the usual venue – the Village Hall.

Cllr Allen was organising Hustings which would be held in the WI hall on 25th January.

The Parish Council offered its grateful thanks to David Hodge and best wishes for his retirement.

**(l) Stragglers Green Belt Relay 2019**

Further to the issues experienced during the 2018 event, Lloyd Gulley (VHMC Chairman) had been liaising with the event organiser to ensure a smoother experience in 2019.

**(m) Parish Council elections – May 2019**

The elections would be held on 2nd May 2019. Kim Jennings confirmed that a recruitment plan was being prepared in which it would be agreed the best way of publicising the forthcoming elections and generating interest from potential candidates. A group comprising of Nichola Stokoe, Kim Jennings, Jon Allbutt, Bob David and Martin Allen would be meeting on 29th January.

**10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

No report

**b) District Councillor**

Cllr Martin Allen gave the following report:

Since the December meeting, Cllr Allen has had a meeting with Elaine Jackson who is the Interim Director of Resources at TDC, attended 3 separate medium-term Financial Strategy workshops, met Charlotte Parker at Biggin Hill Airport to discuss Locate.

On Tuesday 15th January, Cllr Allen would meet the CEO of TDC to discuss Member / Officer protocol as he felt the Terms of Reference do not go far enough. There was also a Housing Committee scheduled at which housing strategy would be discussed.

Cllr Allen outlined his schedule up to the February main meeting:

17th January – attending the Biggin Hill Airport AGM on behalf of TDC

21st January – hosting a visit by Tim Oliver – the new SCC Conservative Leader

23rd January – visiting TDC to discuss the outstanding enforcement matters

25th January – organising Hustings for the forthcoming CC elections (to be held in the WI hall)

28th January – attending a TDC business event

29th January – attending a meeting to discuss the PC elections

31st January – attending a Finance committee meeting

4th February – attending a Planning Enforcement seminar – note: Hilary Orr has left TDC

5th February – attending a Strategy and Resources committee

Cllr Allen confirmed that he has now resolved the non-delivery issue of the Tandridge Magazine in Tatsfield. This will now come out to every household by post.

Moorhouse – on 19th December Martin Allen attended a meeting of TDC Officers and County Highways and other local councillors. The prospects of the application being approved are growing.

The Grasshopper Inn development is currently stalled due to lighting issues v bats – still to be resolved with TDC /WT.

Cllr Allen has successfully had the noisy manhole cover in Paynesfield Road repaired.

Cllr Allen has received multiple complaints regarding the ongoing parking issues outside Crossways Court and along Crossways.

Cllr Allen visited Clacket Lane residents regarding the light pollution problems from Moorhouse.

### **c) Tatsfield in Bloom**

Kim Jennings attended the recent TIB meeting and gave the following report:

The water butt outside the AMB needed replacing.

TIB would like to place mangers / baskets on the wall of the VH either side of the new porch.

1817/0119 Members agreed to this proposal.

The village gates were dirty and this was partly caused by a puddle which has formed between the road and

verge. Kim Jennings had offered fill this with hardcore to hopefully remedy water collected at this point. The Square proposed flowerbeds. The Parish Council has yet to receive an official request for this. Members agreed with the idea in principle but would need to see a breakdown of the costs before making a firm decision. It was agreed to list this item on the February main meeting agenda for further discussion. It was also noted that consultation with residents of the Square was needed.

Planting of baskets around the village would take place over the weekend of 11th and 12th May.

The TIB theme for 2019 was the Fairtrade group's 10th anniversary.

### **d) Tatsfield Fairtrade Group**

Althea Davies attended this meeting and gave the following report:

Althea Davies attended the AGM, followed by the regular meeting on 8th January.

The committee is very enthusiastic and well-run. This year is the 10th anniversary so a lot of planning is taking place for the Fairtrade fortnight in March. There will be a birthday party on 10th March and ideas discussed included a bake-off using Fairtrade products.

The Fairtrade Group will be buying 90kg of Kilombero rice which can then be sold at no profit. This will fund a child's secondary school education.

The Committee is looking at other opportunities to promote Fairtrade including the Bec Hill Cycle climb as well as other sporting events which pass through Tatsfield.

The content for the next three Parish Magazine articles was agreed.

Also discussed was the prospect of working alongside Sheree to promote or use Fairtrade products in the shop / tearoom.

\*\* It was noted that the History weekend would be 9th and 10th March. To be held in the AMB.

### **e) Horticultural Society**

Martin Allen confirmed that the Year Book would be collected shortly and would be in circulation very soon.

The next event will be the Martin Hazelwood quiz to be held on 12th February in the WI hall.

The compost site is closed. Martin Allen asked for an update on the grant request.

### **f) Village Hall Management Committee**

Helena Garcia- MacLeod updated members on the concerns raised at the recent VHMC meeting. Main priorities were the staining around the new porch, the 'missing' guttering around the new porch and the upcoming floor reseal.

### **g) Airport**

Ian Mitchell gave the following report:

The next Consultative Committee meeting will be held on Thursday 17th January, when we will be told that the marked fall in light aviation activity reflects measures taken for reasons of safety. The trend is expected to continue through the summer as is the 'modest' increase in business jet and helicopter activity. Over the past 12 months there have been 43 and a half thousand total movements –the 3rd lowest figure for more than two decades. They peaked at 96 thousand in 1997. The airport management has suggested to the government that all light aircraft in the south-east should be 'electronically conspicuous' and that private pilots should be subject to mandatory recurrent training. It also argues that light aviation contributes relatively little to the UK economy. It now appears that Bromley planners do not consider the proposed technical training college as being 'aviation employment generating' and should not be built on the site first proposed. It seems that the only likely site would now be next to the hotel and the 'Lookout Café'

### **h) Speedwatch**

No report.

### **i) Neighbourhood Plan**

There was a Steering Group meeting on 19th December where it was agreed that the two Environment groups will merge.

The next meeting is scheduled for 17th January where the Call for Sites will be finalised and the Business Survey will be issued.

Two public events are being planned for April / May 2019.

The Housing Group will meet on 16th January to discuss the THNS results.

#### **j) Tatsfield Responders**

Phil Clark had sent a report. SECAMB is still in special measures. Due to the new triage system, the official number of calls in Tatsfield was 9 in 11 months. Although it was stated explicitly, the inference was that due to the low figures, SECAMB did not wish to actively support a First Responders scheme in Tatsfield.

#### **k) Little Acorns**

The following report was received from the Little Acorns Chair:

Little Acorns had a selection of very successful fundraisers over December, totalling £1000! But that obviously is only a bandage. The numbers have increased well through the last term and we started this term with more children ready to start with us. I remain optimistic but realistic. We have a fair few (16 I believe) leaving in the summer for school but we have 8 months to increase our numbers before September and one of the ways we are doing that is an Open Day in February allowing parents a more informal way to view the pre-school. We are due OFSTED any day and again hope that an updated good response from them will also help us! A member of the Surrey Early Years team came in this week to ensure we were ready to receive OFSTED.

From the summer term the fees are increasing and we are extending our opening hours to include some of breakfast club's hours. This was a request from Surrey so that we can offer full 30-hour funding to those who are eligible. It also includes a lunch club on our shorter days. The lunch club will also be available as a paid for service to unfunded families.

Thank you for your on-going support of the pre-school. I am endeavouring to keep this village asset alive and kicking but must also listen to the needs of the community.

### **11. Parish Council Land/Property**

#### **a) Village Hall**

- Main porch at front of VH and small side porch – refurbishment

It was believed this was discussed at the recent VHMC meeting but no update.

- New porch – staining – Althea Davies has been liaising with James Blunt re the staining. VHMC members thought that it may be resin leeching from the wood and this could continue for some time. Althea Davies would continue to follow this up and the issue of the guttering which does not appear to have been replaced after the porch was fitted.

- Elections – Little Acorns had complained about the elections scheduled for 31st January being held in the VH as it would mean a full day of closure and subsequent lost earnings. Helena Garcia-MacLeod confirmed that she had in the past made enquiries into the possibility of relocating the polling station but TDC had 'stuck firm' to the decision to use the VH as the polling station venue. It was noted by members that the VH had always been the location for the parish polling station. The Clerk confirmed that TDC had indicated that the VHMC could submit an invoice for the hall which included loss of earnings. The Clerk agreed to pass on the contact details at TDC to Helena Garcia-MacLeod to follow this up.

#### **b) Westmore Green**

- Pond - a planting plan had been supplied by Ian Hayman. This had been circulated to members by the Clerk.

It was proposed that a plaque for Tatsfield Aquatics should be erected by the pond in acknowledgement of the work done.

Members commented that they thought the pond looked lovely without planting and would caution against too much planting being carried out in the spring.

- Christmas Lights – there had been multiple problems with the Christmas lights since 1st December. It was generally agreed that there should not be so many problems with such a new lighting system.

