

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th April 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mrs Althea Davies Mr Mike Sarll Mr Ian Mitchell

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 3 parishioners.

The meeting commenced at 8.05pm

1. APOLOGIES

1105/0417 Mrs Helena Garcia-McLeod and Mr Mike Pendleton had sent their apologies. These were received and accepted by members.

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

1106/0417 Mrs Nichola Stokoe and Mr Ian Mitchell declared a Disclosable Pecuniary Interest in item 6a ref TA/2017/536 as they believed that should the application be successful, they would be able to argue for a similar development in their back gardens which lie outside the 'Defined Village'.

3. Approve and sign the MINUTES of the meeting held on 27th March 2017

1107/0417 It was resolved that the minutes reflected a true and accurate record of the meeting held on 27th March 2017. They were duly signed by the Chair.

4. Public Participation

The new system of Public Participation was explained to those members of the public present.

The following comments/ questions were made:

i i) Who gave permission for the sign on Old School Corner?

ii ii) The 'Private Property' signs on Park Wood Golf Club. – Ian Mitchell responded saying that he had not seen any of the signs. He has put out a request on Tatsfield Talk for information on where exactly they are located and also displayed the notice from Park Wood Golf Club and a map highlighting the public footpaths through and around the golf club on the Home page of Tatsfield Parish Council's website. Ian Mitchell has advised on Tatsfield talk that private individuals need to query this.

It was noted that this issue would be added to the agenda for the supplementary meeting to be held on Monday 24th March.

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

The Clerk provided the following updates:

i i) The Government has granted 100% relief for those businesses whose rateable value is £12,000 or below. Therefore, the Treatment rooms bill for 2017/18 is £0.

ii ii) A map of the defined geographical area that Tatsfield Parish Council may wish to fund street lighting for, following the Surrey Lights Off – Part-night street lighting coming into effect on 25/03/17, was submitted to Surrey County Council. Currently there is no specific policy allowing other parties to fund keeping the lights on that SCC have determined are ok to be switched off. It is, however, being developed and we will be informed of any developments.

iii iii) Westmore Road Drainage Ditch: Lorraine Jeffery will visit the site on 21st April to establish the issues.

iv iv) Tatsfield Primary School – MUGA: The amended agreement was sent out and has been received by the Trust's solicitor. She will send of the Parish Council's copy in due course.

v v) Cars in Barnfield Road: Tandridge District Council issued a notice on 23/03/17 for the removal and destruction of the cars within 24 hours. Unfortunately, they are still there. The Clerk and Cllr. Martin Allen are chasing this up with TDC.

vi vi) Fly Tipping Barnfield Road: The Clerk has reported this to TDC but is still awaiting a response. Cllr Martin Allen and the Clerk are chasing this with TDC.

vii vii) The Bakery – Patio Proposal: the Clerk has updated the owner with information from the Planning inspectorate.

viii viii) Biffa have increased their contract prices following their annual review. The Daily Rental has risen from 15p to 18p. The General Waste collection price has risen from £7.20 a week to £7.94 (1 bin a week). The Recycled Waste collection price has risen from £6.75 to £7.55 (1 bin a fortnight).

i ix) Colt Security Systems serviced the alarm on 23/03/17.

ii x) The half yearly precept of £21,000 had been received.

6. PLANNING: To determine the Parish Council's position on Appendix A

(a) TA/2017/534: Hillside, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of a single storey detached outbuilding to north east of dwelling.

(Certificate of Lawfulness for a Proposed Use or Development)

1108/0417 No comment

TA/2017/581: 42 Lusted Hall Lane, Tatsfield TN16 2AE

Erection of a single storey side and rear extension. Changes to fenestration including removal/installation of windows and doors.

1109/0417 No comment

TA/2017/536: Spindleberry House, 43 Paynesfield Road, Tatsfield TN16 2BG

Demolition of existing garage. Erection of a detached dwelling with associated access, parking and landscaping.

1110/0417 This is a premature application seeking to by-pass the current Local Plan Consultation where it figures as part of a site (TAT 005) proposed as suitable exclusion from the Green Belt. The site is outside the 'Defined Village' of Tatsfield and is, therefore, subject to Policy DP13 according to which, unless very special circumstances can be clearly demonstrated, the construction of new buildings is inappropriate in the Green Belt. The Parish Council does not consider that such circumstances have been demonstrated and that it is not a genuine case of 'infilling'.

The Parish Council also take issue with a number of assertions in the Planning Statement supporting the application:

i. The Sites Consultation document referred to in paragraph 1.2 has been shown to be incorrect - the rear garden of No. 53 Paynesfield Road has not been made available for development. Even if all the rear gardens specified in TAT 005 were available, this would hardly be 'limited infilling'.

ii. Furthermore, approval of this application would set a precedent for the development of sites across the village of Tatsfield where rear gardens are outside the 'Defined Village'. This would be the case, for example, along the length of Paynesfield Road to the north of the application site, to both sides of Johns Road and to houses on the western side of Greenway bordering on Goatsfield Road.

iii. Paragraph 2.3 correctly notes that dwellings have been approved along Westmore Road, but this is not relevant since that part of Westmore Road is within the 'Defined Village' of Tatsfield. The eastern side of that road – the back gardens of Nos 41 to 53 Paynesfield Road – are in the Green Belt and have therefore not been developed. There have been no cases of residential buildings being erected in those gardens. This paragraph (and paragraph 4.7) ignores the fact that the Sites Consultation document's assessment of this part of Tatsfield is dealing with the wider area contained within TAT005 and not with the individual plots it contains - such as this application site.

iv. It is therefore wrong to assert here (and in paragraph 4.5) that the application site (No 43) is surrounded by residential development and other domestic buildings on all sides. There is no development in the rear garden of No 45 and in the rear garden of No 41 there is only a garage permitted in 1998. In the absence of residential development in the rear gardens of Nos 41 and 45 Paynesfield Road it is wrong to describe what is now proposed as "limited infilling in villages" as allowed under paragraph 89 of the NPPF.

v. By contrast, the appeals provided as evidence show that each site had buildings to the sides of the property and therefore was a fair case of infilling.

vi. The assertion in paragraph 4.4 is premature and attempts to pre-judge the outcome of the Local Plan process.

vii. The applicants' agent provides plans for two planning applications, where, it is contended, similar circumstances to the Spindleberry House application exist. As the diagrams providing in the planning application show, Tatsfield Parish Council does not believe the Brickfield Street and Coppull Moor Lane proposals are relevant.

1111/0417 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

(b) Planning Team for April: Mike Pendleton and Mike Sarll

1112/0417 It was resolved that the planning team for April would be Mike Pendleton and Mike Sarll

(c) Neighbourhood Plan: update

Following the request for Tatsfield to be designated as a Neighbourhood Plan Area, a response has been received from Tandridge District Council to say that they have received the request and have placed an advert in the local paper and some information on their website to inform people of the designation. The consultation runs until 19 May, following which they will be in touch to confirm the outcome.

: Register the Parade as an Asset of Community Value As per the decision made at the Neighbourhood Plan Steering Group meeting on 20th March 2017, the members agreed to register the Parade as an Asset of Community Value. Ian Mitchell agreed to approach the owners of the three units in the Parade to tell them of these plans.

7. Finance:

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

1113/0417 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

(b) Discuss and agree items requiring expenditure:

- Wet Floor signs for AMB x2 @£6.99 ea - £13.98
- Nick Knox – Tatsfield Green Footpath: £3950.00
- SSALC Health & Safety Training and Event & Risk Assessment Workshop for Clerk - £80.00 (Ex VAT)

1114/0417 It was resolved to accept the quotations for the Wet Floor signs and approve the training session for the Clerk.

1115/0417 It was resolved to seek two further quotes for the work to Tatsfield Green Footpath.

8. Highways and Rights of Way

a) Highways: update

- i) Westmore Road/ Kemsley Road drainage ditch – see item 5.
- ii) Travelling to Tatsfield – Ship Hill sign

1116/0417 It was resolved that the Clerk would chase this up.

b) Rights of Way:

Kemsley Wood – Niall Kells has contacted Mary-Ann Edwards at SCC to query some fallen trees and some trees leaning at a precarious angle across the path in Kemsley Wood between the entrance near the property 'Sherrif Brae' and the entrance on Ricketts Hill Road. Ms Edwards is out of the office until 12th April.

Park Wood Golf Club footpaths – this was raised during the Public Participation (item 4).

1117/0417 It was resolved that Althea Davies would walk the footpaths through and around the golf course and report back at the supplementary meeting on 24th April.

9. Notified Items

(a) Annual Parish Meeting

The speakers have been confirmed for the APM save for the new County Councillor. The list of candidates has been released and the Clerk will send out the invites this week.

The deadline for the advert in the Parish Magazine is Friday 14th April.

(b) Parking on Pavements

Cllr. Martin Allen had received some complaints from villagers regarding difficulties using the pavements due to cars being parked on pavements. Whilst it is not an offence to park on pavements unless it has been designated as such, the Police can become involved if there is a proper obstruction.

PCSO Rupert Kelley had emailed Cllr. Allen to confirm that he is monitoring the parking on pavements during every shift and is looking out for vehicles deemed to be offending. A few have been barely acceptable and have had warning notices left on the windscreens. PCSO Kelley has checked with a local resident who has mobility issues and has been informed that the parking 'hasn't been (a problem) for a long time now'.

Cllr. Allen asked that an article be written for the Parish Magazine highlighting the parking issue and also that of the overgrown hedges which partially obstruct the pavements.

1118/0417 It was resolved that Althea Davies would write a short piece for the Parish Magazine (submission deadline 14th April).

(c) VOA – Business Rates

This item was reported in item 5.

(d) Cats Eyes on Clarks Lane: update

The Chair reported that the Cats Eyes have been replaced from the roundabout down to Approach Road and the centre white lines have been refreshed. Cats Eyes down the rest of Clarks Lane are scheduled to be replaced in due course, but the road will have to be closed in order for these works to be carried out.

(e) Affordable Housing Plan

Louise Williams has said that she will be in contact in due course.

(f) St Mary's Flower Festival

Due the very generous donation made by the Parish Council, the organisers have arranged for the PC display to be in the Lichgate. Tina Boyes has kindly offered to do the display and Sue Smale will liaise regarding the theme.

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

a) County Councillor

There was no report as the County Councillor did not attend the meeting.

b) District Councillor

Cllr. Allen provided the following updates:

- • Parking on Pavements (see item 9b)
- • Spindleberry House Planning Application – the Parish Council had approached Cllr. Allen for assistance in bringing this before the full committee at Tandridge District Council as opposed to under the usual delegated powers. Cllr. Allen is investigating the procedure to do this.
- • Gates at Clacket Lane Motorway Services – SCC have been unable to enforce these gates being closed. Cllr. Allen is investigating what can be done.
- • Grasshopper Pub – have issued a notification to knock down the left-hand side and rebuild.
- • Crossways Court – the smoke alarms have all been fitted. The residents are very pleased.
- • 61 Paynesfield Road – dome of the rubbish has been removed. There has been a promise to remove the fence and the rest of the rubbish in the next two weeks. It was noted that the building is currently .2m over the permitted height (2.6m) and checks need to be made to see if the building is permanently in the ground. Cllr. Allen has also advised the home owner that they will need to submit a planning application if they wish to erect a fence over 1m in height.
- • Liberal Democrat Election Candidate – has approached Cllr. Allen to ask what Tatsfield would need should they be elected.
- • Barnfield Road – TDC are seriously behind in their removal of Fly Tipping. No update on the abandoned cars.
- • Cllr. Allen asked if the tyres had been removed from Kemsley Road.
- • Similarly, the tyres in Clarks Lane were reported over a year ago.

c) Tatsfield in Bloom

Jon Allbut will host Risk Assessments for Volunteers, those who cannot attend will have access to an online training program.

The theme for SE in Bloom will be 'Tatsfield is Buzzing', a request to install signage on Parish buildings will be sent to the Parish Council.

Mike Sarll reported that the owner of the Bakery should apply to the appropriate authority if he wishes to develop his idea of creating a patio area on Common Land outside the Bakery.

It was reported that the 'Old Ship' signpost was rotten and should be replaced.

The sleepers along the access track to Pond Cottage are rotten and need replacing.

TIB expect to keep expenses within the budget of £5000 for this year.

1119/0417 The Clerk was requested to contact TDC who maintain Westmore Green to see who would be responsible for replacing the sleepers.

- d) Airport: update

Ian Mitchell reported that the noise monitoring system is due to go live this week. The website will allow anyone to identify aircraft which are suspected of having violated flight rules.

Such a system is already online for Gatwick: http://noiselab.casper.aero/lgw/#page=flight_tracker

It runs at with a built-in 20-minute delay for security reasons, but can be interrogated to display activity at specific times in the past.

Tandridge DC has notified Tatsfield Parish Council of Biggin Hill's consultation on a revision to its proposed change to runway 03 flight path. TDC need to respond by 25th April.

The revision means that planes will fly higher than before and, therefore be less noisy when they fly past Tatsfield to the west.

The following response to TDC was proposed:

TPC do not believe that the revision to the Biggin Hill Airport Airspace Change Proposal will have a detrimental effect on Tatsfield as long as the pilots keep to the rules, in particular those instructing them not to fly over Tatsfield. This continues to be a nuisance when aircraft departing on runway 21 turn left before

they are 2nm from the airfield. This is such a frequent occurrence during fine weather that people no longer think it worth complaining.

1120/0417 The Clerk was requested to submit this response to TDC.

- e) Tatsfield Fairtrade Group

No update

- f) **Horticultural Society**

Martin Allen (Vice Chair of THS) gave the following report: They had an excellent show. Entries were up by 1/3, as were numbers on the door. The show was thoroughly enjoyed by all. There is a visit to Wisley at the end of the month. The plant sale will be held on 13th May.

- g) Vern D'Anjou

No updates

h) Citizens Advice Bureau No updates

- i) **Speedwatch**

Ian Mitchell reported that a number of sessions are planned as part of the effort to deter inconsiderate drivers and to encourage residents who are concerned about speeding to come forward and volunteer to join Speedwatch.

11. Parish Council Land/Property

- a) **Village Hall**
- - Pigeons in the roof

Safeguard visited on 4th April and fitted the wire cage and funnel. Pigeons have been observed leaving the roof space but unable to re-enter.

- Village Hall Floor

Three quotes have been sourced from Ryan Leisure Activities, Renovate Contracts and Eco Natural Flooring. It was agreed that the quote for Renovate Contracts seemed to be the best quote. This was the preferred quote for the Village Hall Management Committee.

1121/0417 It was resolved that the Clerk would confirm the contract with Renovate Contracts provided that they could accommodate the dates requested by the VHMC.

- b) **AMB**
- - Kitchen – refurbishment

It was agreed that this would be set up as a project and a proposal of ideas and costings would be pulled together.

1122/0417 It was agreed that Niall Kells and Mike Sarll would look at costings for a new kitchen.

- c) **Westmore Green**
- - Pond

It was established that the club own the frontage that the pipe work would need to cross under. Several questions were raised: i) how much water could be collected - would this be a sufficient amount to maintain the water levels in the pond ii) is it suitable to use water from the roof to fill the pond iii) how big/deep does the pond need to be.

This subject of the pond will be discussed at the Parish Land meeting to be held on 13th April.

- The Bakery

The Clerk has forwarded the information from the Planning Inspectorate to the owner of the Bakery. The point has been made that other businesses have utilised Common Land without seeming to have gone through the 'proper channels'.

1123/0417 The Clerk was requested to contact the other 'businesses' that are currently utilising Common Land and remind them of the need to check with the Parish Council for permission.

12. Meetings to attend/ correspondence

St. Catherine's Hospice is holding its annual Make a Will Fortnight from 8 -19 May. They have sent a poster advertising the scheme and have asked if it could be displayed in the Parish Hall or on an appropriate notice board.

It was agreed that this would be displayed on the notice board outside the AMB.

St John Ambulance have offered a half day First Aid course at Warnham Park on Tuesday 5th September or Wednesday 1st November. This event is free to attend.

None of the Councillors wish to attend.

The Clerk had received an invitation for the Council to attend the Limpsfield Parish Council APM to be held on Wednesday 12th April at 7.45pm at St Peter's Church Hall, High Street, Limpsfield.

Ian Mitchell indicated he would attend.

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

Biggin Hill Airport Consultation on a proposed change to runway 03 flight path

See item 10d

14. Matters for reporting or Inclusion in a Future Agenda

- Horse Trough Memorial Plaque
- Visit Surrey – Britain's Best Village 2017
- Judge and Priestley letter – for discussion under Part 2 at the supplementary meeting on 24th April
- Recycling at the Ship - changes

The meeting closed at 9.42pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 24th April 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mrs Althea Davies Mr Mike Sarll Mr Ian Mitchell Mr Mike Pendleton

Mrs Helena Garcia-McLeod

In Attendance: Samantha Head (Clerk)

And 1 parishioner.

The meeting commenced at 8.04pm

1. APOLOGIES

None

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

None

3. Approve and sign the MINUTES of the meeting held on 10th April 2017

1124/0417 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10th April 2017. They were duly signed by the Chair.

4. Accept and receive the Minutes of the Property and Land Committee meeting held on 13th April 2017

1125/0417 The Minutes of the Property and Land Committee Meeting held on the 13th April 2017 were received and accepted by the members.

5. Public Participation

The following comments/ questions were made:

i) It was noted that the issue of the tyres that had been fly tipped on Clarks Lane was under control.

6. PLANNING: To determine the Parish Council's position on Appendix A

(a) Planning Team for April: Mike Pendleton and Mike Sarll

There were no planning applications to consider.

(b) Neighbourhood Plan: update

Mike Pendleton updated the Council on the recent Neighbourhood Plan Steering Group Meeting.

He reported that the Steering Group Committee had been formed of 15 members. A draft Vision statement and draft Objectives had been agreed by the Steering Group and six areas had been identified for more detailed research. Leaders had been agreed for all six research groups. The Steering Group cover all age ranges and bring various different areas of expertise to the committee.

A question was asked as to whether the research group leaders would look to the wider community for additional members of each research category. Mike Pendleton confirmed that this was the case and that details would be circulated to each committee member in due course and that these would be published in an article in the Parish magazine.

7. Finance:

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

1126/0417 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:

- James Longley – Flower Bed AMB: £80.00

1127/0417 It was resolved to accept the quotation for the Flower Bed at the AMB and the Clerk noted that this was retrospective authorisation as the work had recently been carried out. **(c) Finance Team for April:**

Mike Pendleton and Mike Sarll

8. Highways and Rights of Way

a) Highways:

i) Westmore Road/ Kemsley Road drainage ditch

Lorraine Jeffery from Surrey Highways had emailed to say that she would visit the site on 21st April to carry out an inspection. She will email the Clerk with her findings in due course.

ii) Travelling to Tatsfield – Ship Hill sign

The Clerk confirmed that she had emailed Anita Guy for an update but had not yet received a response.

b) Rights of Way:

Kemsley Wood – Niall Kells had received a response from Mary-Ann Edwards at SCC. She stated that it was the Landowner or Tenant's responsibility to maintain trees that grow alongside a right of way and to remove any fallen trees that block it. She advised that the Landowner or Tenant could be found liable for an accident or injury that may occur, although in practice this was very unusual. She went on to suggest that if the Parish Council were concerned about the health of any trees growing on Parish council land, she recommends asking a qualified arboriculturalist to look at them. She also mentioned ensuring that a minimum width of at least a couple of metres was available along the footpath.

1128/0417 It was resolved that the trees in Kemsley Wood would be added to the tree survey list.

Park Wood Golf Club footpaths – The Chairman and Cllr Martin Allen had had a meeting with the owner of the Golf Club. The Chairman provided the following report:

During the course of the meeting, the owner of the Golf Club outlined the problems he had been facing. He gave the following examples: buggy carts being driven in different directions all over the greens, two buggy carts had been driven into the lake, cars had been doing 'doughnuts' on the golf course, markers between the rough and the fairway had been moved and thrown across the greens, flags marking each hole had been used to 'stab' the greens, people had been caught fishing in the lake, people had been walking all over the greens and not keeping to the footpaths.

The owner stated that as his first responsibility was to the club members and as he was trying his best to create a first-class golf course, he felt he had had no choice but to display notices advising non-club members that they would be reported as trespassing if they were found on club grounds.

The owner indicated that he has reported these issues to the police and has previously put up 'polite' notices asking walkers to keep to the footpaths but they were ripped down. This had been going on for over two years and he could not see what else he could do.

The owner was asked if he had considered re-siting the footpath around the green. He has but it has been refused.

It was also suggested to the owner that if he helped mark the legal footpaths clearly, this might improve the situation. The owner agreed.

It was noted that this affects around 100 people but, as Tatsfield is in a rural setting, there are ample places for people to go for a walk.

Helena Garcia-McLeod had spoken to a member of the parish who believed that the people of Tatsfield have a right of way over the golf club.

Ian Mitchell noted that in 1995, Goldsmith tried to stop FP21 going diagonally across the fairway and be diverted around the edge of the green. Surrey County Council agreed to make a footpath around the edge of the fairway but declined to close the section of FP21 crossing the green.

It was also noted that the footpath behind the clubhouse had been dug up.

The Parish Council suggested that maybe they should consider contributing to the cost of properly marking the legal footpaths.

1129/0417 The Parish Council resolved to provide a statement detailing the facts of the above for the next issue of the Parish Magazine.

1130/0417 The Clerk was requested to contact SCC to ask them to visit the golf club and look into improving the way marking across the footpaths.

1131/0417 It was resolved to ask the owner of the golf club to write an article for the next edition of the Parish Magazine explaining his decision to restrict public access to the footpaths on the golf course.

9. Notified Items

(a) Annual Parish Meeting

The Clerk confirmed that the invites had been sent out. The Clerk was sourcing a print company for the posters. The agenda had been set out.

(b) Visit Surrey – Britain's Best Village 2017

The Clerk had received an email which provided information about a competition to find Britain's best village. The email had been circulated to all Councillors and various village groups. No interest had been shown in entering the competition and, therefore, no further action will be taken.

(c) Recycling at The Ship – changes The recycling bins have now been removed and the area tidied up. Signs have been put up at the site stating: 'We are sorry to all residents who used this facility and would like to encourage the many responsible users to keep recycling. All materials which could be recycled here can be collected for free from your home. Unfortunately, because of persistent fly tipping and contamination offences, we have been forced to close it down. Please do not leave recycling at this site. Flytippers will be prosecuted.'

Note: the textile bank will be located to the rear of the car park and part of the fencing around the recycling area will be removed.

10. Parish Council Land/Property

a) Little Acorns Project

- Update: This item was deferred to Part 2

- Play Wall Plaque: A Sea Adventure game (size 1m x .6m) to be fixed to brick or timber. Little Acorns have requested permission to affix this game to the Village Hall wall.

1132/0417 The Council agreed to grant Little Acorns their request. The Clerk was requested to inform the Little Acorns Chair of the decision.

b) Tatsfield Green

- Boundary agreement: Tatsfield Lodge: This item was deferred to Part 2

c) Village Hall

- Village Hall Floor

Renovate Contracts have been confirmed to carry out the sanding and sealing of the Village Hall floor, stage and steps w/c 21st August 2017 as per the VHMC's preferred date.

d) AMB

- Parish room – repainting/refurbishment: update

This item is deferred until July.

- Boiler Room/Storage Room: fire risk assessment – Doug Massey said it should not be used for storage but, in reality, most people do. If all items to be stored are kept down one end, it should be fine. The door, however, should be kept locked.

e) Noticeboard – Ricketts Hill Road

Niall Kells and the Clerk suggested some possible new locations for the noticeboard. The Council had received one quote for a new double door noticeboard. It was noted that x3 quotes should be presented to the Council for consideration.

1133/0417 The Clerk was requested to source x2 further quotes.

f) Additional Parish Laptop

The Clerk noted that she was due to speak to Mr Computing on Wednesday 26th or Thursday 27th April regarding the specification and supply of an additional Parish laptop.

g) Westmore Green

- Pond

This item was deferred until the summer.

- Horse Trough Memorial Plaque

The Clerk confirmed that permission had been granted for the ceremony on 11th November.

The Clerk also confirmed that she had not yet received a formal request for a memorial plaque to be fixed to the horse trough on Ship Green.

One suggestion was that a memorial plaque could be fixed to the wall of the Village Club.

1134/0417 It was resolved that the Clerk would email Dave Bishop to outline our understanding of the situation. That is, it has been suggested that a plaque be affixed to the horse trough to commemorate those men of Tatsfield who fell in the First and Second World Wars. Could the Council request that Mr Bishop pass on that the Parish Council's permission is required in any event, which is unlikely to be forthcoming. Could the message also note that there is already a memorial bench located near the pond.

- Christmas Lights

This item was deferred until later in the year.

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

- East Surrey Museum – have invited the Cllrs to join the Curator for coffee and a guided tour on Saturday 27th May, anytime between 11am and 1.30pm.

Due to the surgery drop in session which runs from 11am until noon, the Cllrs would be unable to attend until at least 12.30pm.

1135/0417 The Clerk was requested to confirm attendance between 12.20 and 1.30 on Saturday 27th May by Cllrs Mike Pendleton, Helena Garcia-McLeod, Niall Kells, Mike Sarll and Ian Mitchell.

- Scout Fete – Sunday 2nd July 2017 – Bob David (Horticultural Society) had emailed to offer to share a stall with the Parish Council at the Scout Fete.

1136/0417 The Clerk was requested to kindly accept the Horticultural Society's offer.

- Bank Mandate changes for HSBC accounts and NatWest account. The Clerk informed the Council that in order to add new signatories to these accounts, a formal resolution would need to be minuted. 1137/0417 Approve the addition of Mike Pendleton and Samantha Head as signatories to the HSBC accounts held by Tatsfield Parish Council. Mike Sarll proposed the addition and it was seconded by Niall Kells.

1138/0417 Approve the removal of Ana Hughes and Doug Massey and the addition of Althea Davies and Samantha Head on the NatWest account: The authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

Nichola Stokoe proposed the removals and additions and they were seconded by Helena Garcia-McLeod.

12. Matters for Reporting or Inclusion in a Future Agenda

- Cars in Barnfield Road – Suggested enforce section 215

The meeting closed at 9.42pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th May 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mrs Althea Davies Mr Mike Sarll Mr Ian Mitchell Mr Mike Pendleton

Mrs Helena Garcia-McLeod

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 3 parishioners.

The meeting commenced at 8.02pm

1. ELECTION OF CHAIRMAN

1139/0517 Nichola Stokoe asked for nominations for Chairman from the members present. Helena Garcia-MacLeod proposed Nichola Stokoe and this was seconded by Niall Kells. 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

1140/0517 Nichola Stokoe asked for nominations for Vice-Chairman from the members present. Mike Sarll proposed Althea Davies and this was seconded by Mike Pendleton. There were no other nominations and all were in agreement with the proposal.

4. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN

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

5. APOLOGIES

Surrey County Councillor David Hodge sent his apologies. The Parish Council congratulated Cllr Hodge on his re-election. The Clerk was requested to forward the Parish Council's congratulations.

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

1141/0517 Ian Mitchell declared an interest in item 19a (Anhedral) as he is a neighbour of that property. He did not take part in the discussion or agreement on that comment.

7. Agree and sign the MINUTES of the previous meeting held on 24th April 2017

1142/0517 It was resolved that the minutes reflected a true and accurate record of the meeting held on 24th April 2017.

They were duly signed by the Chair.

8. Agree and sign the MINUTES of the Property and Land Committee meeting held on 13th April 2017

1143/0517 It was resolved that the Minutes reflected a true and accurate record of the meeting held on the 13th April

2017. These were duly signed by the Property and Land Committee Chair, Mike Sarll.

9. Receive and Accept the MINUTES of the Neighbourhood Plan Steering Group Meeting held on 19th April 2017

1144/0517 The minutes of the Neighbourhood Plan Steering Group Meeting held on 19th April 2017 were received and accepted by the members.

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

1145/0517 It was resolved that there should be 3 committees for the coming year: Finance Committee – this committee would be comprised of Ian Mitchell, Nichola Stokoe, Mike Sarll and Mike Pendleton.

- Parish Property and Land – this committee would be dormant for this year but would remain comprised of Mike Sarll, Althea Davies, Ian Mitchell and Niall Kells. It was confirmed that items concerning the Parish property and land would still come onto the agenda at the Main and Supplementary meetings.

- Neighbourhood Plan Steering Group – this committee would be comprised of Mike Pendleton, Mike Sarll, Althea Davies and Ian Mitchell

11. Proposal for and agreement on Terms of Reference for Committees

1146/0517 It was resolved to accept the Terms of Reference for the Finance, Parish Property and Land Committees and the Neighbourhood Plan Steering Group and that they would be unchanged from those circulated by the Clerk.

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

None

13. Proposal for and agreement on Terms of Reference for item 12

None

14. Proposal for and agreement on the roles and responsibilities for the coming year for Parish Councillors

1147/0517 The Chairman listed the roles and responsibilities for the coming year for the Parish Councillors as outlined in the document circulated by the Clerk. These were approved by all members save for the following changes:

Helena Garcia-MacLeod was removed as a Tatsfield Primary School Liaison.

Mike Pendleton replaced Niall Kells on the Finance Committee.

15. Review of Leases and Property Agreements

1148/0517 The list of leases and property agreements were reviewed by the Parish Council and noted by the Chairman as the following:

- Aileen McHugo Building:

A Tenancy Agreement dated 6th June 2016 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 dated 12th September 2016 was made between Chartwell Cancer Trust Ltd Tiger Ward and Tatsfield Parish Council 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 dated 1st May 2016 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.

- A 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 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 Licence to Occupy dated 31st October 2016 was made between Little Acorns and Tatsfield Parish Council for the use of the land to the rear of the Village Hall.

- A Lease dated 9th June 2011 between Surrey County Council and Tatsfield Parish Council relating to the MUGA site, Ship Hill.

16. Review of Standing Orders and Financial Regulations

1149/0517 It was resolved to accept the Standing Orders and Financial regulations and that they would be unchanged from those circulated by the Clerk. **17. Officer's report on actions outstanding since the previous meeting**

The Clerk provided the following updates:

- Tatsfield Primary School – MUGA. The signed agreement was received by the Clerk (28/04/17).

- Cars on Barnfield Road: This is an ongoing issue and further action will be followed up.

- The Bakery – patio proposal: This will be updated in item 24.

- Little Acorns update: this will be on the agenda for the supplementary meeting on 22nd May.

- Tree survey (to include trees in Kemsley Wood): tree survey is yet to be arranged as the Clerk needs to check the requirements with the Insurance Company.