1818/0119 It was agreed that investigations were needed to ascertain why the lights had failed on multiple occasions over the festive period and an action plan put in place to resolve the issues ahead of next Christmas. Mike Sarll agreed to liaise with the electrician, Ted Chaponiere, Stuart Farmer and Doug Freeze and report back to the PC.

### **12. Meetings to attend/ correspondence**

- Tim Oliver – new SCC Leader – AMB Monday 21st January 1pm – 4pm

- Email received from concerned parishioner regarding quad bikes being raced in the woods near Old Lane / Ricketts Hill Road. This should be logged and reported to the PCSO.

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

None

**14. Matters for reporting or Inclusion in a Future Agenda**

- Parking on Westmore Green on the grass. List on February main meeting agenda.

Final public participation:

None

The meeting closed at 9.46pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11th February 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Helena Garcia-MacLeod Mrs Althea Davies

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

Cllr Becky Rush

And 4 parishioners.

The meeting commenced at 8.04pm

**1. APOLOGIES**

1820/0219 Mrs Kim Jennings, Mr Ian Mitchell and Mr Mike Sarll had sent their 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 14th January 2019**

1821/0219 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14th January 2019. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 19th December 2018**

1822/0219 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 19th December 2018.

**5. Public Participation**

None

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

- i) The Clerk noted that she had reported the damaged sleeper outside Pond Cottages to TDC.
- ii) The Clerk noted that extra salt had been delivered by TDC and this had been utilised to grit public footpaths and, with the assistance of the volunteers, some of the SCC bins had been replenished.
- iii) The clerk had agreed a new contract with E.On as the PC account had been moved to a less competitive tariff. The new deal involved a two-year contract – a 27p daily standing charge and a 3.84p KW rate. Based on current usage, this would equate to a £964 saving over the term of the contract (which would cost approximately 40% less than the PC currently pays).

**7. PLANNING:**

**(a) Planning Team for February: Kim Jennings and Althea Davies**

1823/0219 It was resolved that the planning team for February would be Kim Jennings and Althea Davies.

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

**TA/2019/100 Thistle Cottage, Shaw Road, Tatsfield TN16 2BX**

Extension of existing loft extension to include front and side dormer windows.

This property is situated in the Green Belt and had permitted development rights removed.

This appears to be a calculation question for TDC Planning Officers.

1824/0219 Comment: No comment

**TA/2018/1276 Anhedral, Greenway, Tatsfield, TN16 2BS**

Erection of two-storey side, rear extension and attached garage. Formation of additional hardstanding incorporating

extension of driveway. (Retrospective) (Revised plans)

This is a retrospective application as the resultant work was not as approved.

1825/0219 Comment: No comment

**TA/2018/2481 Charmwood, Greenway, Tatsfield TN16 2BS**

Two-storey, 4-bed dwelling with associated parking and amenity space.

As a result of the refused application 2018/1622 (refused 6th Dec 2018), the applicants have made some minor

alterations.

1826/0219 Comment: No objection

**TA/2018/2004/TPO The Wood House, Ricketts Hill Road, Tatsfield TN16 2NA**

T1 – Beech – Reduce stem growing to North (facing the driveway) by 3 – 4 metres out of the height depending on how

bad the rot is at the top. Reduce the longest north facing branches by 5 metres to then leave a 5 – metre spread

around the whole tree.

1827/0219 Comment: No comment

TA/2018/1762 Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET

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

The amendments relate to:

-Reduced height of the proposed building

-Revised parking layout

-Revised landscaping plan

1828/0219 Comment: Tatsfield Parish Council supports the latest response to this application from the Surrey Hills AONB Planning Adviser, dated 8th February 2019. We also wish to re-affirm our response of 11th October 2018 in which we supported the original letter from the AONB adviser, in particular his suggestion regarding housing.

Note: This decision will be ratified at the next meeting as the application came in after the agenda for this meeting was published and with a 14-day deadline for comment.

1829/0219 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **8. Finance:**

### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1830/0219 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for February.

### **(b) Authorise payments (including authorisation of Internet banking) detailed in Appendix B.1**

1831/0219 Items on Appendix B.1 were duly approved. Cheques and supporting invoices were checked and signed by Althea Davies and Mike Sarll (after meeting).

### **(c) Discuss and agree items requiring expenditure:**

There were no items requiring expenditure at the time of the publication of the agenda.

### **(d) Finance Team for February: Kim Jennings and Althea Davies**

1832/0219 It was resolved that the Finance Team for February would be Kim Jennings and Althea Davies.

## **9. Notified Items**

### **(a) Date for 2019 Annual Parish Meeting**

It was agreed and confirmed that the APM would be held on Tuesday 2nd April. Suggested speakers were: Tim Oliver (new SCC Leader), Becky Rush (new County Cllr), update from Ian Hayman re the pond, update from Martin Allen re the Neighbourhood Plan, presentation from Biggin Hill Locate.

1833/0219 The Clerk was requested to book the VH for 2nd April and to contact the potential speakers to check availability.

### **(b) SCC election (31st Jan)**

Becky Rush had been elected as the new County Councillor. The Chairman congratulated her and thanked her for attending the meeting.

### **(c) Parish Council elections – May 2019**

The Chairman confirmed that there was a group of residents working to establish if any parishioners were interested in standing in the forthcoming elections.

### **(d) Gritting contract**

Woldingham PC (WPC) had put the PC in touch with Nick Fuller, a local farmer, who carried out private gritting work in Woldingham. Rates of £80 p/h for snow ploughing and £60 p/h for gritting have been agreed. WPC has kindly agreed for TPC to use the gritting attachment, subject to TPC contributing to the cost of servicing it. WPC has also agreed to sell TPC three tonnes of salt at cost price (£372). The Chairman liaises with Nick Fuller to make the decision if gritting / ploughing needs to take place. The PC will be invoiced on a monthly basis.

### **(e) Snow Clearing in village centre**

a) During the recent adverse weather, six community volunteers cleared the pedestrian route to school, the area round the bus stop, the shops, and the slope at the entrance to the car park and put down salt. They also cleared and salted the path down Ship Hill to its junction with Ninehams Road. The salt bin opposite Ninehams Road is empty as is the one at the junction of Crossway and Westmore Road. The Chairman thanked the volunteers.

### **(f) Tatsfield Family Event request from Dave Bishop**

Dave Bishop had contacted the PC to request permission and support to hold an 'afternoon family picnic' on Westmore Green on Saturday 17th August. His idea was to engage the services of the 'Tatsfield Saints' band (who play at the Christmas Carol Singalong and the Remembrance Service) to play music with family friendly activities / competitions during the interval.

Members requested further information from Dave Bishop regarding likely numbers of attendees and proposed music programme i.e. suitability for the intended audience. A decision would then be made at the March main meeting.

#### **(g) TiB request – Rose Flower Beds at The Square**

The Pc has been asked to support a TiB proposal to replant the two triangular beds in The Square with low growing roses. TDC would clear the ground and carry out initial preparation. If the PC would provide the funds for the purchase of the plants and materials, the TiB group, along with local volunteer support, would carry out the final preparation and planting work. The TiB group would also carry out the regular maintenance of the new beds. Estimated costs would be approximately £1,000. Concerns were raised regarding the height of the roses and the proximity to the footpath. Jon Allbutt confirmed that the plants would be low growing to allow for visibility and TDC had already indicated that it would require a 300mm strip around the edge of the bed to ensure no overhanging.

1834/0219 It was agreed that the PC would support this proposal in principle. Jon Allbutt agreed to produce a detailed planting scheme and more precise costings. He would also consult with local residents to ensure support for the proposal.

#### **(h) Grass Verge Cutting – update**

Kim Jennings was the lead on this item. Due to her absence at this evening's meeting, this item was deferred to the March main meeting.

#### **(i) JRRA**

The Johns Road Residents' association had contacted the Pc requesting guidance on what could be done to minimise drivers (particularly delivery drivers) using various roads where there are no turning areas or no through access. In particular, whether additional signage should be displayed.

It was agreed that there are many roads in Tatsfield which are affected by this. It was suggested that businesses should be contacted to see what can be done from their end.

1835/0219 Althea Davies agreed to contact companies to ascertain if anything could be done and draw up a list of affected roads. To follow up at the March main meeting.

#### **(j) Scout Fete**

The Tatsfield 1st Scout Group has contacted the PC to ask permission to hold its annual fund-raising Summer Fete on Westmore Green on Sunday 7th July.

1836/0219 Members resolved to grant Tatsfield 1st Scout Group permission to hold the Summer Fete on Sunday 7th July.

#### **(k) St Marys Church – grant request**

St Marys Church has approached the PC for a grant towards the costs involved in an extension to the existing graveyard. The churchyard has limited space available for future burials and cremations and so the church is looking to extend the burial site. In 2009, the owners of an adjacent field gifted a strip of land to the church for this extension and on the understanding that ownership passed to the Church of England. During 2009 all the legal paperwork was completed and this is now registered with the Land Registry.