- Request SCC to visit the golf club to look into ways of improving the way marking across the footpaths. The Clerk needs to request SCC to visit the site.

- Noticeboard on Ricketts Hill Road: Clerk to source x2 further quotes in time for the May Supplementary meeting.

- The Clerk confirmed that the letters have been written and delivered to the Ship, the Bakery and the Village Club to remind them of the need to seek permission from the Parish Council to use the common land.

18. Public Participation

The following comments/ questions were made:

- i) District Councillor Martin Allen asked the Council to clarify his position relating to participation at meetings.
- ii) Martin Allen also asked why the Parish Council reviews its Leases and Property Agreements each year.

19. PLANNING

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

TA/2017/664: The Grasshopper Inn, Westerham Road, Westerham TN16 2EU

Part demolition of south western wing and erection of replacement wing containing restaurant on ground floor and guest rooms on first and second floor.

The following was discussed by the members:

The application is in line with an adjustment the owners are making to the running of the business – a more efficient use of the space. The application is conforming to planning regulations and is in keeping with the character of the building. The original building was built in 1930 in a mock Tudor style.

The applicants state that this particular application is based on a previous application made in 2014. The Parish Council voiced objections and concerns to that application. These were: i) presumption against building on the Green Belt (policy RE2), ii) concern that the proposals represent a substantial increase to the overall footprint of the original building, iii) concern about the bulk and overall size of the proposed plans, iv) concern about the proximity and loss of privacy to immediate neighbouring properties, especially given the commercial nature of the Grasshopper Inn.

1150/0517 No comment

TA/2017/834: Anhedral, Greenway, Tatsfield TN16 2BS

Erection of single storey side extension to form garage, part single/part two storey front/side extension and two storey side/rear extension incorporating first floor balcony. Alteration to existing roof.

Ian Mitchell left the room for the entirety of the discussion on this application as per his Declaration of Interest in item 6 and took no part in the decision.

The following was discussed by the members:

It is a large extension. Based on the roof size, it appears that it is an increase in size of nearly 60%. It is intended to provide extra bedroom space.

It is within the core settlement. The plans show that the proposed extension would come very close to the boundary line. Mike Sarll had approached the neighbours who had indicated that they had no objections to the proposal. There is also planning history of the garage being turned into living space.

If there are any anomalies in the planning, TDC will pick these up.

1151/0517 No comment

1152/0517 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions. **(b)**

Planning team for May: Althea Davies and Niall Kells 1153/0517 It was resolved that the planning team for May would be Althea Davies and Niall Kells.

20. Finance:

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

1154/0517 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:

- SLCC renewal - £149.00 (comprised of SLCC payment £139.00 and ALCC payment of £10.00)

- 123-Reg renewal - £23.88 (Ex VAT)

- McAfee renewal - £49.99

- Meeting Room sign - £19.07

-

1155/0517 It was resolved to accept the quotations for all the above items.

(c) Finance Team for May: Althea Davies and Niall Kells

1156/0517 It was resolved that the Finance team for May would be Althea Davies and Niall Kells.

21. Highways and Rights of Way

a) Highways:

i) Westmore Road/ Kemsley Road drainage ditch

Lorraine Jeffery from Surrey Highways had emailed to say that she attended the site on 21st April to investigate the ditch and agreed that it does need some maintenance to take water flowing off the bridleway. Following consultation with the local highway maintenance team, they have been informed that

this work was not originally carried out by Surrey Highways and they were investigating who the riparian owners were, as they would be responsible for the maintenance of the watercourse. Lorraine Jeffery then asked if the Parish Council could provide any further information regarding the contractor who dug the ditch and why this was dug.

Ian Mitchell confirmed that the work had been carried out under the supervision of Mary-Ann Edwards who gave instruction to the builder, Paul Whitehead, to dig the ditch.

1157/0517 The Clerk was requested to pass the above information on to Lorraine Jeffery at Surrey Highways.

- i ii) No Through Road sign and Unsuitable for HGVs sign – John’s Road/Paynesfield Road

Signs to be provided on a new post in John’s Road at the junction with Paynesfield Road. This is to be funded by the residents of Johns Road. The estimated cost of supply and installation would be £320.

- i iii) New Westmore Road street name plate (at junction with Crossways)

This is to be provided by the District Council.

- i iv) 2x new signs – No Access to Kemsley Road

New signs – No access to Kemsley Road. One to be located at the junction of Westmore Road and Crossways. The signs have been ordered for delivery at the end of June 2017.

- i v) Potholes – Ship Hill/Approach Road

A request was being raised with Works Delivery to add the section of Ship Hill by Westmore Green to a large-scale patching programme.

b) Rights of Way

- i i) Travelling to Tatsfield – Ship Hill sign

The Clerk confirmed that she had emailed Anita Guy for an update and had received an out-of-office response with no specific return date.

1158/0517 The Clerk was requested to email again to chase the installation date of the sign.

- i ii) Footpath Westmore Road (junction of Grove Road)

Th gravel had been swept away from the footpath. Works Delivery had been contacted to see if this small section of footway could be added to a programme to be patched. In the meantime, the job would be raised to get the potholes filled to meet the safety matrix.

22. Notified Items

(a) Annual Parish Meeting

The Clerk confirmed that all invites had been sent out. The confirmed speakers were: Martin Allen, David Hodge, Kevin Bellinger, Jennie South and Sgt. Stuart Underwood. There would also be reports from Nichola Stokoe (Chairman’s report) and Mike Pendleton (Neighbourhood Plan Steering Group Chairman).

23. Reports from County Councillor, District Councillor, Village Organisations and External Organisations.

a) County Councillor

David Hodge had sent his apologies and there was, therefore, no report. David Hodge, however, would be at the Annual Parish meeting the following evening.

b) District Councillor

Martin Allen reported on the following:

- Patching on Grove Road – he had requested this be done. That area of Grove Road qualified as pavement and when it rains, the gravel gets washed on to Westmore Road and it breaks up the pavement.
- Martin Allen confirmed that PCSO Rupert Kelley was looking into the parking situation on Westmore Road and had promised to take action against those who blocked the pavement with their vehicles.
- Edgar Road/ Barnfield Road – Martin Allen confirmed that he had walked this area and there were parts of the roads that are now becoming impassable (in particular, the steep sections). He had sought the advice of Surrey County Council and would have ongoing discussions about what could be done.

- Martin Allen has had two separate meetings with the owner of the Golf Club, one which was also attended by the Chairman of the Parish Council, to try to understand the problems that have led to the 'signs' being put up. The owner has been advised to open communication channels with the village and, as such, a public meeting has been arranged for Wednesday 17th May between 5 and 7pm.
- 61 Paynesfield Road – this is affecting the rear of Westmore Road. Tandridge District Council were stepping up enforcement procedures to solve the issues of illegal fencing, fly tipping and unlawful building. As a result, Cllr Allen would be drafting an authorisation to begin enforcement proceedings for removal of the hoarding.
- Cllr Allen attended a Tandridge District Council civic reception for the Volunteer Sector and would be looking for a second person to also attend next time.
- Martin Allen also attended a full council meeting where he raised an objection to learning information first through the newspapers and not through proper channels.
- At the above meeting, the parking charges (with one free hour of parking) for Oxted were voted through, although Cllr Allen voted against this proposal as he felt that 2 hours free parking would have been more beneficial to local businesses. He believed that the review would now pass to other areas in Tandridge which he imagined would garner the same results.
- Grasshopper Pub – Martin Allen reported that the previous application had lapsed. This new application does vary the previous one but the size had not increased substantially. The walls were in danger of collapse (in the next 5/10 years) if the work was not done. It was also estimated that the increase in business that would be generated by the planned works, would potentially create 20/30 jobs and this would be positive for the village.
- Martin Allen had arranged for the litter collection from the Big Village Spring Clean to be made.
- Clackett Lane Motorway Services – Martin Allen was still trying to resolve the long-standing issue of the barriers being left open. These barriers were meant to restrict access to the Motorway Service Area.
- Insetting rules – Martin Allen had requested a meeting to obtain a clear definition on inseting.
- Dial -a – Ride – Martin Allen confirmed that the Dial-a-Ride service would now extend to Tatsfield and he would obtain further details on the scheme and forward these to the Clerk.

The Chairman asked for an update on the Spindleberry application. Martin Allen confirmed that it would go to full council but a date had yet to be determined.

• **c) Tatsfield in Bloom**

Mike Sarll confirmed that the minutes of the last meeting had been sent to the Clerk. Gerald South had raised the issue of the need for a cigarette bin outside The Ship.

The committee had also discussed the proposals for a patio area outside The Bakery – this would be discussed in item 24a.

• **d) Airport**

Ian Mitchell provided the following report:

The new noise monitoring system is up and running. It allows you to identify aircraft which you suspect may have violated flight rules and to make an online complaint – all in one go!

<http://webtrak5.bksv.com/bqh2>

The system runs with a delay which can be as much as 50 minutes, but can be interrogated to display activity at specific times in the past.

There are links on the Parish Council and Village websites. The number of landings and take-offs has increased slowly since the recession and is now levelling off at around 50,000 a year. This is the figure offered in the deal with Bromley to increase opening hours. The management's aim is to stay at that capped level from June.

In Ian's time, that numbers peaked at an annual rate of just over 100,000 in 1998. Of those, 12,000 were helicopters, jets and executive type aircraft. Nowadays, that figure has risen to 15,000 odd, so to keep below

the new limit, it looks as though private flyers will have to find somewhere else.

The airport wants to make its money from aircraft being brought in for several weeks of maintenance at a time

and says half of the revenue from such work finds its way into the local economy. Apparently more than 100

new jobs have been announced since the deal with Bromley was concluded.

Part of that deal was setting up the internet 'Noise and aircraft Tracking System'.

Soon, the second hangar will be going up alongside the road to the north of the main access and office facilities

will be added to that project.

A pre-application meeting is being sought with Bromley to sort out the details of the hotel project for HSBC has

come up with substantial backing.

The RAF is apparently showing some interest in the long-term plans for an aerospace college and a first 30-

place Aerospace and Aviation Engineering course starts at Bromley in September.

This year's Festival of Flight runs for 2 days – 19th and 20th August- and coincides with the Eastbourne show.

The Red Arrows, the Patrouille de France and other displays will be on the programme. Tickets must be purchased and booked in advance – No tickets available at the gate.

- **e) Fairtrade**

Helena Garcia-MacLeod reported that the Fairtrade Group have got a tea tent on the morning of Saturday 13th May, to coincide with the plant sale on Westmore Green.

- **f) The Horticultural Society**

Martin Allen reported that the visit to Wisley went well. There is a plant sale planned for Saturday 13th May on Westmore Green. The Tatsfield Garden Tour as per the leaflet in the Parish Magazine will take place on 4th June. The final trip of the month is an Evening Garden Visit to Titsey Place on Wednesday 28th June at 7pm. There were still a few tickets still available for £5, which includes an introductory talk by Rhod Jones, the Head Gardener, a garden tour with Rhod describing the different plants and time to ask questions. There would be time to enjoy the gardens on your own, as well as wine, beers, soft drinks and nibbles.

- **g) Vern D'Anjou**

There were 16 visitors from Vern D'Anjou over the Easter weekend. The trip was very successful. There was a good range of activities: a trip to London and Bluewater, a treasure hunt, a barbeque and a meal in The Ship.

- **h) Citizens Advice Bureau**

Althea Davies reported that she had met with the Staffing Committee twice in the last month to support the resolution of some issues with the team.

- **i) Speedwatch**

Ian Mitchell reported that there have been routine activities carried out by Speedwatch. There have been a significant number of drivers exceeding the speed limit outside the school (a large number of whom were dropping their children to school).

24. Parish Council Land/Property

- **a) Westmore Green**
- - The Bakery – patio proposal

This is an initiative by Andrew Bond. Mike Pendleton has acted as a liaison between external organisations and Andrew Bond. The application has to go through many stages, including a consultation with the public as the land involved is Common Land. Jon Allbutt (Tatsfield in Bloom) has offered to meet with Andrew Bond to discuss the proposals and Tatsfield In Bloom's views.

25. Meetings to attend / correspondence

The Clerk said she had received the following correspondence:

- St Catherine's Hospice – Information to advertise a Garden and Produce Fair to be held on Thursday 28th May between 10.30am and 3.30pm. CR3 Forum Neighbourhood Plan – notification that the Regulation 14 consultation commences on Saturday 29th April and closes on Saturday 17th June. The Plan can be inspected via the website www.cr3forum.org.uk
- ## **26. Any other business which the Chairman is of the opinion should be considered as a matter of urgency**
- Bank Mandate change to remove Maureen Gibbins from the Unity Trust account.

1159/0517 The members approved this action and requested the Clerk to action this change.

27. Matters for Reporting or Inclusion in a Future Agenda

- The Parish Council had received information regarding illegal bonfires at Furze Corner. The members were told that the PFA was willing to support a complaint being sent to Tandridge District Council.

Public Participation - 9.15pm:

- Gerald South thanked the Parish Council for their substantial donation to the Parish Magazine. The monies not only help support the magazine but is also extremely encouraging for the team.
- Gerald South also raised the prospect of Hustings for the General Election. He said that the Church would see what it could do regarding hosting the event. If there was a financial shortfall in funds to host the Hustings, the Parish Council would help out.
- It was noted that The Bakery does not hold a licence for the public to drink outside.
- A query was raised as to whether The Ship has permission to sell take away food.
- An observation was made about the declining quality of food at The Ship.

The meeting closed at 9.23pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 22nd May 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies (in the chair)

Mr Niall Kells Mr Mike Sarll Mr Ian Mitchell Mrs Helena Garcia-McLeod (arrived at 8.10pm)

In Attendance: Samantha Head (Clerk)

And 6 parishioners.

The meeting commenced at 8.00pm

1. Apologies

1160/0517 Mrs Nichola Stokoe and Mr Mike Pendleton 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 8th May 2017

1161/0517 It was resolved that the minutes of the meeting held on 8th May 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

4. Receive and Accept the MINUTES of the Annual Parish Meeting held on 9th May 2017

1162/0517 The minutes of the Annual Parish Meeting held on 9th May 2017 were received and accepted by the members.

5. 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.

- Clarification on public participation during meetings

The Chair explained that the Parish Council had recently changed the way public participation was held at meetings.

She reiterated that this is a meeting held in public, not a public meeting. To that end, there will be a public five minutes

at the start of each meeting and one at the end. It will also be at the Chairman's discretion to ask for advice or

comment from any member of the public at any point during the meeting, when she feels it helpful to the item under discussion.

The Chair then asked if anyone had anything they would like to raise.

The following comments/ questions were made:

- i) Lin Saines referred to item 9a on the agenda with the following:

"Martyn and I have lived in Tatsfield for 33 years, for almost a decade of which we have been planting and maintaining the Horse Trough at our own expense, so I feel I'm entitled to a point of view about this ever-rumbling discussion about a suitable war memorial at the Crossing Point.

You, our Parish Council, have recently made such a difference to this space, as we've all seen, with attractive footpaths and ease of walking for all. (And it's made it such a lot easier to sweep, so I thank you from the bottom of my heart!) But may I ask, when such a lot of money has been spent here, why should there be such dissention about providing a gathering point with perhaps a simple plaque for those who wish to remember the Fallen of the Village to do so at the appropriate time in November? A simple horse trough, in a Village, where horses worked the fields all around us and were sent off to war. Eight million horses and equines died in service in WW1 alone. They were still used in WW2 as transport and baggage carriers.

There may be those who think their war-dead would think it below them, and not want to be associated with a horse trough as a memorial, but I would ask them to think on this. At Brook Gate, at Hyde Park, there is a war memorial for all animals sacrificed in war, with Anne, the Princess Royal as its president, and Dame Vera Lynn, war correspondent Kate Adie and Joanna Lumley as patrons. My grandfather was a horseman in Royal Artillery and received a campaign medal for work bringing light cannon and Howitzers up to the front line. I don't think that he, or his son, my father, a Lancaster Bomber rear gunner, would think it below them or be ashamed or annoyed that a horse trough. Children at the local school cross daily and should recognise the importance of Remembrance at this central point.

I think it would be really lovely to see our young people, with their families, observe a minute's silence every year on the Saturday nearest to 11th November, in the centre of their own village, on their own familiar grass, with a plaque of remembrance on that trough bringing home the importance of peace and the absolute futility of war.

I thank the Parish Council for finally letting these old soldiers remember the Fallen on Saturday 11th November in an honourable way, with a wreath laying ceremony and prayers led by our own Reverend Vince Short and I hope, in your wisdom, you will finally recognise this site as a special place for commemoration in the future.

Thank you.”

Dave Bishop noted that some former soldiers would be attending the Remembrance service on 11th November.

A parishioner noted what was said in the 2013 Village Appraisal and asked that this be taken into consideration:

“It was noted that there are memorial plaques in St. Mary’s Church recording the names of casualties in both World Wars and that many towns and villages have war memorials. In response to recent interest, there was a question about erecting a Tatsfield War Memorial somewhere in the village. There was a strong positive result with 73% of the 517-people responding thinking it a good idea and 72% of those in favour being willing to contribute to the cost.

When it came to the question of where to site such a memorial, 47% suggested the island in front of the Old Ship, 32% suggested somewhere else on Westmore Green. Other suggestions included beside or replacing the pond, near the Tatol raised flower bed, the grassed area beside the Bakery and the churchyard.”

6. PLANNING

(a) Planning team for May: Althea Davies and Niall Kells

No applications were received before the publication of the agenda.

7. Finance:

(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B(2)

1163/0517 Items on Appendix B(2) were duly approved. Payments and supporting invoices were checked and

signed by members of the Finance Team for May. It was noted that there were no invoices available for E.ON or

Thames Water.

(b) Discuss and agree items requiring expenditure:

- Surrey Hills Membership renewal: £25.00

- New Vacuum Cleaner for the AMB: The Clerk provided the details of three cleaners ranging from £95.00 - £110.00 (incl. VAT).

- Insurance – it was noted that the insurance was not yet due for renewal.

1164/0517 It was resolved to accept the quotations for all the above items. The Clerk was requested to consult with

the cleaner as to her preferred model of cleaner and then order that one.

(c) Finance Team for May: Althea Davies and Niall Kells

(d) Cambridge Building Society: to remove Ana Hughes from the accounts held with Cambridge Building Society

1165/0517 It was resolved to remove Ana Hughes as a signatory from the two accounts held with Cambridge Building Society.

8. Highways and Rights of Way

a) Highways:

i) Westmore Road/ Kemsley Road drainage ditch

The Clerk had supplied further details to Lorraine Jefferys regarding the background of why and by whom the drainage ditch was dug and she had said she would come back with a resolution once she had carried out further investigation. ii) Give Way sign at the end of Approach Road

The Clerk has raised this with Surrey Highways.

i) iii) Travelling to Tatsfield – Ship Hill sign

The Clerk has raised this again with Surrey Highways and was awaiting a response.

b) Rights of Way

9. Notified Items

(a) Horse Trough Memorial Plaque

Note: Dave Bishop and Lin Saines, on behalf of the Remembrance Service organisers, attended this meeting at the Parish Council's invitation to further assist the preparations.

The Chair thanked Lin Saines for her contribution during item 5 – public participation. Lin Saines then said that her husband, Martyn, has paid for the planting of the horse trough for the last 10 years out of his own pocket. She then went on to say that Dave Bishop had approached her back in January this year about holding a Remembrance service in November. Lin Saines would be planting the trough entirely with red, white and blue pansies for a colourful centrepiece to this service.

The Chair then commented that she had been a member of the Parish Council for 2 years and had no recollection of a memorial plaque on the horse trough ever being discussed or brought forward to the Council as a formal request.

Lin Saines then went on to say that David Woods (a former Parish Councillor) agreed with Whelan Farm to have the horse trough delivered to the village. John Whelan donated the horse trough to the Parish Council and it could be used as a memorial to the Fallen. She was not for the idea of listing all the names of the fallen from both World Wars (as they are already listed in St. Mary's church), but a simple memorial 'for the fallen'. John Whelan's son has agreed that it would be a good memorial. Her request is that the horse trough be recognised as the official Remembrance spot in the village. She reiterated that many, many horses were sent off to war and did not return.

A soldier from Tatsfield recounted that he and his brothers between them served during World War II and two conflicts since. He requested that the Parish Council agree to a memorial plaque that lists all the names of the fallen from both World Wars. He stated that no funds for this was being sought from the Parish Council as the funds have already been raised. There is someone in the village already in place to erect the plaque.

There were several questions posed to those requesting the memorial plaque for the horse trough:

Ian Mitchell asked Lin Saines when she started planting the horse trough. Lin Saines confirmed that she was asked to plant the trough by Tatsfield in Bloom. When pressed, she confirmed that this was not being done on behalf of the Parish Council.

Ian Mitchell then asked for clarification regarding the assertion by David Woods that John Whelan had donated the horse trough as a war memorial. He noted that he could find no record of any discussion for the purpose of the horse trough apart from to commemorate the Parish Council in 1994. The correspondence with Mr Whelan was explicit in that the trough was to be used to mark the 100 years of local government.

Ian Mitchell also confirmed that this was the first time the Parish Council have formally been asked to put a memorial plaque on the horse trough. Ian Mitchell went on to say that the Parish Council has already given permission for the Remembrance service in November which was an admirable way of commemorating those who had died in service. However, on a personal note, when he thinks of his own uncle who died in World War I, he feels that a memorial plaque on the horse trough is somewhat disrespectful. It seems like this is an afterthought and a second-rate way of commemorating the Fallen.

The Chair then summed up the point of the discussion. The village already has the names of the Fallen listed in St. Mary's Church and a bench on the green which commemorates the 'war dead'. The second point is that everyone recognises the village centre as a good place for remembrance. The Chair then suggested that a plaque could be erected on the side of the Village Hall and asked how big the plaque would need to be to accommodate the 40 names of the fallen from World War I and II. Dave Bishop confirmed that it would be 42" long and 12" high (the lettering would be 1" high). The first choice of material would be bronze, the second would be brass and the third would be stainless steel. There are concerns that bronze or brass might be vulnerable to theft. He also added that he cannot see why there is an objection to a plaque on the side of the horse trough and if the Parish Council does not agree to the request for a memorial plaque on the side of the horse trough, the landlord of the Old Ship has offered to erect one on the side of the pub. The offer of the Village Hall would not be acceptable.

Helena Garcia-MacLeod commented that she was personally not comfortable with having the names restricted to those who fell in the two World Wars on a plaque, as there have been many other wars and will be many to come. She also confirmed that the bench with memorial plaque was originally destined to sit on the 'triangle' on the green but, due to works, it was installed on the green by the pond. Lin Saines interjected that she was seeking only a plaque that referenced 'the fallen/ the war dead'. She was not convinced by the argument that the names listed in St. Mary's Church was a sufficient memorial as not everyone goes to church.

The Chair indicated that the preference of the Council members was for a larger plaque to be installed on the side of the Village Hall.

The Chair then asked for the opinions of the individual Council members:

Niall Kells said he agreed with the proposal for a smaller plaque, with a simple, general inscription, on the side of the horse trough.

Mike Sarll commented that the size of the proposed plaque would be disproportionate to the size of the horse trough and, so, he too would support the idea of a simple, smaller plaque on the side of the horse trough. He felt it should be of high quality material.

Helena Garcia-MacLeod agreed with the views of Niall Kells and Mike Sarll.

Ian Mitchell felt that the horse trough was not an appropriate memorial for the war dead. He would support a plaque bearing the names of the fallen from both world wars on the Village Hall wall.

Althea Davies had no particular preference for either a smaller plaque on the horse trough or a fuller memorial plaque on the side of the Village Hall. She felt that either option was more respectful than a plaque on the wall of the pub.

Dave Bishop confirmed the choice of stainless steel is of good quality. The size can be reduced. He then asked if the Parish Council is they would have any objections to a memorial stone in the village.

Mike Sarll voiced his objections. He felt this was said as an afterthought and, besides, the Council would not agree to that without seeing the plans/drawings first.

The Chair said that there was now a third option of a memorial stone on the triangle of land, next to the horse trough.

The Clerk reminded those present at the meeting that the Parish Council were not allowed to erect a War Memorial, simply maintain one.

Lin Saines confirmed that the village already had the money for a plaque and, therefore, were not seeking funds from the Parish Council.

The Chair reiterated that the Parish Council were willing and happy to grant permission for a memorial plaque on the side of the Village Hall. The Parish Council had no comment on the proposal for a plaque on the wall of the pub.

1166/0517 The Council members present, by way of majority, agreed to a small plaque be attached to the side of the horse trough. The size, wording and material is to be confirmed and approved before the plaque is made.

It was noted that Dave Bishop would be writing up an article for the Surrey Mirror. He confirmed that the article would only report what had been discussed at this meeting.

(b) Social Media Policy

The Chair noted that there was a need for a framework in order to distinguish between the opinions of the Parish Council and those of individual councillors. There can be a misunderstanding in all types of communication, particularly on social media.

Ian Mitchell observed that there was already a Social Media Policy on the Code of Conduct (section 19 of the Standing Orders). This was very brief and needed to be expanded further.

1167/0517 It was resolved that Althea Davies would draft and circulate a Social Media Policy.

(c) Tatsfield Primary School – MUGA: update

The Clerk confirmed that the agreement was completed on 28th April 2017. The Clerk now holds the signed and dated agreement on file.

(d) Land on the south side of Chippings, Greenway, Tatsfield – otherwise known as Hayes Pasture: update

The Parish Council now has title possessory. This was registered on 5th May 2017. Ian Mitchell has placed a digital copy in Dropbox and the Clerk has the documents from the Land Registry on file.

It was queried who maintains the area. It was confirmed that Ian Reeves cuts the grass.

(e) CR3 Forum Neighbourhood Plan – Regulation 14 consultation

The Clerk had circulated details of the Regulation 14 notice. The plan can be viewed at the following link: www.cr3forum.org.uk

1168/0517 It was resolved to request that Mike Pendleton to take control of reading the document and formulating a comment on behalf of the Parish Council.

1169/0517 It was further resolved to defer the Council's comment until the next meeting.

(f) Musical Memories, Oxted.

The Clerk provided details of this initiative which is a weekly event for those with Dementia and their carers..The Clerk confirmed that she had already circulated details to Dementia Friendly Tatsfield and the Not So Young club.

(g) Tandridge District Council – Consultation – Draft Trees and Soft Landscaping Supplementary Planning Document (Regulation 12)

The Clerk had circulated the 25-page document ahead of the meeting for the Councillors to read beforehand. Mike Sarll noted that the Council members do not have the specialist knowledge to comment on this consultation.

The Chair observed that the general idea is to encourage people to look after trees more. When planning applications are submitted, people should take trees into consideration.

1170/0517 It was resolved to make no comment.

(h) Parish Council Assembly Meetings

The Clerk informed the Council members that there would be two Parish Assembly Meetings scheduled for 2017: Wednesday 27th September at 6.30pm and Wednesday 6th December at 6.30pm. Both meetings will take place at TDC offices. Ian Mitchell, Mike Sarll and Helena Garcia-MacLeod agreed to attend.

(i) Furze Corner / bonfire update

The issue of the bonfires was raised as a complaint to TDC and the complainant was advised to notify the Parish Council. The Chair noted that Mike Pendleton was going to keep abreast of the situation.

10. Parish Council Land/Property

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

a) Westmore Green

- The Bakery – patio proposal

The Clerk confirmed that she had received an information pack from Andrew Bond containing copies of all letters to the Planning Inspectorate and all of the authorities who are required to be notified of these proposals. The pack also included a copy of the announcement to be published in the next edition of the Parish Magazine. The Clerk confirmed that Andrew Bond had been asked to change some of the wording in the advert to clarify that this is his independent venture.

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

The Clerk said she had received the following correspondence:

- • Westerham Town Council Meeting reminder: Wednesday 24th May 7.30pm – Ian Mitchell, Helena Garcia-MacLeod and Mike Sarll to attend.
- • East Surrey Museum visit reminder: Saturday 27th May 12.30 -1.30pm – Helena Garcia-MacLeod, Ian Mitchell and Niall Kells to attend.
- • Regeneration Oxted – the Clerk agreed to circulate the details to the members
- • History Talk – 6th June – Ian Mitchell to attend

12. Matters for Reporting or Inclusion in a Future Agenda

Parish Land - cutting grass on Tatsfield Green. Mike Sarll to agree a schedule and discuss the details with TDC

Public Participation - 9.42pm:

- Weed spraying – Jon Allbutt has requested Parish Council's assistance in requesting SCC to redo the weed spraying as the results are very patchy ahead of the in bloom competition. The Clerk agreed to email SCC.

The meeting closed at 9.45pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th June 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mrs Althea Davies Mr Mike Sarll Mr Ian Mitchell Mr Mike Pendleton

Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

Cllr. David Hodge

And 3 parishioners.

The meeting commenced at 8.05pm

1. APOLOGIES

1172/0617 Mr Niall Kells had sent his apologies. These were received and accepted by members.

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

1173/0617 Mr Ian Mitchell declared a Disclosable Pecuniary Interest in item 6a ref TA/2017/923 as this application related to his own property. Mr Mitchell left the meeting for the duration of the discussion around this item and did not play a part in the agreement on that comment.

3. Approve and sign the MINUTES of the meeting held on 22nd May 2017

1174/0617 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22nd May 2017. They were duly signed by the Chair.

4. Public Participation

The following comments/ questions were made:

- i) A member of the public raised the issue of parking in Crossways, in particular, the problem created by the overspill from Crossways Court.
- ii) A member of the public commented on the challenges of cutting the grass on the triangle between the vines outside the Bakery.
- iii) Another member of the public praised the latest version of the public participation, saying that they felt this worked in the best interests of the Parish Council and, at the same time allowed for adequate opportunities for public participation.
- iv) The Parish Council were thanked for the quick work done to resolve the issue of the verge by The Rectory on Ricketts Hill Road.

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

The Clerk provided the following updates:

- i) The said she had received an email from the cleaner, thanking the Parish Council for the new vacuum cleaner. She said it was fantastic and so much better than the old machine.
- ii) Tatsfield Horticultural Society – Composting Group had emailed the Clerk to thank the Parish Council for the grant of £250.
- iii) The Clerk informed the members that she had received notification from Tandridge District Council that their request for designation as a Neighbourhood Area had been granted.
- iv) Following the Clerk's request to Surrey County Council for information about the parking bay outside 9 Westmore Road, the Parking Team from Surrey Highways confirmed that an engineer completed a visit to the site in early 2017 and established a suitable location for the bay to be painted. This bay was on their works order to complete as the disabled resident had provided the necessary proof of owning a vehicle registered to the address and a copy of both sides of the blue badge. It was noted that the resident had also been made aware that the bay is intended for any disabled person to park in and the bay is not solely for the applicant.

v) Noticeboard on Ricketts Hill Road – the Clerk had been in touch with several companies to source further quotes to replace the noticeboard. She should be receiving detailed quotes from two companies in the next week. vi) Regarding adding the Kemsley wood trees to the tree survey list – the Clerk will action this once she has ascertained from the Insurance Company how often they require a tree survey to be carried out. vii) No further progress has been made to remove Ana Hughes as a signatory on the Cambridge Building Society Accounts as, although we have completed and returned (with supporting documents) the requested

i forms, the building society have now asked for further forms to be completed. The Clerk will look into this once the audit is complete.

ii viii) Abandoned cars on Barnfield Road – this item will be on the agenda for the June Supplementary meeting.