In 2009, an application for change of land use was made to TDC. Due to funding issues, the stipulations from the approval of the application were not completed and a new application needs to be made.

A new application will cost £460 and an archaeological survey needs to be carried out. St Marys Church is asking for financial assistance to pay for the new application and the cost of the archaeological survey.

The Clerk has been in touch to request the usual documentation to support a grant request and indicated that the grants for 2019-20 have already been allocated. It is expected that the accounts and other supporting documents will be ready by May / June 2019 and will be submitted for consideration in the autumn.

#### **(l) Tatsfield Beer Festival**

Tatsfield School has asked the PC for permission to hold its annual fund-raising beer festival on Westmore Green from Friday 20th September to Monday 23rd September.

1837/0219 It was resolved to grant Tatsfield School permission to hold the Beer Festival, subject to the usual conditions.

### **(m) Titsey Hill Car Park – update**

Work next to the car park at the top of Titsey Hill is 'woodland management'. The work is thinning out and felling some of the trees, not just coppicing. The car park will be reinstated once the work is over, as will the public right of way wherever it has been affected.

### **(n) Hedges along Church Hill – update**

Lloyd Gulley has contacted the Golf Club and SCC regarding the hedges along Church Hill. He raised concerns to Surrey Highways about the overhanging vegetation from the Golf Club, as well as other properties along this road. The Golf Club has responded to thank him for his comments and noted that the works were on its Winter Projects list.

### **(o) Gutter at Old Post Office (Westmore Road)**

It appears that the roof gutter on the Westmore Road side of the Old Post Office is regularly overflowing all along to the corner. There is the potential for sheet ice to form as the ground freezes.

1838/0219 The PC agreed to contact the owner of the property to make him aware of this.

### **(p) SECAMB / Community Responders Scheme**

Following a report from a Tatsfield resident that she had endured a three-hour wait for an ambulance when her daughter had been taken ill and raised the question of possibly reinstating the Responders scheme in the village.

Phil Clark provided an update for last month's meeting. SECAMB states that the low numbers of calls received from Tatsfield does not translate into supporting a Responder service in Tatsfield.

It was suggested that evidence is gathered to support the need for this service within the parish.

A member of the public suggested that there must surely be other villages around the country who are experiencing the same issues and who have found a way round this.

1839/0219 It was agreed that the Clerk would email other local clerks to see if there were any similar situations locally.

## **10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

### **a) County Councillor**

Becky Rush was elected on 31st January.

She gave the following update:

- The SCC budget had been approved.
- The consultation on the closure of the Bond Road CRC had resulted in a postponement of closure until at least September 2019. BR had to find funds to cover some of the services which would be cut in the interim. Children's Centres across the county would close, to be replaced with a more tailored service modelled on the scheme run successfully in Essex.
- BR had attended a briefing regarding Heathrow Airport. While waiting on a decision regarding the third runway, a proposal has been put forward to enable a further stacking system – possibly involving the airspace above Biggin Hill. The consultation is only for Heathrow and the immediate area which BR feels is an incomplete consultation. BR believes that this is not a wide enough view and would like PCs and TDC to be statutory consultees. She is waiting to hear back from the aviation team at County Hall and will forward further details when they become available.

### **b) District Councillor**

Cllr Martin Allen gave the following report:

- Cllr Allen has met the CEO at TDC twice recently regarding member / Officer protocol – to improve communication.
- Cllr Allen has attended a medium-term financial strategy workshop.
- Cllr Allen attended the BHACC AGM.
- Cllr Allen met officers from the enforcement department regarding Thistledown, accompanied by Nichola Stokoe and Ian Mitchell. The opportunity to update on all outstanding enforcement actions was taken and an aide memoire was sent to TDC.
- Cllr Allen attended a TDC business event, along with Mark Stokoe.
- Cllr Allen attended a 'new parish council' action meeting on 29th January and a follow up meeting on 5th February. He will attend a meeting for prospective district councillors.
- Cllr Allen attended a finance meeting on 31st January and an enforcement workshop on 4th February.



- Cllr Allen met KJ Rhee (Park Wood Golf Club) and introduced him to Becky Rush (the new County Councillor) to discuss tree felling, the NP call for sites and the new almost complete GC refurb.
- Cllr Allen has received multiple complaints about Crossways / Crossways Court.
- There are ongoing issues regarding light pollution from Moorhouse.
- Successfully petitioned to get the tree line cut back along White Lane.
- Will be meeting the new SCC Leader, Tim Oliver, on 18th February. Ian Mitchell and Kim Jennings to attend.
- A decision on the Moorhouse planning application is expected at the planning meeting to be held on 7th March.

### **c) Tatsfield in Bloom**

The plant order has been placed. The theme for this will be celebrating Fairtrade's tenth anniversary. A decision has been made to remove the hanging baskets from outside the pub. They are badly affected by the wind. There are discussions between TiB and the pub about possibly having manger baskets. There are also discussions taking place to possibly place barrier baskets outside the shop and a planted waterbutt between the two buildings.

d) Tatsfield Fairtrade Group

Althea Davies had circulated the 10-year tea party invitations and forwarded the names of those who had indicated they would like to attend.

e) Horticultural Society

Martin Allen gave the following updates:

- The 2019 yearbook is now in circulation.
- The next THS event will be the Martin Hazelwood Quiz to be held on 12th February in the WI Hall.

### **f) Village Hall Management Committee**

No update

**g) Airport**

No update

**h) Speedwatch**

No report.

**i) Neighbourhood Plan**

A Steering group meeting was held on 17th January. The Call for Sites has already generated 4 responses. The Business Survey has been sent out. The Utilities letter is in the process of being finalised. At the next NP meeting, to be held on 19th February, final planning for the x2 public events scheduled for April / May will be undertaken.

The Housing Group had also met to 'drill down' the findings and recommendations from the HNS.

**j) Tatsfield Responders**

No update

## **11. Parish Council Land/Property**

**a) Village Hall**

- Main porch at front of VH and small side porch – refurbishment

This item was deferred until the March main meeting.

- Gate – A request had been received from the Chairman of the VHMC. He states that the gate is now difficult to open and it drags on the block paving. The post which supports the gate is rotten at the bottom and possibly needs replacing.

1840/0219 The clerk was requested to contact Dave Mitchell to ask him to advise on whether a repair or replacement was needed.

- Parking / signs – Nichola Stokoe agreed to lead this item and would report back at the March main meeting.

- New porch – staining – Althea Davies has been in contact with James Blunt re the staining. James said that it was ‘tanning’ leaching from the new oak and would continue to leech for some time. Martin Allen suggested that the moisture content of the oak should be tested.

#### **b) Westmore Green**

- Pond – Ian Hayman from Tatsfield Aquatics was present at the meeting and the Chairman offered him formal thanks for all his hard work on the pond.

The Clerk noted that further to all the kind offers/suggestions received from Tatsfield residents, Ian Hayman had suggested that he and his team forge ahead with the spring planting plan before considering adding any structures to the pond. Dogs should be discouraged from entering the pond.

- Christmas Lights – Mike Sarll had not yet met with Ted Chaponiere, Stuart Farmer or Doug Freeze.

- Cars parking on the green – as reported at the January main meeting, a number of cars have been parking on the green.

1841/0219 It was agreed that a ‘soft’ approach would be preferable and it was suggested that Mike Sarll might approach the residents of the houses on Lusted Hall Lane, directly opposite Westmore Green and kindly ask them (or their visitors) to refrain from parking on the green.

- Pond cottages – sleeper and no through road sign request

The Clerk confirmed that she has reported the damaged sleeper to TDC.

1842/0219 Members present agreed to visit the slip road to look at the current signage before making a decision if further, more detailed signage was needed.

c) Tatsfield Green

- Boundary Dispute (Under Part 2)

This item would be discussed under Part 2.

- Tree Inspection query

Jon Allbutt had visited the site and noted that the damaged tree is a large Beech standing on the verge adjacent to High Beeches and Wayback. The tree has a broad crown which extends over both properties and the full width of Ricketts Hill Road. There is a large broken branch tangled in the section of the crown that overhangs RHR. It appears to be stable and is largely horizontal with the crown, however, there is clearly a risk that it could move and fall onto RHR.

1843/0219 The Clerk was requested to contact the tree officer at TDC to ask if he could visit site and assess the state of the tree.

#### **12. Meetings to attend/ correspondence**

- Discover Gatwick dates: Tuesday 19th March 2019 or Tuesday 30th April 2019. Ian Mitchell had indicated that he would be able to attend the April meeting.

- The Clerk noted that thanks had been received from the Composting Group, the Fairtrade Group, TiB, the Parish Magazine for the 2019-20 grants.

#### **13. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

- Charmwood application – a general observation from a parishioner that perhaps the PC should consider the environmental loss / gain from such a development and would the PC want to comment to TDC planning about the wonderfully biodiverse habitat at the site.