6. PLANNING: To determine the Parish Council's position on Appendix A

(a) TA/2017/923: Greenway Cottage, Greenway, Tatsfield TN16 2BT

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

It was noted by the members that this was a renewal of a pre-existing, pre-approved application.

1175/0617 No comment

TA/2017/891: Libra, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of terrace incorporating steps to rear elevation.

1176/0617 No comment

1177/0617 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

(b) Planning Team for June: Ian Mitchell and Nichola Stokoe

1178/0617 It was resolved that the planning team for June would be Ian Mitchell and Nichola Stokoe.

(c) Register the Parade as an Asset of Community Value

The Clerk confirmed that the forms had been downloaded and would be sent off in the coming week.

(d) Johns Road Residents' Association: Planning application query for 42 Paynesfield Road

The Clerk had received an email from the JRRA requesting that some assistance. The JRRA had received some information which suggested that the owner of 42 Paynesfield Road had received permission to build a garage at the end of the garden with access out onto Johns Road. The Clerk was unable to find any mention of a planning application for this past or present. Subsequently, the JRRA had written to the owner of 42 Paynesfield Road requesting clarification.

It was noted that unless it specifically states in your deeds that you have right of way over named roads, then you do not have access.

This item was for information only.

7. Finance:

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

1179/0617 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:

- Merchant Navy Day: Red Ensign Flag: £28.00- £45.71 (ex VAT) – following discussion by the members, it was decided that Tatsfield has no maritime links and, therefore, they would not purchase a flag.

- Ricketts Hill Road noticeboard – this item would be discussed once the Clerk had received the further quotes.

(c) Finance Team for June: Ian Mitchell and Nichola Stokoe

1180/0617 It was resolved that the Finance Team for June would be Ian Mitchell and Nichola Stokoe.

(d) Citizens Advice Oxted and District grant request

The Clerk noted that the grant for last year was £250.

A discussion around the amount to grant for this financial year ensued. The Chair asked if Althea Davies (the CAB representative) knew how many Tatsfielders used the service. It was agreed to defer the decision until after the CAB AGM on 29th June.

8. Highways and Rights of Way

a) Highways: update

i) Westmore Road/ Kemsley Road drainage ditch

There was no further update at present.

i ii) Give Way sign at the end of Approach Road

There was no further update at present.

i iii) Surrey County Council Summer Clearance Programme

The Clerk confirmed that she had emailed the details of the reduction in the number of paths included in the Summer Clearance Programme.

1181/0617 The Clerk was requested to email Mary-Ann Edwards (SCC) to state that the Parish Council agreed with the proposal.

i iv) White lines on Ship Hill

Cllr David Hodge confirmed that this work would be completed in the summer.

b) Rights of Way:

i) Travelling to Tatsfield Ship Hill sign

Cllr David Hodge confirmed that an attempt had been made to repair the sign. This was unsuccessful. A replacement had been ordered and the work should be completed by the end of the month.

Additional information: Cllr David Hodge also noted that the resurfacing work to the junction of Westmore Green and Ship Hill would be carried out overnight on 23rd June.

1182/0617 It was resolved that this information would be posted on Tatsfield Talk and the Parish Council website.

The path from the Scout Hut to the Village would cost in the region of £15,000 with horse path. Cllr Hodge confirmed that an area manager from SCC would visit site to have another look at what is required and provide a report.

9. Notified Items

(a) Dementia Friendly Tatsfield – use of the AMB meeting room

Jennie South had requested the use of the meeting room in the AMB on Friday mornings from 1st September.

Note: Cllr Hodge confirmed that he had received a grant request from Dementia Friendly Tatsfield. He had granted them £500 from the £1500 allowance he has for Tatsfield.

(b) Hail and Ride

The Clerk had been forwarded an email from a parishioner updating on some communication with Alison Houghton from SCC. Alison Houghton confirmed that SCC have no jurisdiction over this facility. She confirmed that she had mentioned the parishioner's concerns regarding the lack of a bus stop at Tatsfield Green.

During discussion, the question was raised that should the Parish Council revisit the decision not to grant permission to place a bus stop on Parish Land at Tatsfield Green. It was argued that, for the foreseeable future, the hail and ride facility would remain in place and, therefore, it may not be prudent to do anything yet.

It was also suggested that it might be prudent to remind Alison Houghton of the Parish Council's current position.

(c) Tandridge Dial-a-Ride

The Clerk updated the members on the new Dial-a-Ride service provided by Tandridge District Council. As well as the details of the bus service to the Douglas Brunton Day Centre in Caterham-on-the-Hill.

1183/0617 The Clerk was requested to display this information on the noticeboard and the website.

(d) Surrey County Council:

i) Update on reduction in resources available to maintain public rights of way and highways

The Clerk noted that Surrey County Council had informed her that they have had a massive reduction in the available budget for works to the Highways and Public Rights of Way.

i ii) Weed spraying request by Tatsfield in Bloom

The Clerk had emailed Surrey County Council on behalf of Tatsfield in Bloom as per the request from Jon Allbutt. The Clerk received the following response: *The weed spraying should have been completed throughout Tatsfield and I am sorry to hear that the results are patchy. I will feed this back to our team that oversee the weed spraying programme. Regretfully the imposed restrictions and limitations of the weed spray used long with the changeable weather conditions does reduce the effectiveness of the treatment. Sometimes there can also be different rates of die off for weeds too. In the past we have endeavoured to*

supplement this spraying with some manual 'pulling' of the weeds but regretfully this year due to the limited resources we have I'm unsure we can offer this service this year.

The weed spraying would need to be completed by 15th June for it to be effective in time for judging on 6th July.

The members questioned how much money Tatsfield in Bloom had to contribute to weed spraying.

The Parish Council agreed to contribute £250 towards weed spraying. If the spraying came to more than £250, Tatsfield in Bloom would make up the difference (up to £500).

1184/0617 The Clerk was requested to source a quote from James Longley for the spraying.

(e) Squerries Court – Westerham development plan: update

Following the Clerk's visit to view the plans in Westerham on 20th May, the Clerk had arranged for Henry Warde to attend the AMB at 7pm on Monday 19th June to give a brief presentation, followed by a Q&A session.

(f) Tandridge District Council – New Chairman details

For information only: the new Chairman for Tandridge District Council, Mrs Gill Black, has been elected.

(g) CIC – for discussion under Part 2

This item would be dealt with under Part 2.

(h) Merchant Navy Day This item was discussed in item 7b. It was agreed that the Parish Council would neither purchase nor fly the Red Ensign.

(i) CR3 Forum Neighbourhood Plan Regulation 14 comment

It was noted that Mike Pendleton had met with the Chair of CR3 Forum Neighbourhood Plan. It was agreed that there was no comment to make.

(j) Westerham Town Council meeting report

Ian Mitchell had attended the meeting, along with Mike Sarll and Helena Garcia-MacLeod, and had provided the following report:

Helena, Mike and I went to the Westerham APM on 24th May. It was attended by 150 or so people.

They never got around to talking about Moorhouse or Covers Farm - sites on each side of our Clacket Lane border with Westerham/Sevenoaks/Kent. There were some differences between the speakers and the audience with Westerham Town Council and Sevenoaks District Council standing by their position that Westerham would be getting only 66 to 80 new dwellings under the emerging Local Plan and that no other proposal was on the table. The audience however reckoned that the Warde family proposal for 900 homes was indeed on the table and most appeared to reject the idea that constructing a bypass would be an 'exceptional circumstance' justifying the building of so many homes in the Green Belt.

Technically, Westerham TC and Sevenoaks DC are right. Without a formal submission, there's nothing for them to discuss. Nevertheless, Westerham's Chairman raised the possibility of a local consultation. This got nowhere without a formal bypass/housing scheme application and there were accusations from the floor that a formal application might come so late that there was little time for local consultation.

It didn't seem to be a very successful meeting with a 'them and us' overtone - 'already wealthy landowner wanting to make more money at the expense of a big increase in population and pressure on local services making life difficult for locals who want the Green Belt preserved' etc seemingly across the political spectrum.

One of Henry Warde's bypass ideas could cross the border into Tatsfield, but would need to break through the 1,500- year-old Cross Valley Dyke defending us from Kentish marauders.

(k) Small land items - Ricketts Hill Road: update

Following an email from Roger Sawyers, raising a potential hazard on the verge by The Rectory, Mike Pendleton had visited the site cut back the shrubs.

(l) Ricketts Hill Road noticeboards

The Clerk confirmed that she had received one quote and was expecting two more in the next week. It was agreed that if the additional quotes had not been received by the next meeting, a decision would have to be made based upon the quotes in hand.

(m) CIL report: update

The Clerk informed the members that she had been required to submit a CIL report to Tandridge District Council. The Parish Council had received £4520.08 of CIL money in October 2016. It had not yet been

used. In the report, the Clerk had indicated to Tandridge District Council that these funds would most likely be used to part fund the Scout Hut path. The Clerk also confirmed that she would display the CIL report on the website in the coming week.

(n) East Surrey Museum visit report

Following an invitation from East Surrey Museum to visit for a tour with the curator, Ian Mitchell provided the following report:

A group of us responded to the invitation to visit the East Surrey Museum in Caterham on 27th May. The Parish Council was invited as a provider of grants to the museum.

We were welcomed by the Chairman of the trustees and the Curator, Chris Taylor, who gave us a demonstration of the museum's digital cataloguing system.

As well as viewing the exhibits, we were shown around the cramped and vulnerable storage facilities and introduced to the volunteers on duty as well as being provided with refreshments.

We agreed to consider providing material for an exhibition of images from Tatsfield at some point in the future.

(o) Audit: update

The Clerk confirmed that the audit date had been set for 21st June.

(p) Park Wood Golf Club meeting report

Following a meeting the Clerk set up between Park Wood Golf Club management and Mary-Ann Edwards from Surrey County Council, the Clerk provided the following report

I managed to arrange a meeting between SCC and KJ at Park Wood Golf Club. It was a productive meeting on 26th May. We spent some time looking at a map of the footpaths and ascertaining where the main problems are occurring. KJ has said that he doesn't think there are any problems regarding the footpaths per se. The issue is a handful of walkers, with or without dogs who are breaking through and damaging hedges (particularly on Approach Road) and rudimentary 'fencing' to cut across parts of the golf course (private property) to get to the public footpaths. The additional problem is that some dog walkers are letting their dogs run all of the greens and fairways. In one case, there is a dog walker who appears to come from one of the half a dozen houses on Chestnut Ave who insists on reaching the public footpath via the 17th green. Incidentally, this is also the location where the tee markers have been stolen almost daily since the latest notice from Park Wood went up. KJ is not accusing anyone in particular, but says it seems too coincidental that these two things have occurred at the same time. The notice also displayed at this improvised entrance has been ripped down many times and left on the floor, as has the post on which it was displayed. In fact, both were in this state when I visited. We also suggested that some simple 'No public right of way' signs be put at the entrance to several of the tracks the golf club have put in for golf buggy and maintenance vehicle use. In my opinion the longer the message displayed, the more likely it will be that there is a reaction to it - I think a simple statement may work better at these locations. KJ feels that the above issues are predominantly being caused by local people, whereas the vandalism and damage on the whole is the work of people coming from further afield.

There are further issues of horse riders using the public footpaths which is not allowed and Mary-Ann has confirmed this. It was suggested that KJ writes to the local stables reminding them of the correct use of public footpaths. Mary-Ann is going to let KJ know what he can and can't say in a letter.

There is a large amount of theft and vandalism which happens over by the 2nd hole as this is the farthest point from the club house and this usually occurs after 2pm when all of the greens men have finished for the day. I have reiterated what Sgt Underwood advised at the APM, to report all crimes no matter how small. It may be that by doing this, the police and/ or the club can begin to see a pattern which may help with enforcement by the police or a course of action being taken by the club. I also reiterated that if it is believed that most of the vandalism / damage is being carried out by young people (KJ has caught teenagers 4/5 times now) then perhaps he should contact the headteachers of the local secondary schools, as suggested by Sgt Underwood at the APM, to see if they could talk to the student body. He has said he will do this.

The upshot of this meeting is that Mary-Ann has agreed to fund around 6-7 posts and markers if the club will install them. KJ has also agreed to get his greensmen to remove any trees/ branches that are blocking the public footpaths in order to meet the requirements that the public have access to all parts of the footpath. Mary-Ann has also agreed to write a short piece for the Parish Mag on the rights of access to public footpaths but also highlighting the responsibilities of walkers using those paths. I believe she will do this in time for the deadline in July for the August issue. Mary-Ann is also going to advise KJ on making a deposit to SCC re making a statement acknowledging the public paths and stating his intention not to dedicate any further public rights of way. This primarily is being done, I believe, in order to stop anyone

acquiring a right to walk over a particular piece of land. KJ's focus now is on establishing the public footpaths and signage and making it clear that he never has and never will object to or hinder the public having the right to that access. Once that is done, he is then willing to listen to suggestions from Tatsfielders regarding wider permission to roam - although this may have some liability issues attached which need further investigation.

He thanked me for arranging the meeting with Mary-Ann and asked simply that the PC continue to support him in this. I said we would do what we could and, whilst we had personal sympathies with his current predicament, we still had to maintain a degree of neutrality. However, we would be happy to publicise the new way markings once they had been installed and use the website etc to that end.

(q) Horse Trough Memorial Plaque

Further to Dave Bishop's email outlining the wording, size and font of the memorial plaque, Nichola Stokoe asked for the item to be deferred to a future meeting.

(r) Scout Hut footpath: update

An update for this was reported in item 8. Although it was noted that it may be a good idea to price the footpath being laid up to the car park entrance to Beaver Water World.

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

a) County Councillor

Cllr David Hodge reported that two signs for Johns Road at the Paynesfield Road junction. Cllr Hodge would be meeting with the Johns Road Residents' Association on 3rd July at 7pm.

Cllr Hodge would like the Parish Council to compile a list of the signage needed in the village.

David Hodge also proposed to make a circuit of the village, taking photos which would highlight the work needed. He would make that list available to the Parish Council.

Cllr Hodge also suggested that the Parish Council might also consider writing to our MP to request fairer funding.

b) District Councillor

Cllr. Allen did not attend the meeting but provided the following update:

I attended the Tatsfield Parish Meeting, a Resources Committee Meeting, the Tandridge District Council's Annual Meeting, the Titsey Parish Meeting, a Planning Committee Meeting, the Tatsfield Hustings and finally a Licensing Sub Committee meeting regarding a licensing extension.

All normal matters discussed.

At the TDC Annual Meeting, I was voted back on to The Community Services and Housing Committee, The Licensing Committee and The Staffing: Tandridge Joint Consultative Meeting and am now the Council's representative on the Biggin Hill Airport Consultative Committee and the Countryside Partnership Board I attended the Golf Club villagers meeting in support of KJ's request to the villagers and followed this up with a one to one meeting with KJ the following week. I will follow the situation up later in June.

Regarding the latest inset of the village, I had a productive meeting with Sarah Thompson, Head of Strategic Planning Policy. This matter is still to be reviewed under the Local Plan guidelines.

The matters of the Council will return to normal after the elections with a Housing Committee meeting on Thursday 15th June.

Grasshopper Pub in Moorhouse – I had a catch-up meeting with the owners regarding their application to vary the existing application.

Re Garden waste Brown Bin Service – Biffa have been given the OK to raise the garden waste club subscription by this year's contract price inflation of 2.3%. This is in accordance with the agreement with them. The rise will be effective from the contract anniversary which is 1st June 2017. The current price is £55 per bin per annum. The 2.3% increase would add £1.27 therefore making a total cost of £56.27.

c) Tatsfield in Bloom

The busy bee signs are going up around the village. They should be complimented on hanging baskets and troughs. There was no meeting this month.

d) Airport: update

The following report was made by Ian Mitchell:

A second round of consultation about introducing an all-weather Instrument Approach Procedure for an average 30% of arrivals was needed in order to avoid 'interactions' with flight patterns elsewhere within the area.

My view was that both the original and the revised plans would have minimal effect on Tatsfield. The approach is along the line from Botley Hill Farm running roughly parallel to Lusted Hall Lane. The proposal would mean aircraft would be higher than they are now. I reckon this means that they would be marginally less noisy and marginally more visible.

Noise and Track-keeping System

The new system is working well. If you log on to the website you see what was happening about 45 minutes earlier. You can then set the display for any earlier time you wish and start a playback at up to 120 times real speed to find out what it was that had annoyed you.

The rule is that, in order to avoid overflying Tatsfield, departing aircraft should not turn left until they are two nautical miles from the airport.

Since the new system has been in operation I have reported two aircraft. The trigger has been being able to hear the plane indoors despite significant noise insulation or sensing being overflown when outdoors.

In addition, when looking on the website for 'offending' aircraft, I have noticed another half a dozen breaking the rule over the past few weeks.

I propose to raise this matter at the July Consultative Committee meeting.

e) Tatsfield Fairtrade Group

No update

f) Horticultural Society

The following report was received from Martin Allen

The Plant Sale on the 13th was well supported with most of the products on offer, including donated items being sold within 45 minutes of our opening.

The Tatsfield Garden Tour was a huge success, around 100 people reported to have visited one particular garden. Those of the committee that visited these gardens will acknowledge the hard work put in by those who opened their gardens this year.

Another success was the Flower Festival at the Church where many of the village's societies contributed to the wonderful displays, our Chairman Mrs Sue Warren arranging the East Window Exhibit on behalf of the Tatsfield Horticultural Society.

g) Vern D'Anjou

No updates

h) Citizens Advice Bureau

The AGM will be held on 29th June. Althea Davies has volunteered to stand as the Parish Council representative again this year.

i) Speedwatch

Ian Mitchell reported that an early morning session was held outside the White House. It was effective as all drivers slowed down.

j) 1st Tatsfield Scout Group – AGM report

Mike Pendleton provided the following report from the AGM on 7th June:

The new Chair is Mark Gale.

After a few difficult years, numbers across Scouts and Beavers are on the up. I thanked them for the invite and provided apologies for Nichola Stokoe and Helena Garcia-MacLeod. They thanked the Parish Council for attending the AGM and asked about:

- Pathway from Village to Scout Hut – I provided an update that it is one of our priority projects for the second half of the year and things should be clearer in the near future. They asked if it will extend from the Scout Hut to the bottom corner by Beaver Water World.

- They asked about speed signs by the Scout Hut – currently the national speed limit is 60mph.

- They were keen to have the Parish Council engage on their committee (even if it is only every so often).

The meet circa every 2 to 3 months.

11. Parish Council Land/Property

a) Westmore Green

- The Bakery patio proposal update – the deadline for comment to the Planning Inspectorate is 15th June.

b) Aileen McHugo Building

- Chartwell Cancer Trust – new PCs and server update

The Chartwell Cancer Trust have, this week, had a new server installed as well as 4 new PCs. This will mean they are all able to access the same data as they will be on the same network.

- ADT – CCTV service report

The CCTV system was serviced last week. All components were in good working order and the clock has been reset, so it is now running on time.

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

- The Clerk had received an invitation for the members to attend a Local Plan and Community Infrastructure Levy (CIL) Seminar. There are 5 being held on different dates and at different locations.

- The Clerk has also received notification of a meeting at TDC offices on Friday 23rd June for the Tandridge Local Committee to discuss the proposed upgrade to a footpath over the A22 by Tupwood Lane to a bridleway, an update from Highways on the planned scheme for Dormansland and an update on the Local Committee's Highway budget for 2017-18.

- The Clerk had also received an email inviting members to a CPRE Tandridge Group meeting to be held on 4th July at 7.30pm at Godstone Sports Centre.

13. Matters for reporting or Inclusion in a Future Agenda

- Path across Tatsfield Green – ask contactor to also quote for the Scout Hut path

- Abandoned cars on Barnfield Road

- Letter from parishioner regarding the Church footpath.

Public participation:

- What impact will the Westerham Plans have on Tatsfield?

- Village Hall porches – can this be out on a future agenda?

- Renewal of Insurance for the Village Hall – request the Parish Council Insurance details to look at renewing with the same company.

The meeting closed at 9.53pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 26th June 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mrs Althea Davies Mr Niall Kells Mr Mike Pendleton Mr Ian Mitchell

Mrs Helena Garcia-McLeod

In Attendance: Samantha Head (Clerk)

And 2 parishioners. (Note: the parishioners arrived at 8.15pm and left at 8.45pm. Attended for item 6c.)

The meeting commenced at 8.05pm

1. Apologies

1185/0617 Mr Mike Sarll 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 12th June 2017

1186/0617 It was resolved that the minutes of the meeting held on 12th June 2017 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. Finance:

(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B(2)

1187/0617 Items on Appendix B(2) 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:

- Pearl Scan Solutions: to scan a minute book (250+ pages) and 3 ring binder folders (approx. 700 pages) - £200 (ex VAT) + collection/delivery costs (tbc)

1188/0617 It was resolved to accept the above quotation. The Clerk was requested to make arrangements for the

collection of the minute book and ring binders.

(c) Annual Return – Parish Council approval

i) Approval of Annual Governance Statement for Annual Return 2016-17

1189/0617 It was resolved to approve the Annual Governance Statement for the 2016-17 Annual Return.

All boxes

were ticked as required and the Annual Return form was signed as indicated by the Clerk and the Chair.

i) ii) Approval of Annual Accounts and Annual Return, Balance Sheet and Notes and sign as required.

1190/0617 It was resolved to approve the Annual Accounts for the 2016-17 Annual return. All boxes were ticked/

completed as required and the Annual Return form was signed by the Clerk and the Chair.

6. Notified Items

(a) Social Media Policy

Althea Davies had pulled together some ideas from existing Social Media Policies from other Parish Councils. It was felt that these may be too extensive for the Parish Council's requirements. Ian Mitchell had located a Social Media Policy from 2014 which could be found in Dropbox – Parish Council Governance folder.

In essence, it was felt that the Social Media Policy should reflect the differences between personal opinion of the Council members and Parish Council opinions. Nichola Stokoe suggested that the policy should note that any posting on social media by a Parish Councillor would be assumed to be a personal opinion unless otherwise stated. Another important point to include would be that enquiries/ complaints should be reported to the Clerk via email and not in posts on Tatsfield Talk.

1191/0617 It was resolved that Althea Davies would redraft and circulate a Social Media Policy. This would then

be discussed and finalised at the July 10th meeting.

(b) 1st Tatsfield Scout Group – Summer Fete – 2nd July

The Parish Council would be sharing a stall with other village organisations. There would be two elements to the Parish Council representation at the Summer Fete: The Parish Council proper and the Neighbourhood Plan Steering Group. Althea Davies and Mike Pendleton agreed to organise the material for the NP. Mike Pendleton, Ian Mitchell, Althea Davies and Helena Garcia-MacLeod said they could represent the Parish Council on a rota basis. The rota would be confirmed at the drop-in session on Saturday 1st July.

(c) Barnfield Road – cars and fly tipping

Two residents from Barnfield Road who had originally raised these issues earlier in the year attended the meeting for this item.

There are 4 abandoned cars in Barnfield Road, in an area which had previously been used as informal parking for visitors. This is currently being monopolised by one individual.

The Clerk explained what had been done so far to resolve this issue: When first reported earlier in the year, the Clerk had checked the tax status of the 4 vehicles and then reported them via the TDC report and abandoned vehicle portal. Very shortly thereafter, stickers had been placed on the windows of all 4 cars to say that they will be removed and destroyed within 24 hours. The cars were not removed for almost a week. Following further enquiries by the Clerk, she was told that TDC had received an angry from the owner of the vehicles to say they were on private land and a demand for TDC to remove the stickers. It was queried whether this was Parish land. Ian Mitchell confirmed that the Parish Council did intend to claim it more than 30 years ago. The claim could only be processed if the Parish Council looked after the land and fenced it off. This would have posed difficulties for the 'communal' parking. The current status is that it is unregistered land.

There is the possibility of asking TDC to enact a section 215.

1192/0617 The Clerk was requested to email Paul Barton at TDC to confirm if evidence was provided to support the car owner's assertion that the cars were parked on private land.

1193/0617 The next step would be to ask Paul Barton if TDC would consider issuing a section 215.

The fly tipping was originally reported to TDC via their online reporting system. Martin Allen had also been involved and had visited the site. He had confirmed that TDC were working through a long list of fly tipping which required removal.

1194/0617 The Clerk was requested to contact Martin Allen to follow up.

(d) Emergency Plan

Following the recent fire in the Grenfell tower block, TDC have issued a notice to say that there are no tower blocks in Tandridge and cladding of the type on Grenfell Tower has not been used on any of their buildings. It was suggested that this information should be publicised on Tatsfield Talk and in the Parish Magazine. It was suggested that a review of the Emergency Plan be carried out.

1195/0617 Ian Mitchell and Althea Davies agreed to produce a draft for the July supplementary meeting.

(e) Weed spraying - update

Following the resolution at the June Main meeting (12th June) to engage a contractor to carry out the weed spraying, with the Parish Council providing £250 and Tatsfield in Bloom topping up any shortfall, Surrey County Council appeared in the village the next morning and carried out further weed spraying. In agreement with Bob David, the Clerk stood down from hiring a contractor.

(f) Affordable Housing - update

The Clerk confirmed that she had emailed Louise Williams the week before for an update but had not received a response.

1196/0617 Ian Mitchell agreed to contact Louise Williams by telephone. The Clerk confirmed her phone number.

(g) Biffa Waste Transfer Renewal Note

The Clerk informed the members that it was a legal requirement to complete a waste transfer note annually in order to effect the lawful collection of the waste from the Aileen McHugo Building. She would be actioning this in the coming week.

(h) Church Footpath – Parishioner's letter

Further to a letter received from a parishioner raising several issues with overgrown foliage on Church Lane. Althea Davies had volunteered to walk the footpath and reported back. She confirmed that the foliage was overgrown, making the footpath very 'tight'. Additionally, there were lots of low hanging branches. It was agreed that this all fell under the remit of the Park Wood Golf Club.

Althea Davies agreed to revisit the site and take photographs.

1197/0617 The Clerk was requested to write to the Golf Club owner to request that the foliage be cut back.

(i) Fallen Tree – Maesmaur Road Following the report by Althea Davies at the previous meeting of a fallen tree across Maesmaur Road, the Clerk had contacted TDC in the first instance, who said that it was an issue for SCC. SCC would not allow the Clerk to report this on the webpage as Maesmaur Road is listed as a private road. No further complaints had been received. Therefore, it was agreed no further action was needed.

7. Parish Council Land/Property

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

a) Village Hall – Porches

The Village Hall Management Committee (VHMC) are currently undertaking a huge interior renovation project. Under the terms of the lease with the Parish Council, the VHMC are responsible for funding the interior work. However, the porches (x3) are in varying states of disrepair and the VHMC have approached the Parish Council to ask that the porches are either repaired and repainted or replaced.

1198/0617 The Clerk was requested to ask Dave Mitchell, in the first instance, to carry out an assessment of the condition of the three porches and then provide an estimate for any work that was, in his opinion, needed.

b) Little Acorns Project

This item would be dealt with under Part 2.

c) Tree Survey

The Clerk confirmed that she had consulted with the Insurance Company and they were happy for the trees on Parish land to be surveyed every three years, unless an arboriculturalist suggested it be done sooner. The last tree survey was carried out in 2013, so this is now overdue.

1199/0617 The Clerk was requested to arrange for the tree survey to be carried out. She was directed to consult with Mike Sarll to collate a list of trees which would need to be surveyed. The Clerk agreed to locate the last survey in Dropbox and circulate to all Parish Councillors for comment.

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

The Council agreed that the Clerk should email David Hodge to thank him and his team for the excellent resurfacing work at the junction of Ship Hill and Westmore Green.

9. Matters for Reporting or Inclusion in a Future Agenda

- The Pond
- Christmas Lights

The meeting closed at 9.35pm

MINUTES of a Meeting of the Parish Property Committee of Tatsfield Parish Council held on 13th April 2017 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.30 a.m.

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

In attendance: Ms Samantha Head (clerk)

And 0 parishioners.

The meeting commenced at 10.41 a.m.

1. Apologies

None

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

None

3. Agree and sign the MINUTES OF THE PREVIOUS MEETING held on 16th January 2017

99/PL0417 It was resolved that the minutes of the previous meeting held on 16th January 2017 reflected a true account of the meeting and these were approved and signed by the Chair.

4. Parish Land:

• Christmas Lights (Stage 2)

Further to the discussion at the Parish Property Committee on 16th January 2017 regarding the possibility of Christmas lights for 2 extra trees, a quote has been provided by H. Lilley and Stuart Farmer (who would carry out the installation) for lighting for 2 trees plus additional wiring. These quotes come to approximately £4,500 in total.

The Chair queried the apparent increase in costs from the first set of lights and it was suggested that for the first set of lights, the time for the job had been underestimated. It was confirmed that the time quoted to carry out the installation of the additional lights would be 2/3 days (therefore the installer has quoted 3 days maximum plus the hire of the cherry picker.)

It was suggested that the estimate of 3 days was overly generous based on the fact that last time, 70% of the first day was spent putting the wire up across the road.

It was agreed that there was a need to limit the costs.

Althea Davies queried where the original budget had come from and was told that it was based on a 10 year saving on Christmas Tree expenditure.

Ian Mitchell stated that although the quote was for a large amount, it didn't look unreasonable compared with what was paid for the first set of lights.

100/PL0417 It was resolved that the Clerk would look out the costings for the first set of Christmas lights for comparison with these stage 2 costs. To be presented at the Supplementary meeting on 24th April.

• Footpath through Kemsley Wood (FP 570)

Mary-Ann Edwards (SCC) has responded to an email enquiry by Niall Kells regarding several downed trees and several trees leaning at precarious angles across the pathway, she has stated that it is the landowner's responsibility to maintain any trees that grow along the right of way and to remove any fallen trees that block it. She went on to say that, in theory, the landowner could be found liable for any accident or injury that should occur, although in practice this is very unusual. She suggested that if the Parish Council was concerned about the health of trees that are growing on PC land, the opinion of a qualified arboriculturalist should be sought. Ms Edwards also noted that the width of the path varies between 6' and 30', so if there were any narrow points, she suggested that there was a minimum width of at least a couple of metres.