- Events held on Westmore Green – the PC should consider ensuring that participants should be held responsible for reinstating the green should any damage occur during the event.

The meeting closed at 9.45pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11th March 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Althea Davies Mrs Kim Jennings Mr Ian Mitchell Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

Cllr Becky Rush

And 8 parishioners.

The meeting commenced at 8.01pm

**1. APOLOGIES**

1845/0319 Helena Garcia-MacLeod had sent her 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 11th February 2019**

1846/0319 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11th February 2019. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 17th January 2019**

1847/0319 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 17th January 2019.

**5. Public Participation**

- Post Office – a member of the public notified the Parish Council that she was investigating the possibility of opening a Post Office in conjunction with the Village Club. Due to the nature of the process, if the application was successful, it could be 7 months to 1 year until opening. It would be helpful if a Parish Councillor could be present for the initial meetings.

- A query was made about why planning applications had been received by the Parish Council before being received by the District Councillor.

- A query had been raised why so many agenda items were listed under Part 2 at this evening's meeting.

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

i) The Clerk noted that she had reported the dead tree branch overhanging RHR to the tree officer at TDC. The tree officer had visited site and raised a works order. The work had been carried out. The Clerk had thanked the tree officer for dealing with this so promptly.

ii) The previous clerk had arranged a residential contract for the maintenance of the CCTV system at the AMB. She had cancelled this in January 2019. The Clerk became aware of this early February. She met with a representative of ADT mid-February and negotiated a new commercial contract. This would have been more expensive than last year's figure but the Clerk managed to get this reduced to £214.95 plus vat. Last year the PC paid £248.27 (inclusive of vat).

iii) Further to the request from Revd Short for a sign to St Marys Church at the junction of Ship Hill, Old Lane, Rag Hill Road, Church Hill, the Clerk has spoken to TDC. An officer visited site and confirmed that a new road name sign could be placed. It was further agreed that a smaller direction sign for the church would be placed underneath the road name.

**7. PLANNING:**

**(a) Planning Team for March: Mike Sarll and Ian Mitchell**

Ian Mitchell indicated that he would be unable to be on the planning team for March. Althea Davies offered to replace him.

**1848/0319 It was resolved that the planning team for March would be Mike Sarll and Althea Davies.**

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

**TA/2018/2200 104 Paynesfield Road, Tatsfield TN16 2BQ**

Treehouse/ play area (Retrospective)

1849/0319 Comment: No objection. However, the Parish Council is disappointed that the treehouse was built without first seeking appropriate permissions.

**TA/2019/319 4 Rag Hill Close, Tatsfield TN16 2LR**

First floor front extension.

1850/0319 Comment: No comment.

**TA/2019/320 3 Parkside Cottages, Rag Hill Road, Tatsfield TN16 2LP**

Single storey side extension.

1851/0319 Comment: No comment.

1852/0319 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

### **(c) Neighbourhood Plan – Call for Sites**

It has always been the Parish Council's intention, in claiming unregistered land within the parish, to prevent building on those pockets of land. Therefore, it would seem hypocritical for the Parish Council to put forward sites for financial gain under the Neighbourhood Plan's Call for Sites and in conflict with decisions made by previous Parish Councils.

1853/0319 It was agreed that no plots of Parish Council owned land would be put forward under the Neighbourhood Plan's Call for Sites.

### **8. Finance:**

#### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1854/0319 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

#### **(b) Authorise payments (including authorisation of Internet banking) detailed in Appendix B.1**

1855/0319 Items on Appendix B.1 were duly approved. The cheque and supporting invoice were checked and signed by Althea Davies and Mike Sarll.

#### **(c) Discuss and agree items requiring expenditure:**

- Ground maintenance works – Lloyd Gulley – Maesmaur Road hedge and strim grass and weeds (late June) - £190
- Maesmaur Road hedge (late November) - £108
- Hedge between VH and Old Police House (late June) - £123
- Hedge between VH and Old Police House (late November) - £123
- Millennium Wood (RHR) – 2m corridor (January / February 2020) - £250

1856/0319 It was resolved to accept the above quotes. The Clerk was requested to inform Lloyd Gulley of the Council's decision.

#### **(d) Finance Team for March: Mike Sarll and Ian Mitchell**

Ian Mitchell indicated that he would be unable to be on the finance team for March. Althea Davies offered to replace him.

1857/0319 It was resolved that the Finance Team for March would be Mike Sarll and Althea Davies.

#### **(e) Clerk -annual appraisal and NALC salary increase 2019-20**

The Chairman confirmed that the Clerk's annual appraisal was carried out on 8th March.

1858/0319 It was resolved to agree the NALC pay award increase for 2019/20.

### **9. Notified Items**

#### **(a) Annual Parish Meeting**

The APM was scheduled for 2nd April. Cllr Becky Rush had been confirmed as a speaker. Martin Allen would be speaking in his capacity as Neighbourhood Plan Chairman. SCC Leader Tim Oliver had indicated that he would be unable to attend. The Clerk suggested that TDC be asked to provide a representative to outline the new Customer First initiative. The Clerk would check with Democratic Services if this would be permitted under the rules of purdah.

#### **(b) Parish Council elections – May 2019**

The Chairman confirmed that several interested parties had come forward. Another meeting for prospective councillors had been scheduled for Saturday 16th March between 10am and noon at the AMB.

#### **(c) Tatsfield Family Event request from Dave Bishop**

KJ Rhee from Park Wood Golf Club had expressed an interest in sponsoring the event. The Chair proposed that the Parish Council pledge to top up KJ Rhee's donation to the requested £400, should this be needed.

1859/0319 It was resolved to accept the Chair's proposal.

#### **(d) TIB request – Rose Flower Beds at The Square**

There had been no further information from Jon Allbutt.

This item was deferred until the next meeting on 8th April.

#### **(e) Grass Verge Cutting – update**

Kim Jennings updated members. SCC would be instigating cuts to the grass cutting and weed spraying schedule. It had been difficult to ascertain how this would directly affect the parish as cuts were not subject to a fixed schedule.

1860/0319 It was resolved to monitor the grass cutting and weed spraying in the parish over the following year and re-evaluate this time next year.

**(f) JRRA**

Althea Davies had contacted several of the delivery firms who deliver to Tatsfield since the previous meeting. The overwhelming consensus had been that incidents of delivery vans taking wrong turns or driving down unsuitable roads could be avoided if individuals used the special instructions on the online delivery forms to state 'do not use this route' or 'please drive via.....road' etc.

**(g) St Marys Church – Flower Festival**

1861/0319 It was resolved to donate £100 to the flower festival and request that the organisers ask a volunteer to create the display on behalf of the Parish Council.

**(h) Hedges along Church Hill – update**

Further to the update at the last meeting, it was confirmed that the hedges had been cut. No further action needed.

**(i) Gutter at Old Post Office (Westmore Road)**

The Clerk had been unable to reach the owner via telephone. A letter would be sent out.

**(j) Parishioner request – drains**

A request had been received to place two new drains at the corner of Ship Hill and Church Lane. Cllr Becky Rush agreed to make enquiries at SCC.

**(k) Affordable Housing (Under part 2)**

This item would be discussed under Part 2.

**(l) Surrey Fire and Rescue Service's 'Making Surrey Safer plan for 2020 – 2023' public consultation**

It was agreed by members that this would be better suited to an individual response rather than a collective one from the Parish Council.

1862/0319 It was agreed that this should be publicised in the Parish Magazine, on Tatsfield Talk and the Tatsfield Village website.

**(m) Asset of Community value (Under Part 2)**

This item would be discussed under part 2.

**(n) Art Group request for signs on green**

The Art Group had requested permission to advertise on Westmore Green and Tatsfield Green.

1863/0319 It was resolved to give permission for the signs to be displayed, subject to the usual conditions.

**(o) Post Office (Under Part 2)**

This item would be discussed under Part 2.

**10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

Cllr Becky Rush gave the following report:

- Warlingham CRC – Cllr Rush has been appointed to the Waste and Recycling task force in SCC which is looking at options for keeping the CRCs open and also at waste management across the whole of Surrey. Cllr Rush confirmed that she had met with Phil Brett to investigate and better understand Tatsfield's Composting Scheme success and whether this could be expanded across the district / county.
- That fly tipping is an escalating problem in this area – Cllr Rush will be making a statement at the next full council meeting on 19th March. SCC is at a critical point here where something needs to be done to address the issue. Cllr Rush is calling for evidence from residents and Parish Councils – to present a picture to the council of what a week of fly tipping looks like in the Warlingham division. Cllr Rush would like to know from Tatsfield what problems are incurred in this regard and which roads are worst affected.

- Cllr Rush has been contacted by residents of Clacket Lane and been to look at the many problems down there caused by the open gates of the motorway and also the recent closure of Clarks Lane forcing diverted traffic along this route. Cllr Rush will be pursuing this at Tandridge and also with Surrey Highways but would also like to understand from the PC the history and what it has done about this to date.
- Cllr Rush will be answering the question re grit bins – that, yes, they really are only filled up once a winter, or after prolonged severe snow – it would be wrong to say that we have had this this year so Cllr Rush would urge residents to a) use the grit sparingly when it does snow – the roads do not require the whole bin at once and b) ensure they and people they see are using it for highways only – the grit provided by SCC is for road and pavement use only, not private driveways.
- Surrey Fire and Rescue – public consultation – one of the areas for consultation would be shift patterns e.g. less firefighters on duty at nights and more on duty during the day for education etc purposes.

#### **b) District Councillor**

Cllr Martin Allen gave the following report:

- Cllr Allen had attended a prospective District Cllr meeting at the Council Offices but there had been a low turnout.
- Cllr Allen had attended a joint consultative committee meeting with staff and senior officers at TDC where morale was low due to the recent Customer First scheme implementation.
- Cllr Allen had met with Piers Mason to discuss some of the Call for Sites areas in Tatsfield.
- Cllr Allen had attended a meeting to discuss ways to save £250k a year spent on running the Douglas Brunton Day Centre.
- There would be a Housing Meeting on 12th March, a Finance Meeting on 19th March and a Strategy and Resources Meeting on 21st March.
- The issues of light pollution from the Moorhouse site was ongoing.
- Cllr Allen, Ian Mitchell and Kim Jennings attended a meeting with the new SCC Leader, Tim Oliver, on the 18th February.
- Cllr Allen attended a meeting with Kate Haacke and Matthew Perrett (PFA) so that Ms Haacke could view the asset.
- The Moorhouse planning application was refused on the grounds of harm to the Green Belt.
- The Tandridge Magazine had been delivered to some addresses in Tatsfield. More would be arriving this week.
- Cllr Allen had reported potholes and incidents of fly-tipping to the relevant authorities. He had liaised with Cllr Becky Rush to delay some planned works along Titsey Road whilst the Clarks Lane closure was in place.

#### **c) Tatsfield in Bloom**

The next meeting would be held the following week. Kim Jennings confirmed that a report would be given at the April main meeting.

#### **d) Tatsfield Fairtrade Group**

The 10th Anniversary tea party was held on Sunday 10th March. It was very well attended and informative regarding Fairtrade products. All who attended reported they had a wonderful time.

#### **e) Horticultural Society**

The 2019 Yearbook was now in circulation.

The next event would be the presentation by Bryan Everest to be held on 12th March at 7pm in the WI hall. Composting – the new shredder had arrived. Work is continuing on the upgrading of the compost bins ready for the public opening of the site on the 1st Saturday in April.

#### **f) Village Hall Management Committee**

This would be dealt with under item 11a.

#### **g) Airport**

There was a new CEO at Biggin Hill airport, David Winstanley. He is the former COO at Birmingham Airport. The next liaison meeting would be held in April.

#### **h) Speedwatch**

No report.

#### **i) Tatsfield History Project**

The History Project had held its annual History Weekend on 9th and 10th March. It had proved a great success and was well attended. There were between 30-40 visitors on the Saturday and 50+ on the Sunday.

#### **j) Neighbourhood Plan**

The NP Chairman reported that there had been a Steering Group meeting on 19th February. The Call for Sites had so far generated 8 responses. The Business Surveys had been distributed. The Utilities Surveys would be going out in the next week.

At the next meeting, scheduled for 20th March, the Steering Group would be planning for the 2 public events to be held in April / May.

The Housing Group would be meeting on 26th March to drill down the findings and recommendations from the HNS.

#### **k) Tatsfield Responders**

The Chairman had received the following update from Mark Stokoe:

I am now the only active Tatsfield Community First Responder. Unfortunately, Phil Clark did not receive a non-disclosure form to return and so SE ambulance removed him from service and now rather than reinstating him if he returns the form, insist he has to re-apply, have the interview and, if accepted, redo the training. Unsurprisingly Phil has declined this offer as have **many** others across the SE. I have just been to Redhill Ambulance Station for a 2-hour annual assessment and training, you will no doubt be pleased to hear I passed.

Whilst there I gleaned the following: In the last 12 months there were only 12 incidents in Tatsfield which a CFR would have attended. Please note we cannot attend certain calls such as anything on the public highway. On the bright side, isn't it great so few people have urgently needed an ambulance.

SE ambulance are obviously strapped for cash so are prioritising recruitment and training for CFRs. I do not believe Tatsfield is seen as a priority even though the response time is slow, there are relatively minimal calls.

As a responder I obviously give my time for free and as such have decided to only respond to Level 1 or 2 calls (immediately life threatening) as when I attend an incident I cannot leave until relieved by an ambulance crew. As level 3 and above calls could be several hours, that is beyond what I am prepared to volunteer and there is also a fair bit of time required for on-going training

SE Ambulance have increased our training levels and, to keep up-to-date, I will be attending the monthly Oxted CFR meeting. Also, once a month, there is a specific clinical course to attend at either Redhill or Crawley and to cap it off 7 online modules to complete with an exam which will take many hours in front of the computer.

It was noted that the Parish Council was most grateful to Mark Stokoe for continuing to serve as a Community Responder.

### **11. Parish Council Land/Property**

#### **a) Village Hall**

- Main porch at front of VH and small side porch – refurbishment

Three quotes had been received. Members had a preferred quote which would amount to approximately £1,000 for the refurbishment of the front and side porches. The Chair proposed to offer to split the costs 50/50 with the VHMC.

1864/0319 Members resolved to accept the Chair's proposal. The Chair agreed to forward this proposal to the VHMC.

- Gate – Dave Mitchell had visited site and believed that the issue was a broken hinge. He proposed replacing the hinge and possibly adding a wheel to the gate in order to support the weight of the gate. This would cost up to £250, depending on whether the wheel was actually needed.

1865/0319 It was resolved to accept this quote and ask Dave Mitchell to carry out the work.

- Parking / signs – Proofs had been circulated to members.

1866/0319 It was resolved that the Parish Council would order 'No overnight parking' signs for the car park and a sign stating **The Commons Act 2006**

This patio area is located on common land and it, and any tables and chairs placed on it, are available for use by members of the public

#### **Tatsfield Parish Council**

for the Bakery lawn.

- Fence – Bassetts / VH – The Chair would investigate liability for the fence and report at the next meeting.

\*new porch – staining on stone work – action for next meeting.

#### **b) Westmore Green**

- Christmas Lights – Mike Sarll had met the electrician who was not totally sure of what was causing the problems. He felt a dedicated power supply would be a good idea and would provide a quote in due course. The electrician would speak to Doug Freeze at H Lilley Ltd re the lights. This would be followed up at the next meeting.

- Cars parking on the green – parishioner request – It was deduced that a particular resident was responsible for this.

1867/0319 Mike Sarll agreed to approach this resident to kindly request they desist from parking cars on Westmore Green.

Further concerns from a parishioner regarding access at the bottom of Lusted Hall Lane and bushes overhanging the alleyway were noted.

1868/0319 Mike Sarll agreed to look into these.

- Pond cottages – sleeper and no through road sign request – The Clerk reported that a new sleeper had been requested.

1869/0319 Members agreed to monitor the site to see how many vehicles were wrongly turning down the access road to Pond Cottages.

#### **c) Tatsfield Green**

- Boundary Dispute (Under Part 2)

This item would be discussed under Part 2.

- The Royal Oak – a request had been received to renew the protective fence around the Royal Oak.

1870/0319 Kim Jennings agreed to raise this at the TIB meeting the following week and indicate that the PC was happy for TIB to undertake the work.

- Millennium Wood – Ash dieback and Japanese Knotweed – Lloyd Gulley had reported these issues when cutting back the 2m corridor earlier in the month.

1871/0319 It was resolved to ask Jon Allbutt to contact Lloyd Gulley to verify the locations of the above to see if further action is needed.

#### **d) AMB**

- Outside lights – the lights outside the AMB had failed. New bulbs had been purchased but the units had failed. The Clerk had asked the electrician to quote for replacement units.

- Car Park lighting – one of the lights in the car park was out. Niall Kells had kindly agreed to meet the electrician to get this fixed.

\*the Clerk suggested purchasing number stickers for the lampposts to make identifying lights easier. This was agreed by members.

### **12. Meetings to attend/ correspondence**

- Letter from Vern Place resident re car parking letter

### **13. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

- Thee Royal Oak had been cut back by Jon Allbutt.

The meeting closed at 9.40pm



**MINUTES of a Meeting of Tatsfield Parish Council held on the 25th March 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Kim Jennings Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

And 1 parishioner.

The meeting commenced at 8.05pm

**1. Apologies**

1875/0319 Mrs Helena Garcia-MacLeod, Mr Ian Mitchell and Mrs Althea Davies had sent their 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 previous meeting held on 11th March 2019**

1876/0319 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11th March 2019. They were duly signed by the Chair.