It was agreed that ultimately the Parish Council did have liability for these trees. Although it was noted that it is extremely difficult to provide an iron clad risk assessment for all trees on Parish Council land.

It was noted that the last tree survey was carried out in 2013.

101/PL0417 It was resolved that the issue of the health of the trees in Kemsley Wood would be addressed as part of a survey of all trees on PC land.

• Pond

The Clerk confirmed that quote already received in respect of the gutter work would be

put in Dropbox in the Parish Land folder. The Clerk also noted that 2 other quotes would be required for this work.

The members also discussed the two quotes that had been received in respect of the ground work to the pond. The Clerk noted that one other quote would need to be sought. The members then discussed some potential issues around this proposal, such as the storage of the excess rainwater. It appeared that there would not be a suitable place to store the collected rainwater.

The Clerk was then requested to put on hold seeking further quotes as detailed above and instead explore seeking expert advice on how much water would likely be needed to maintain water levels in the pond, if the rainwater collected from the Village Club roof would be suitable to fill the pond, what work to the pond would be needed to ensure it is the optimum size and depth to maintain water levels.

102/PL0417 The Clerk was requested to seek expert advice on the issues raised above from SALCC, SCC, other local Parish Councils. Mike Sarll to also investigate other avenues for advice.

• **Safeguard Pest Control**

The work was carried out to fit a cage on the right hand side of the porch roof with an 'escape funnel' which would enable any trapped pigeons to leave the roof space but not re-enter. This work was completed on 4th April.

• **Tatsfield Green footpath**

Nick Knox has already supplied a quote to clean off existing path back to its original width and resurface with Fittleworth stone (levelled and rolled).

The Clerk noted that two further quotes were needed.

103/PL0417 The Clerk will source two further quotes in line with the above details.

• **AMB refurbishment: update**

104/PL0417 In light of conflicting decisions at previous meetings, it was resolved that Mike Sarll would lead the project to refurbish the AMB. A sub committee for the soft furnishings would be made up of two Councillors (Althea Davies and Nichola Stokoe) who would report back to Mike Sarll.

It was agreed that a general strategy for the refurbishment would be compiled at the Property Committee meeting and then put forward to the main Parish Council for a decision and authorisation.

The following areas were discussed :

Kitchen - it was agreed to look into replacing the kitchen units, sink, fridge and possibly add a dishwasher.

105/PL0417 The Clerk was requested to seek quotes for replacing the kitchen units from Ikea, Magnet and Academy Kitchens (Biggin Hill).

Parish Room/ Meeting Room - it was agreed to get costings for repainting the walls and woodwork, replacing the curtains/blinds, tables and chairs and cleaning the carpet.

106/PL0417 It was resolved that Althea Davies and Nichola Stokoe would research these costings.

Lobby - soft furnishings to match the Parish Room.

107/PL0417 It was resolved that Althea Davies and Nichola Stokoe would research these costings.

Office - the use of this space was queried. Does the Clerk need all this work space? Is it only really used as a storage space? Is there a better use for this space?

Althea Davies suggested using the office as the corridor through to the toilets and the kitchen and turning the lobby into an office either for Parish Council business or as an extra rental space. The Clerk noted that she would need to check how this would affect the current VOA standing regarding the distinction between the Treatment rooms and Parish rooms.

108/PL0417 It was resolved all members would think about the layout and the viability of the potential changes and bring suggestions to the next Parish Property Committee meeting.

109/PL0417 It was resolved that the Clerk would get a quote for scanning all 'old' documents professionally and storing them digitally through an external company.

Boiler Room - The idea of creating more storage in the Boiler Room was discussed and

it was agreed that the fire risk should be assessed.

110/PL0417 It was resolved that Niall Kells would contact Doug Massey for a fire risk assessment.

Window cleaning: It was suggested that there be a regular contract and schedule for the window cleaning.

111/PL0417 It was resolved that the Clerk would seek quotes for a regular window cleaner.

Flower bed quote: The Chair informed the committee that the work had already been carried out and the bed was ready for mulching and planting by TiB.

• **Village Hall**

- repairs and maintenance to the remaining wooden external areas:

It was noted that due to the poor condition of the remaining external area (porches and door frames), repairs would need to be made.

112/PL0417 The Clerk was requested to seek 3 quotes for these repairs.

- gutter clearing: It was suggested that there should be a regular maintenance contract in place for the clearing of the gutters and the window cleaning.

113/PL0417 The Clerk was requested to seek quotes for a regular maintenance contract.

• **The Bakery**

This item had already been discussed at the Main Council meeting on 10/04/17. Ian Mitchell would be drafting a letter to the owners of all establishments, reminding them of the need for a licence from the Parish Council to use Parish Land.

• Tatsfield in Bloom

The Clerk confirmed that she had not yet received a request from Tatsfield in Bloom to place 'Tatsfield is buzzing' signage on Parish Council property.

• Replacement of Railway sleepers on access track to Pond Cottage

114/PL0417 The Clerk to check with Tandridge District Council who is responsible for maintaining the area and therefore replacing the railway sleepers that are rotten.

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

None

6. Matters for reporting or inclusion in a Future Agenda

None

7. Date of next meeting

115/PL0417 It was resolved that the next meeting would be held on Wednesday 5th July 2017 at 10am. Plus an additional meeting to discuss the AMB refurbishment project would be held before this date (date tbc).

The meeting closed at 1.15 p.m

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th July 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies (in the chair)

Mr Niall Kells Mr Mike Sarll Mr Ian Mitchell Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

Cllr. David Hodge

And 4 parishioners.

The meeting commenced at 8.05pm

1. APOLOGIES

1202/0717 Mrs Nichola Stokoe and Mr Mike Pendleton 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 26th June 2017

1203/0717 It was resolved that the minutes reflected a true and accurate record of the meeting held on 26th June 2017. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on Monday 19th June 2017.

1204/0717 The minutes of the Neighbourhood Plan Steering Group were received and accepted by the members.

5. Public Participation

The following comments/ questions were made:

i i) A member of the public raised concerns over the closure of the Bond Road Community Recycling Centre (CRC).

ii ii) A parishioner asked for an update on the Affordable Housing project.

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

The Clerk provided the following updates:

i i) The Clerk had emailed Paul Barton regarding the abandoned cars on Barnfield Road. No update had yet been received.

ii ii) The Clerk had emailed Martin Allen regarding the fly tipping in Barnfield Road. No update had yet been received.

iii iii) The Clerk confirmed that BDO (external auditor) had received the Annual Return paperwork.

iv iv) The Clerk confirmed that Pearl Scan Solutions had received the minute book and 3 ring binder folders for scanning.

v v) The Clerk noted that the Parish Council had not had to engage a weed spraying contractor as per the resolution at the previous meeting as the day after the meeting the weed spraying had been carried out by a SCC contractor.

vi vi) The Clerk informed the members that, despite several attempts to telephone and email Louise Williams for an update on Affordable Housing and to arrange a meeting with the Parish Council, she had been unable to reach her.

vii vii) Further to the letter from a parishioner regarding the overgrown foliage on Church Hill and FP21, the Clerk had emailed Park Wood Golf Club to ask them to cut back the foliage.

viii viii) The Clerk noted that there had been no further contact from SCC regarding the fallen tree on Maesmaur Road.

7. PLANNING: To determine the Parish Council's position on Appendix A

(a) TA/2017/1205 2 Limetree Mews, Johns Road, Tatsfield TN16 2AP

Erection of front dormer window and enlargement of existing rear dormer in association with conversion of additional loft space to habitable accommodation. 1205/0717 No objection

1206/0717 The Clerk was requested to inform Tandridge Planning of the Parish Council's decision.

(b) Planning Team for July: Niall Kells and Althea Davies

1207/0717 It was resolved that the planning team for July would be Niall Kells and Althea Davies.

8. Finance:

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

1208/0717 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:

- Dave Mitchell – call out charge for AMB windows Room 1: £20.00

- Spare keys for AMB windows (x10): £20.00
- RBS software (accounts) training for the Clerk: £250.00 (ex VAT) for 1 to 1 training in Swindon or £415.00 (ex VAT) + mileage for 1 to 1 training in Tatsfield

1209/0717 The above items were approved by the members, including the RBS software training in Tatsfield.

(c) Finance Team for July: Niall Kells and Althea Davies

1210/0717 It was resolved that the Finance Team for July would be Niall Kells and Althea Davies.

(d) Citizens Advice Oxted and District grant request

Further to the discussion at the previous meeting, Althea Davies (Parish Council CAB representative) provided the following information to the members:

The grants from other Parish Councils were as listed below:

- Bletchingly: £150
- Godstone: £200
- Limpsfield: £150
- Oxted: £400
- Tatsfield: £200
- Tandridge: £50

Data on usage from TN16 was not available as the CAB do not log this information when a new client visits the office.

1211/0717 It was resolved that the Parish Council would award a grant of £250 to the Citizens Advice Oxted and District. The clerk was requested to inform the CAB of the Council's decision. The payment would appear on Appendix B2 at the next meeting.

(e) Approve Salary Increase on Scale Point 26 to £12.16 per hour as per the NALC/SLCC National Pay Award to be backdated to 1st April 2017

1212/0717 It was resolved to approve the salary increase for the Clerk of £12.16 per hour for Scale Point 26 as approved by the NALC/SLCC National Pay Award and backdate this to 1st April 2017.

9. Highways and Rights of Way

a) Highways: update

i) Travelling to Tatsfield – Ship Hill sign: update

The Clerk had received an email from Surrey Highways to say that the sign had been delivered, however, due to the incorrect type of fixing, it had not been possible to complete the work. The sign should be erected within the next three months.

i ii) Parishioner's complaint – cars parked on the verge near the Manor House on Ricketts Hill Road

The owner of the property in question had been identified and the Chairman was going to speak to the property owner in the coming week to request that cars are no longer parked on the verge.

i iii) Parishioner's complaint – cars parked on the pavement outside the Old Primary School

It had been identified that the cars parked here maybe connected to Monkey Puzzle Nursery. The Chairman would be speaking to the nursery in the coming week about this.

b) Rights of Way:

i) Rag Hill / Church Road request for barriers at the end of the footpath: update

This item was for information only.

Surrey Highways had been contacted earlier in the year to look into the possibility of installing some form of barrier on the footway in Church Hill near a parishioner's property. SCC had visited the site and, after taking measurements, concluded that proposal to install staggered barriers was not feasible as the footway width is not sufficient enough to maintain room for a double buggy, wheelchair or disability scooter to pass each barrier without going either on the grass verge or up the bank and, at the same time, prevent the use of the footpath by cyclists. It was noted that a bollard could be an alternative measure but would not prevent the use of the footway by cyclists and would narrow the available width for wheelchair, mobility scooters, double buggies.

On the issue of signs to the access, an order had been raised with the contractor to provide a full depth foundation to the sign in the grass bank and move the other sign to the back of the footway to prevent it being hit by vehicles in the future.

10. Notified Items

(a) Closure of Bond Road recycling centre

Cllr Hodge, who was present at the meeting, gave a brief background to the consultation by SCC. He said that SCC have to save £2m a year from CRCs. As long as there is one CRC per district, then the County Council are fulfilling the requirements to provide the residents of Surrey with recycling facilities. He confirmed that the average number of weekly visitors to the Bond Rd site was 949. However, Bond Rd is the smallest CRC in Surrey and only accounts for 1.5% of recycling in the county. It costs SCC £259,683 a year to run the Bond Road CRC. In order to meet the savings target, SCC would have to shut every CRC for an additional two days a week. Cllr Hodge summed up by saying that the lack of fairer funding for Surrey has had an impact on services.

1213/0717 The members resolved to object to the closure of the Bond Road CRC, but indicate that they felt a reduction in the number of days the site was open or a shortening of the opening hours would be more appropriate. They wished to highlight the adverse environmental impact closing the Bond Road site would have. The Clerk was requested to draft a response to the consultation based on the members' comments and circulate for comment before submitting.

(b) Tatsfield Parish Council Freedom of Information Policy

Further to the internal audit, the auditor recommended that the Council's Freedom of Information Policy is reviewed and that the review is reflected on the Parish Council's website.

1214/0717 It was resolved that all members would read and agree the wording before the next meeting.

(c) Tatsfield Parish Council Social Media Policy

This item would be deferred until the next meeting.

(d) Overhanging bushes at the bottom of Ricketts Hill Road – parishioner's complaint

1215/0717 Althea Davies agreed to take photos before the next meeting. The Clerk would then identify the landowner and write to ask them to cut the hedges and trees back.

(e) Barnfield Road – i) abandoned cars ii) fly tipping

The Clerk reported that she had emailed Paul Barton at TDC regarding the abandoned cars, as per the resolution at the June supplementary meeting and Martin Allen regarding the fly tipping, but had yet to receive a response.

11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations a) County Councillor

Cllr David Hodge reported that he had had a meeting with the Parish Council Chairman, Nichola Stokoe, to discuss the issue of HGVs driving into the village. Some signs have already been put up which display the message 'Don't trust your SatNav'. Following a meeting with Johns Road Residents' Association in which the issue of visibility at the junction of Ninehams Road and Ship Hill was raised and the of drivers turning left into Johns Road from Ninehams, SCC and Martin Allen have agreed to put up some signs around Kemsley Road.

The Parish council need to look at a map of the village and decide where additional signage is needed. Cllr Hodge suggested maybe a signage survey could be incorporated into the Neighbourhood Plan. Cllr Hodge also warned of the changing demographics in Tatsfield and indicated that SCC were looking at school places availability and need over the next ten years.

b) District Councillor

Cllr. Allen did not attend the meeting and noted there was nothing to report other than his attendance at various meetings.

c) Tatsfield in Bloom

Judging Day for the In Bloom competition was Thursday 6th July. The judges viewed the whole village. 50% of the marks awarded are for the floral displays/planting and 50% for the appearance of the community as a whole. The judges visited Crossways Court, the school, the Church and the allotments). Their decision is due to be announced in September.

d) Airport: update

The following report was made by Ian Mitchell:

Pilots continue to ignore the advice to avoid overflying Tatsfield on departure from Biggin Hill. Ian Mitchell has limited his complaints to the most flagrant violations. He had also heard no complaints from Tatsfield

about the extension of flying hours. He proposed to raise this matter at the Consultative Committee meeting on 27th July and would, therefore, like members comments by the supplementary meeting.

e) Tatsfield Fairtrade Group

At the Scout Fete, the Tatsfield Fairtrade Group sold nearly £200 of stock. The stall was very well attended.

f) Horticultural Society Martin Allen sent a report to say there had been good attendance at the evening visit to Titsey (39 people attended) and at the Scout Fete stall.

g) Village Hall Management Committee

Helena Garcia-MacLeod reported that the Village Hall would be shut from Monday 24th July until Saturday 2nd September for refurbishment.

h) Local Plan and CIL Seminar – 28th June 2017

Ian Mitchell provided the following reports:

CIL/ Local Plan:

At this meeting, Tandridge DC explained for a couple of dozen parish council members from across the district the workings of CIL; of much of this we already have experience.

We were told that TDC had collected some £820k in CIL since the end of 2014 and that about £58k went to parish councils in 2016/2017. Once received, we have five years in which to spend our share - not on existing commitments but on new projects.