**4. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman’s discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.**

None

**5. Planning**

**a) To determine the Parish Council’s position on Appendix A(2):**

**TA/2019/140 The Old Granary Forge, Clarks Lane, Tatsfield TN16 2EL**

Change of use of The Old Granary Forge from existing to Residential (C3) to form 2x 3-bed dwellings.

Members commented that they had been unable to view adequate plans.

Queries were raised regarding suitability of the location.

It was noted that the proposals indicated the exterior would remain unchanged but the internal layout would be altered.

1877/0319 Comment: The Parish Council shares the concerns of the Senior Countryside Access Officer (East Surrey) regarding Tatsfield Public Bridleway 25 and parking. The Parish Council is also concerned about access to the highway, coupled with the likely increase in volume of traffic to and from the Old Granary Forge site. Additionally, the Parish Council was unaware that the forge was no longer operating as a business and is disappointed in the loss of a rural business. Furthermore, the Parish Council would suggest that the proposal is in contravention of policy DP4.

TA/2019/322 Greensleeves, Ricketts Hill Road, Tatsfield TN16 2NG

Loft conversion of existing roof void. (Application for a Certificate of Lawful Development for a Proposed Development).

1878/0319 Comment: No comment

TA/2019/431 50 Crossways, Tatsfield TN16 2BW Bricking up of external door. (Application for a Certificate of Lawful Development for a Proposed Development).

1879/0319 Comment: No comment

1880/0319 The Clerk was requested to inform Tandridge Planning of the Parish Council’s decisions.

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

None

No further public participation.

The meeting closed at 8.29 pm

**MINUTES of a Meeting of Tatsfield Parish Council held on the 08th April 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Althea Davies Mrs Helena Garcia-MacLeod Mr Ian Mitchell Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)

Cllr Becky Rush

And 27 parishioners.

The meeting commenced at 8.02 pm

**1. APOLOGIES**

1881/0419 Kim Jennings had sent her apologies. These were received and accepted by members.

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

1882/0419 Mike Sarll declared an interest relating to item 9f. He withdrew from the discussion and voting on this item.

**3. Approve and sign the MINUTES of the meeting held on 25th March 2019**

1883/0419 It was resolved that the minutes reflected a true and accurate record of the meeting held on 25th March 2019. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Annual Parish Meeting held on 2nd April 2019**

1884/0419 It was resolved to receive and accept the minutes of the Annual Parish Meeting held on 2nd April 2019.

**5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 19th February 2019**

1885/0419 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 19th February 2019.

**6. Public Participation**

The Chairman asked if any members of the public had any comments other than those relating to agenda item 8b as she

invite comments regarding the planning application at a later stage in the meeting.

There were none.

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

i) The Clerk noted that since the agenda for this meeting had been published, TDC had issued the Notice of Election. 8 candidates had come forward for the Parish Council election and 4 candidates for the District Council election.

ii) Reports have been made of people actively encouraging dogs to swim and catch balls/ toys in the pond. Planting is due to begin shortly and the plants will be fragile and it is requested that the PC does all it can to deter this.

**8. PLANNING:**

**(a) Planning Team for April: Nichola Stokoe and Ian Mitchell**

1886/0419 It was resolved that the planning team for April would be Nichola Stokoe and Ian Mitchell.

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

**TA/2019/24 Land between Dornalong and The Retreat, Kemsley Lane, Tatsfield TN16 2BH**

Change of use to residential to include the stationing of one static home, one towing caravan and a detached 2-bay stable with associated hard and soft landscaping. The Chairman asked Ian Mitchell to give the report he had prepared for this item.

Ian Mitchell said that the first thing to note is that TDC seem unsure of the property and road names.

'Dornalong' is Vail Ridge and 'Kemsley Lane' is Kemsley Road.

Also, to note is that there have been four previous applications for this site in the last 30 years and it is not clear if TDC recognise this. Ian Mitchell confirmed that he had emailed TDC planning to clarify.

The previous applications include:

TA/89/1382 – J.A. Love, Kings Planning Department, Sevenoaks – detached house and garage – **refused** by TDC.

TA/92/395 – J. Love & C. Park, of an address in Croydon – detached bungalow – **refused** by TDC.

TA/2003/1336 – Miss Carol Devall of an address in Knockholt – Proposed detached dwelling and double garage – **refused** by TDC.

TA/2004/1812 – Miss Carol Devall of an address in Knockholt – Proposed detached dwelling and double garage – **refused** by TDC and **dismissed on appeal** in November 2005.

This application is on behalf of Mr J. Devall, c/o agent. According to the Land Registry, the application plot has been owned by Carol Devall of an address in Orpington since July 2013.

The big difference with this application is that this is not for a residential dwelling of the traditional kind. This application recognises the restraints which prevent this:

Green Belt – the main policy is DP 10 (emerging TLP 03 in the new plan).

‘Within the Green Belt, planning permission for any inappropriate development which is, by definition, harmful to the Green Belt, will normally be refused. Proposals involving inappropriate development in the Green Belt will only be permitted where very special circumstances exist, to the extent that other considerations clearly outweigh any potential harm to the green Belt by reason of inappropriateness and any other harm.’

Under national planning policy there is a general presumption against inappropriate development in the Green Belt – this includes residential buildings.

No ‘very special circumstances’ have been put forward that are relevant to these policies, so on this policy, the application should be refused.

Therefore, the potential success of this application hinges on the Gypsy and Travellers’ sites policy (PPTS). The applicant’s agent advances existing Policy CSP 9 and emerging policies TLP 15 and 16 on gypsy and travellers’ sites in support of his client’s application. He also mentions the government’s ‘Planning Policy for Traveller Sites’ – PPTS.

Paragraph 24 of PPTS lists a number of issues that local planning authorities should take into account when considering planning applications for traveller sites. One of these is the: ‘personal circumstances of the applicant’.

It could therefore be suggested that the applicant should have listed these.

In fact, he does not provide any evidence of why the applicant needs such accommodation. Indeed, there is evidence of her applications having been made in her or her family name from permanent residential addresses in the London Borough of Bromley since 2003.

The application should be refused on this basis.

It should also be noted that the applicant asserts that there are no protected or priority species on the development site or the land adjacent to it. Evidence is being provided by a neighbour of badger and bat activity.

The application also includes a two-bay stable but there is no indication of any provision of adequate grazing land for two horses.

8.10pm Meeting suspended for public participation.

The following comments were made in relation to agenda item 8b:

- Protecting the environment is key to village life and preserving the natural environment.
- Is it even a valid application as the road name is wrongly listed on the paperwork? (It was also noted that no notices have been posted).
- It’s against TDC policy and shouldn’t go through. Are there no other travellers’ sites near Tatsfield? A site in Tatsfield would have a major impact on a road such as Kemsley Road. What about the protection of wildlife?
- This is a massive strain on neighbours close to the application site. It would have a big effect on people’s lives.
- A parishioner provided photographic evidence of badger activity and other evidence of bat activity.
- Clarification of which of the 3 strips in this plot – the one nearest Vail Ridge.
- Will this site be mentioned in the NP as a site to be kept as open space (as well as others in Tatsfield)?

8.15pm Meeting resumed.

Ian Mitchell read aloud the proposed PC response. This was approved by all members.

1887/0419 Comment: **Objection.**

The Second of the most recent proposals for development of this site – TA/2004/1812 for a detached dwelling and double garage – was refused and dismissed on appeal in November 2005.

We do not believe that any very special circumstances have been put forward under Green Belt policy (existing DP10 and emerging TLP03) to justify approval of this new application and we therefore urge you to refuse this application on Green Belt grounds

The applicant’s agent advances existing policy CSP 9 and emerging policies TLP 15 and 16 on gypsy and travellers’ sites in support of this application. He also mentions the government’s ‘Planning policy for traveller sites’ (PPTS).

We note that paragraph 24 of PPTS lists a number of issues that local planning authorities should take into account. One of these is the ‘personal circumstances of the applicant’.

No evidence has been offered to suggest that the personal circumstances of the applicant amount to the ‘very special circumstances’ which would justify approval of this application. We note that this and previous applications in his or the family name have been made from permanent residential addresses in the London Borough of Bromley since 2003.

We also note that the applicant asserts that there are no protected or priority species on the development site or on land adjacent to it. Evidence is being provided by a neighbour of badger and bat activity. We therefore ask for an independent wildlife survey to be undertaken.

The application also includes a two-bay stable but there is no indication of any provision of adequate grazing land for two horses. The application plot provides only a small fraction of the amount of land (two horses per hectare on permanent grazing) recommended by the British Horse Society.

We urge you to refuse this application for the reasons set out above.

1888/0419 The Clerk was requested to inform Tandridge Planning of the Parish Council's decision.

The Chairman also advised that Cllr. Martin Allen would be supporting the Parish Council's objection to this application and that he would be contacting the planning officers upon his return from his holiday.

### **(c) Neighbourhood Plan – Site Assessment Criteria**

The final version of the Site Assessment Criteria had been circulated to members ahead of the meeting.

1889/0419 It was resolved to approve the Site Assessment Criteria, subject to the addition in 'Flood Risk' of – Would development create a flood risk to surrounding areas /properties?

The Clerk was requested to inform the NP Chairman of the PC's decision.

### **9. Finance:**

#### **(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1890/0419 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for April.

#### **(b) Authorise payments (including authorisation of Internet banking) detailed in Appendix B.1**

1891/0419 Items on Appendix B.1 were duly approved. The cheque and supporting invoice were checked and signed by Althea Davies and Mike Sarll.

#### **(c) Discuss and agree items requiring expenditure:**

- London Electric Lighting – i) alter wiring to enable 4x external lights from dusk till dawn sensor / timer unit, ii) install and replace 4x bulkhead lights with new LED type, iii) replace lamps to external tall lamp post in car park, iv) ladder hire for tall lamp light – estimated cost £350.00 - £400.00 (no vat)
- SLCC and ALCC membership renewal - £156.00 and £40.00 respectively
- Tatsfield Primary School – new belt for gritter £33.00

1892/0419 It was resolved to accept the above quotes.

#### **(d) Finance Team for April: Nichola Stokoe and Ian Mitchell**

1893/0419 It was resolved that the Finance Team for April would be Nichola Stokoe and Ian Mitchell.

#### **(e) Not So Young Club – funds request**

1894/0419 The Chairman indicated that she had been approached by a Tatsfield resident who would like to make a donation to cover the requested amount. The Chairman suggested that this item be deferred until the offer made by a local resident could be confirmed. She further suggested that should the offer not come to fruition, that the PC would make the donation. This was agreed by members.

#### **(f) TACG – grant request for new lock**

TACG has requested a new lock to better secure the allotment site. It is estimated that it will cost between £150.00 and £200.00.

1895/0419 Members resolved to approve the grant request for a new lock for the allotment site up to £200.00.

### **10. Notified Items**

#### **(a) Parish Council elections – May 2019**

Eight candidates had put their names forward so there would be an election. This would be held on 2nd May.

#### **(b) Annual Parish Meeting**

The Chairman noted that the APM had been a success. She had received positive comments from those who attended. The Clerk confirmed that she had sent thank you emails to all speakers and the TDC Chairman and his Consort.

#### **(c) Tatsfield in Bloom requests:**

- Rose Flower Beds at The Square

Jon Allbutt requested that this item be deferred until after the Parish Council elections.

- **2x 3-tier mini planters either side of main entrance to VH**

1896/0419 Members resolved to grant permission to place 2x 3-tier mini planters on either side off the main entrance to VH.

- **Planting below village gates**

1897/0419 Members resolved to agree this request and fund the planting up to £200.00, if required.

- **Lettering on back of VH**

1898/0419 Members approved the request to remove the lettering in order to assess if any repairs were needed.

- **Sign on back of Tatol flower bed**

TIB expressed a wish to place a sign at the back of the Tatol bed, on top of the sleepers, saying 'Fairtrade Village

2009 – 2019'. The estimated size would be approx. 2 metres long, 60mm high and 20mm thick. It would not obstruct visibility for those waiting to turn right or left at the junction of Lusted Hall Lane and Approach Road.

1899/0419 Members resolved to grant permission for the sign to be placed along the sleepers at the back of the Tatol bed until the end of 2019.

- **(d) St Marys Church – Flower Festival**

Following the decision made at the March main meeting to donate £100.00 to the Flower Festival, the Clerk had received a message of thanks from the flower arranging team and confirmation that they would put together the arrangement on behalf of the PC.

- **(e) Gutter at Old Post Office (Westmore Road) - update**

The Clerk confirmed that she had sent a letter to the owner of the property. No response had been received.

- **(f) Parishioner request – drains**

Cllr Rush was due to meet Highways at the beginning of May. She indicated that she would report back at the May main meeting.

- **(g) Asset of Community Value (Under part 2)**

This item would be discussed under Part 2.

- **(h) Post Office**

Ian Mitchell had represented the Parish Council at the meeting between the Post Office and the Village Club. He confirmed that discussions had begun between the PO and the club and were looking reasonably positive. If negotiations were successful, the PO would lease part of the club and have independent access from outside. The PO opening would likely be in line with normal opening hours. All basic PO facilities would be available, except for driving licence and passport services, which are only available at larger branches.

One question still to be answered was whether there would be enough space for parcel collection add drop off.

If agreements are made between both parties, works on alterations would take a couple of months.

The PC pledged to continue to offer support.

- **(i) Tandridge District Council – Customer First**

The new Customer First system appeared to working very well for the general public. However, communication and interaction with PCs was a little more complicated. The Parish Council now has exactly the same access / response times as the general public. Cllr Allen had suggested that, with PC consent, he could raise this issue at TDC.

1890/0419 Members resolved to adopt this course of action. Ian Mitchell noted that members of the new council should endeavour to forge links with officers at TDC.

- **(j) Consultative Committee Meeting (26th April) – any points to be raised?**

The Chairman asked that any points members wished to be raised at the meeting on 26th April with Cllrs Rush and Allen should be forwarded to the Clerk 19th April so that she could prepare an agenda.

- **(k) Parishioner complaint – tree on unregistered land – Ninehams Road**

For info only:

The Clerk had received a telephone call from a parishioner who was worried about 'a dangerous tree' on the unregistered land next to her property. Jon Allbutt visited site and produced a report. The Clerk forwarded this on to TDC's tree officer. His response is below:

I have been allocated this enquiry and I have now inspected the trees in question in the light of Mr Allbutt's assessment. I have attached my own assessment sheet for your information. Whilst the northernmost tree (T2) has lost its co dominant stem, I could find no evidence that decay had extended into the sound stem, and whilst the sound stem leans, it does so away from the dwelling. There is a decay pocket at the base on the western side, but there is also a thick residual wall of sound wood present and I found no evidence that decay had extended into the buttresses. I also identified no major defects with T1 that would require a reduction of 40%. Indeed, I am of the view that such a reduction may well bring about the demise of such an old tree, as it would lose most of its foliage bearing material. Some sympathetic crown reduction work may be prudent in terms of ongoing management of these trees, and clearly it is always sensible for any landowner to ensure that trees are inspected on a periodic basis in order to satisfy their duty of care. However, for the Council to undertake works to trees on private land there would need to be a foreseeable risk of harm (I attach the Council's adopted Tree Management Procedures - see section 7), and I did not identify such a risk in this instance. Finding the owner of unregistered land can be difficult and it may require the instruction of an investigatory company if the parishioner wishes to ascertain the ownership. The Land Registry blog post below gives further information. The tree officer then went on to request that this response was passed to the parishioner. The Clerk confirmed that she had done this.

## **11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

### **a) County Councillor**

Cllr Rush gave the following report:

- Changes to the services at the Bond Road (Warlingham) CRC. These changes would come into effect on 7th May. Cllr Rush would share official literature with the PC and wider community.
- Consultative Committee Meeting – following the meeting, Cllr Rush was scheduled to drive around Tatsfield and Titsey with a representative from Surrey Highways to assess issues.
- Gas main replacement works were scheduled to start in Woldingham on 8th April. Station Road would be closed for 32 weeks and there would be no access to the station from the village.
- It is a new financial year for SCC. Cllr Rush has been allocated £7,500 to spend on Highways and £5,000 for the Members Community Allowance (MCA). Cllr Rush has already committed £5,000 of the Highways allocation to help fund a revenue maintenance division. She would like to consider using the MCA to push for more litter bins and posters in the area.

### **b) District Councillor**

No report

### **c) Tatsfield in Bloom**

There is a Big Village Spring Clean scheduled for 27th April. TIB has also been notified by SSEIB that judging day would be 11th July (morning).

### **d) Tatsfield Fairtrade Group**

The next meeting will be held on 10th April.

### **e) Horticultural Society**

The Spring Show will be held on 13th April in the VH.

### **f) Village Hall Management Committee**

This would be covered under agenda item 12a.

### **g) Airport**

The next Consultative Committee Meeting is scheduled for 25th April – the first one involving the new CEO, David Winstanley.

### **h) Speedwatch**

No report.

### **i) Citizens Advice Bureau**

No report.

- **j) Vern D'Anjou**

Representatives from Vern D'Anjou will be visiting Tatsfield this Easter. There will be a public event in the VH on Easter Sunday.

- **k) Neighbourhood Plan**

There is Steering Group meeting scheduled for the following week. Two public consultation events are scheduled for April and May.

- **l) Tatsfield Responders**

No report.

## **12. Parish Council Land/Property**

- **a) Village Hall**

- - Main porch at front of VH and small side porch – refurbishment

The VHMC had agreed to make a donation amounting to 50% of the costs for this project.

1891/0419 Members resolved to accept the VHMC's offer of a donation towards the project and requested the Clerk confirm the works with the contractor

- New Porch – staining

Nichola Stokoe had measured the moisture content of the new porch. It measured under 15%, indicating that the wood had almost completely dried out.

1892/0419 Members resolved to ask John White to carry out an acid clean of the stained area.

- Gate

Dave Mitchell began repair works to the gate but found that the wood around one of the bolts was rotten.

His new estimate for the repairs is now £500.00 (the original estimate was £250.00).

1893/0419 Members agreed to fund the further works required to the gate.

- Windows – Lloyd Gulley had reported that one or two windows at the stage end of the hall were not opening. Peter Maynard from the VHMC had agreed to meet an Albion representative to investigate.

Helena Garcia-MacLeod reported that at the meeting, the glazing firm confirmed that there was a natural function within the window which were designed to help with the cleaning of the windows. No further action was needed.

- Fence – Bassetts / VH

Nichola Stokoe confirmed that having viewed the Bassetts deeds, it showed that Bassetts was responsible for the maintenance of the fence. A letter would be drafted and sent.

- **b) Westmore Green**

- - Christmas Lights – Mike Sarll had no further update.
- - Pond cottages – sleeper and no through road sign request

A sleeper replacement/repair had been requested from TDC.

1894/0419 Members agreed that no additional signage was needed.

- Parishioner complaints: cars parking on the green – follow up, further concerns from a parishioner regarding access at the bottom of Lusted Hall Lane and bushes overhanging the alleyway – follow up

Mike Sarll confirmed that he had spoken to the owner of the vehicles which have been parked on Westmore Green and asked him not to park cars there.

Mike Sarll also confirmed that he had spoken to the homeowner whose hedges were overhanging the alleyway at the bottom of Lusted Hall Lane. He confirmed that the hedges / shrubbery had been cut back.

- **c) Tatsfield Green**

- - Boundary Dispute (Under Part 2)

This item would be discussed under Part 2.

- The Royal Oak

The volunteers had proposed 4x study posts and green wire netting around the Royal Oak. This would have a less visual impact but still allow a level of protection for the tree.

1895/0419 Members agreed to this proposal.

- Millennium Wood – Ash dieback and Japanese Knotweed

Jon Allbutt reported that Ash dieback is widespread in this area. He recommended contacting TDC regarding its policy on Ash dieback.

Jon Allbutt has been treating two outcrops of JKW in Millennium Wood. The next treatment is due to take place in a month's time. It is a 3-5-year project.

Jon Allbutt recommended the PC re-run the JKW information it published last year in the Parish Magazine.

**13. Meetings to attend/ correspondence**

- Discover Gatwick – Tuesday 21st May or Tuesday 18th June – 9am to 2pm – Ian Mitchell confirmed that he was

due to attend the May meeting.

**14. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

- Millennium Wood – there is a fallen log across the pathway through Millennium Wood. Could it be moved by TDC?

- Why hasn't Tatsfield got a Residents' Association? Nb: there was one about 40+ years ago. It was disbanded because a) it had no legal status and b) there was a lack of interest.

- The top of the footpath in Millennium Wood which comes out at Tatsfield Green needs clearing up. Could this be done as part of the parish clean up by the volunteers?

The meeting closed at 9.50pm



**MINUTES of a Meeting of Tatsfield Parish Council held on the 23rd April 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)

Mrs Kim Jennings Mr Mike Sarll Mrs Althea Davies Mr Ian Mitchell Mrs Helena Garcia-MacLeod

**In Attendance:** Samantha Head (Clerk)

Cllr Martin Allen

And 11 parishioners.

The meeting commenced at 8.06pm

**1. Apologies**

None

**2. Declarations of Interest\* (relating to items on the agenda)**

None

**3. Approve and sign the MINUTES of the previous meeting held on 8th April 2019**

1898/0419 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8th April 2019. They were duly signed by the Chair.

**4. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman's discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.**

None

**5. Planning**

**a) To determine the Parish Council's position on Appendix A(2):**

**TA/2019/593 81 Paynesfield Road, Tatsfield TN16 2BQ**

Erection of 3m high wire mesh fence.

Ian Mitchell gave a brief overview of the application:

This property was purchased in October 2018 by the London Borough of Croydon (LBC).

The application is for a 3-metre high fence to be erected 3-metres from the property boundary.

The proposed use of the dwelling will be for a family with children with severe autism. The children are young teenagers and the purpose of the fencing, in particular the height of 3m, is to allow the children to play within a safe contained area of the garden without fear of them absconding and causing harm to themselves.

The application stated that the plan is for the TDC planning officer to set up a 'mock fence' to see what it actually looks like and assess its impact. The colour and style are tbc.

It appears that the fence would not be visible from the public highway.

8.11pm Meeting suspended for public participation.

The following comments were made in relation to agenda item 5a – TA/2019/593:

- A parishioner provided photographs of the 'pegged out' fence from her property next door to the site.

The owners of 83 Paynesfield noted that there were restrictions placed on the height of fence they were allowed to erect on their property. They were concerned that by allowing this request, it would set a precedent.

It was also confirmed that the 'pegged out' fence could be seen from a neighbour's property across the road.

- It was questioned whether it was an inappropriate use of the property by LBC in this area.

8.20pm Meeting resumed.

Nichola Stokoe suggested trying to arrange a meeting between the PC and representatives from LBC to better understand the reasons behind this application.

Ian Mitchell suggested that the PC asks to meet the TDC planning officer. He further suggested that if the PC was to object to the application, then it could be done on the basis that the vegetation would not be high enough to 'screen' the fence for quite some time, contrary to the claims made by the architect in the planning statement. There is now new evidence in the form of photographs provided by a neighbour.

1899/0419 Comment: Objection. The Parish Council objects to this application on the grounds of the obtrusiveness of the proposed fence and the lack of evidence that its impact would be mitigated by vegetation, thereby restricting views from neighbouring properties.

1900/0419 The clerk was also requested to arrange a meeting between PC representatives and the TDC planning officer, to include the applicant and the District Councillor.

## **TA/2019/5 Rylands, 75 Paynesfield Road, Tatsfield TN16 2NB**

Continued use as a residential property. (Certificate of Lawfulness for an existing use or development).

Ian Mitchell noted that this was a potentially complicated application.

Permission was given 3 years ago to place further accommodation in the attic of the bungalow. The condition

being that the work was done within 3 years. The owner is asking for a certificate of development as work has

started but not been completed.

1901/0419 Comment: No comment

## **TA/2019/678 Hawthornedene, Ricketts Hill Road, Tatsfield TN16 2NB**

Variation of condition 2 of planning application TA/2017/260 dated 10/05/2017 to allow for a reduction of footprint to the basement, enlargement of the single storey rear element and fenestration and a proposed detached garage to the rear. (Demolition of existing 3-bedroom dwelling and the construction of a new 4-bedroom dwelling with basement).

1902/0419 Comment: No comment

1903/0419 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **6. Finance**

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

1904/0419 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed

by members of the Finance Team for April.

### **b) Authorise payments (including authorisation of internet banking) detailed in Appendix B.1**

1905/0419 Items on Appendix B.1 were duly approved. The cheques and supporting invoices were checked and signed by Althea Davies and Mike Sarll.

### **c) Items requiring expenditure:**

**-Pearl Scan – scanning of further files from the Parish Office – estimated costs £367.50 + vat (to include shredding of papers upon approval of digital data)**

**- Payment for cleaning (April) of AMB - £100.00**

**- Payment for Caretaker costs (estimated for April - £120.00**

1906/0419 It was resolved to approve the above payments / costs.

### **d) Not So Young Club – funds request**

No action required.

## **7. Notified Items**

None

## **8. Parish Council Land / Property**

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

### **a) Village Hall**

- Kitchen – The PC had received a request from the VHMC to pay for the kitchen works and the VHMC would then make a donation towards the costs.

1907/0419 It was resolved that this would not be possible and this request was declined.

- New Porch – Staining – John White had only just returned from holiday. He would be asked to address the staining issue at the next VHMC.

- Fence – Bassetts / VH – The Clerk confirmed that she had delivered the letter as agreed at the last meeting. The director of the residents' company had confirmed that this issue had been discussed at their meeting in March and a contractor had been engaged to repair the fence. No date had been provided but the director had offered to chase this up.

### **b) Tatsfield Green**

- Boundary dispute (Under Part 2)

The Chairman confirmed that no update had been received in time for this meeting and therefore this item would have to be deferred to a future meeting.

## **9. Matters for Reporting or Inclusion in a Future Agenda**

Fly tipping along Ricketts Hill Road

Public participation:

- Martin Allen thanked the outgoing Parish Council on behalf of the whole parish. The meeting closed at 8.39 pm