When it came to discussion about the Local Plan it was soon apparent how strongly some parish councillors felt about an alleged lack of transparency in the way TDC has been handling the Local Plan process. This came to a head when it was announced that there was to be a fresh consultation over the establishment of 'garden villages', originally timed for August/September. There were protests that this was just when many people were away and would miss the opportunity to respond.

After pressure, the deadline has been extended to 9th October.

CPRE:

This was attended by 150 or more people seemingly mainly from the Godstone area concerned about the Blindley Heath and/or Redhill Aerodrome garden village suggestions.

We missed the beginning of the meeting, but the tone was evident: opposition to the figures of housing need attributed to TDC; protests about the procedure adopted by TDC; dismay at the apparent support for TDC expressed by Sam Gyimah MP; protests about the 'secrecy' of TDC's approach.

The speakers were Paul Miner, national campaign manager of the CPRE, Cathy Sayer of the Oxted and Limpsfield Residents Group, TDC Cllr Liz Lockwood, OLRG member for Lingfield & Crowhurst and Michael Sydney, Chairman of Surrey CPRE and recently retired as Conservative County Councillor for Lingfield. Speakers from the floor included Helena Windsor, UKIP general election candidate.

The theme was 'Green Belt under threat' and in particular the threat of a garden village of 4,000 homes in the TDC area. There were complaints about ward councillors being excluded from discussions between TDC and developers and calls for local people to have the last say on the Local Plan – not just officials and councillors. The mood of those who turned up on a warm night to make it a full house was 'we've had enough'.

There appeared to be little patience with the planning 'process' and general mistrust of TDC's motives, especially in view of the New Homes Bonus which local authorities receive from the government to incentivise housing growth in their areas.

12. Parish Council Land/Property

a) Village Hall

- Porches this item will be deferred to the next meeting as the Parish Council are awaiting a quote for a new porch.

b) Aileen McHugo Building

- Velux windows Room 3

The Clerk reported that the window in room 3 is in the roof and cannot be opened from ground level. During the recent heatwave, the occupant had to work elsewhere as the room was far too hot. An assessment was carried out and the only solution at present is to install a new window with a hook handle that can be opened from ground level. An initial quote had been sought which came in at £1,300.

1216/0717 It was resolved that two further quotes would be obtained and then a decision would be made.

c) Westmore Green

- Pond – it was suggested that a working group be set up to oversee research and put together their findings which would then enable the Parish Council to make a decision on what action to take reading improving the pond and its water supply.

1217/0717 It was resolved that Mike Sarll would set out the Parish Council's wishes in an email to Mr and Mrs Yeeles, asking them to form a working group along with other members of the community.

- Christmas Lights – it was reconfirmed that the maximum quote for supplying and fitting lights to two further trees would be £4,500.

1218/0717 It was resolved that the Parish Council approved funding for Christmas lights for two additional trees. It was also agreed that the lights would be switched on from 1st December until 12th Night.

Niall Kells would be the project lead and would take guidance from the installers regarding a date to commence works.

d) Ricketts Hill Road Notice boards

The Clerk had experienced great difficulty in obtaining three quotes for a new noticeboard.

1219/0717 The members resolved to accept the quote from Dave Mitchell (option 2). The new location for the noticeboard would be decided once it was ready to be installed.

e) Scout Hut Path

Cllr Hodge confirmed that SCC did not have the funds available to carry out the work. 1220/0717 It was resolved that the Clerk would write to SCC to enquire about funding the project themselves and whether this would have any implications on responsibility for future maintenance or whether a SCC approved contractor would need to be used.

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

- The Clerk had received a letter from St Mary's Church thanking the Parish Council for their sponsorship of the flower arrangement at the Flower Festival. £2,770 was raised for the Church.

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

- Parishioner's complaint about noise and anti-social behaviour on the MUGA

- Flailing of the meadow behind the school

- Emergency Plan – water supply interruption

The meeting closed at 9.52pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 24th July 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

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

In Attendance: Samantha Head (Clerk)

And 1 parishioner.

The meeting commenced at 8.05pm

1. Apologies

1221/0717 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 10th July 2017

1222/0717 It was resolved that the minutes of the meeting held on 10th July 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

4. Receive and Accept the Minutes of the Finance Committee Meeting held on 14th July 2017

1223/0717 The Minutes of the Finance Committee Meeting were received and accepted by the members.

5. 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.

- Gerald South (Parish Magazine Editor) informed the Council that he would be moving from Tatsfield and, therefore stepping down as the editor for the magazine. He would most likely not be in Tatsfield for the production of the October edition. Gerald indicated that the tasks he currently covers could be divided between several people to make the proposition more attractive. The advertising year runs from April to March and, as such, all advertisers are paid up until March 2018 (they would expect the appropriate number of editions between now and then). Gerald confirmed that an advert for the editor's position would go into the September edition. The key roles to be filled would be: to liaise with the printers, encourage articles to be submitted, compile all submissions and insert photographs, 'edit' content.

6. Planning

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

TA/2017/1320 Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Display of 3 x freestanding illuminated rotational signs, 3 x freestanding non-illuminated signs, 1 x illuminated sign to height barrier, 1 x non-illuminated sign to kiosk and 1 x non-illuminated projecting roof sign. (Eastbound)

The majority of the signage will be positioned at ground level and are necessary to both direct customer vehicles through the site safely and to enable identification of the kiosk through standard corporate branding. This is a reasonable expectation of any commercial operation and is already used elsewhere within the MSA. Due to the existing hedgerow, the advertisements will only be visible from within the MSA.

1224/0717 Comment: No objection

TA/2017/1318 Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER Erection of a drive-through refreshment kiosk and associated vehicular and pedestrian access works. (Westbound)

There have been no objections from any of the authorities except for Highways England who were concerned that the kiosk was positioned too close to the motorway (this had led to the withdrawal of the previously submitted plans). Highways England insisted that the kiosk should be moved back a distance of 10m from the fourth running lane of the motorway or that barriers should be incorporated. This present application presents these required layout changes.

1225/0717 Comment: No objection

TA/2017/1319 Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER

Display of 3 x freestanding illuminated rotational signs, 3 x freestanding non-illuminated signs, 1 x illuminated sign to height barrier, 1 x non-illuminated sign to kiosk and 1 x non-illuminated projecting roof sign. (Westbound)

The same comments were made by members as for TA2017/13220.

1226/0717 Comment: No objection

TA/2017/1317 Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Erection of drive-through refreshment kiosk and associated vehicular and pedestrian access works.
(Eastbound)

The same comments were made by members as for TA/2017/1318.

1227/0717 Comment: No objection

TA/2017/1348 Covers Sandpit, Westerham, Kent TN16 2EY

Request for a Scoping Opinion on the Environmental Impact Assessment for stabilisation works using imported suitable engineering material to restore the site to agriculture, landscape planting and biodiversity.
(Consultation from Kent County Council)

The main elements needed to deliver the proposed stabilisation and restoration of the quarry and which could affect the parish of Tatsfield are the delivery of suitable inert engineering and reclaimed materials. The suggestion is up to 0.800 million cubic metres would need to be imported and the applicants are proposing 3 access routes:

- The current access at Moorhouse
- Access from the Croydon Road
- Access from a new temporary link from the Beggars Lane roundabout to the access in Croydon Road

The preferred option from Squerryes Estate is the third one as they own the land that the link road would occupy. This should alleviate the need for site traffic to go through Westerham and, to a lesser point, the A25 at Moorhouse.

It was noted that the original operators of the site had an obligation to restore the land. When they surrendered the lease back to Squerryes, they obligation also passed back to the Estate. The restoration of the quarry was legally transferred in May 2017 to a company owned/controlled by the Squerryes Estate. The temporary road (the preferred option) would be a good example of how the proposed Westerham bypass would work.

1228/0717 Comment: No comment at this stage but the Parish Council has a desire to keep closely connected to the developments of this application.

TA/2017/1313 Essex Cottage, Old Lane, Tatsfield TN16 2LN

Erection of single storey rear extension.

The previous extensions have resulted in a 22% increase from the original property size. This new proposal would be an increase of a further 6% (making a total increase of 28%). This is within the limits set down in the current guidance. The proposed extension does not appear to have an adverse effect on the privacy of the neighbouring properties and looks to be in keeping with the rest of the property.

1229/0717 Comment: No objection

TA/2017/1190 42 Paynesfield Road, Tatsfield TN16 2BG

Erection of detached garage. (Certificate of Lawfulness for a Proposed Use or Development)

As this is a Certificate of Lawfulness for a Proposed Use or Development, lawfully the Parish Council is unable to object. However, the access for the proposed garage is on Johns Road which is a bridleway and motor vehicles should not be driven on it unless specified as a private right in the property deeds.

The planning officer has referenced advice given in 2015 but not acted upon.

It was noted that Johns Road Residents Association had objected regarding access.

1330/0717 Comment: No comment

1331/0717 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(2)

1332/0717 Items on Appendix B(2) 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:

There were none.

(c) Clerk's salary for July 2017 – payment authorisation

1333/0717 It was agreed that the Clerk would submit timesheets for July as usual. Once these had been calculated, the Clerk would circulate the information to all members for payment approval.

8. Notified Items

- **(a) Internal Auditor's recommendations**

These were the recommendations made at the audit on 21st June:

- Review of Freedom of Information policy

The auditor noted that the Freedom of Information Policy displayed on the Parish council website had not been reviewed since 2008.

1334/0717 The Clerk would circulate the policy to members prior to the September meeting for review and comments.

- Appendices should be displayed on the Parish Council website with minutes of meetings

The appendices form part of the minutes and should, therefore, be displayed on the website with the minutes of each meeting.

- Retention and Disposal policy

It has been suggested that the Council should have a Retention and Disposal policy in relation to how long we hold different documents/emails/information and the method of their disposal.

1335/0717 The Clerk will draw up a draft policy and circulate with the Freedom of Information policy in time for the

September meeting.

- Quarterly member checks of bank reconciliations

The auditor noted that it had been a recommendation at the last audit to have regular member checks of the monthly bank reconciliations.

- Legionella testing

The auditor strongly recommended we have legionella testing carried out in any and all parish buildings.

1336/0717 The Clerk will contact the waterboard to ask their advice.

- Replacing Appendix B spreadsheets with a schedule of payments pulled of the accounting software system

The auditor recommended that to minimise the possibility of errors occurring, it may be worth investigating if a schedule of payments can be pulled off the accounting system rather than producing a spreadsheet.

1337/0717 The Clerk will be receiving accounting software training on 3rd August and will ask if this suggestion is

actually possible. She will report back to Council.

- Reduce number of Appendix B documents produced to one a month

The auditor felt that having two appendix B documents a month was time intensive and open to errors being made when inputting the data on to the software system.

1338/0717 The Council agreed to reduce the number of Appendix B documents produced to one a month.

The Clerk agreed to notify our independent contractors of this change which will come into effect in September.

- **(b) Parking review (SCC)**

Following a letter from a parishioner to David Hodge raising an issue with parking in Paynesfield Road, particularly at the junctions of Crossways and Johns Road, SCC had set up a parking review. The suggestion was for yellow lines to be painted on at these junctions. The Parish Council was asked for their views.

Questions raised: Will yellow lines stop the parking issues at these sites? Who would police this?

The chair commented that she would prefer to see yellow lines in the centre of the village to reduce the congestion caused by inconsiderate parking during school drop off and pick up times.

It was agreed no action was needed at this time. The Chairman was due to meet with David Hodge and Martin Allen to discuss parking issues in Tatsfield.

- **(c) Remembrance Service Plans**

The Clerk had received an email from the organiser of the Remembrance Service requesting assistance with the preparations. The Clerk will notify the Police and TFL nearer to the time of the event. It is assumed that the organiser will be making all the other arrangements detailed in the email for first aiders, marshals, scaffold pole for the Union Flag, small gazebo for the public-address equipment.

1339/0717 The Clerk was requested to contact the organiser to confirm the above.

- **(d) Flailing of the meadow next to Tatsfield Primary School**

The Clerk had received a request from Tatsfield Primary School to ask if the Parish Council would be prepared to fund the flailing of the meadow next the school. The cost would be £707.88 + VAT.

The members discussed this item and commented that it is SCC's land and, therefore, they are responsible for looking after it. There had been talk previously of the Parish Council taking over the land from SCC but that option had been discounted due to the maintenance costs involved.

The members agreed that they would not be prepared to fund the cost of the flailing.

1340/0717 The Clerk was requested to send an email to Tatsfield Primary School informing them of the Council's decision.

- **(e) Parishioner's complaint – MUGA**

A complaint had been received from a parishioner regarding the noise (music and constant kicking of balls against the fence in the MUGA. There was also a complaint about marijuana being smoked in the MUGA.

1341/0717 The Clerk was requested to check with Steve Hyder about the possibility or and the costs involved of

installing sound deadening material.

The Clerk was also requested to contact the complainant to inform them that the Parish Council had discussed

the matter and are looking into possible ways of resolving their complaint. Additionally, the Clerk was asked to

request that the complainant continue to keep a log of all the anti-social behaviour and report this to the local

PCSO.

- **(f) Trough/ War Memorial**

Further to the resolution made at the May supplementary meeting, a further suggestion had been presented to possibly give permission for a small stone/brick column with a slanting top (a plaque to be fixed atop) to be erected at the end of the plinth on which the trough currently stands.

The proposal was very well received and all members agreed to support the idea. The Chairman asked for some time to further explore the proposal and suggested that it be further deferred until the first meeting in September.

- **(g) Neighbourhood Plan Steering Group meeting with Tandridge District Council – report**

Mike Pendleton provided the following report:

There were 4 updates –

i i) Progress: the Neighbourhood Plan Steering Group were making good progress and the committee had now been divided into six topic (research) groups. Each group had a leader and between two and four additional group members.

Consultation with the parish was now needed.

The topic groups needed to think about what they wanted to achieve in the next three months and their goal was to complete their group's SWOT analysis by the end of the year.

i ii) The meeting with Sarah Thompson (Head of Strategic Planning) at TDC was very positive and open. Sarah Thompson provided lots of updates and guidance.

The status of the Local Plan was also discussed. The current preference is for a garden village. There are now four locations/sites in the consultation process which will conclude in October. If this proposal is accepted, this will be go through in the Local Plan. The Local Plan should be set for approval in the latter half of 2019.

A major development which would affect Tatsfield is that there is no longer pressure for any major development in Tatsfield. Tatsfield currently sits in the Green Belt and the village sits in the middle of the washed over Green Belt. TDC are looking to change this to make Tatsfield an inset village. This would remove the settlement area from the Green Belt and allow more freedom to develop etc within the settlement area.

There may need to be a consultation process which would go out to the whole parish.

i iii) There is to be a regular schedule of meetings between Tatsfield Neighbourhood Plan and Sarah Thompson at TDC.

ii iv) The grant process is up and running. An expression of interest has been registered and the Clerk will be receiving the application form imminently.

Finally, Mike Pendleton will be unable to Chair the meetings for part of the autumn and is trying to find a deputy for that period.

9. Parish Council Land/Property

To receive updates, discuss matters, and where relevant, agree on proposals relating to:
a) Village Hall – Porches

Dave Mitchell had carried out a visual inspection of the Village Hall porches. He had submitted a written assessment report and estimate of costs for the work he believed was needed.

The VPMC had indicated that they may prefer to replace the 'main entrance' (large side porch) with a solid oak porch. It was estimated that this would cost around £1700 for the main frame around the door plus two men and two days' labour would be £720. This however was just for the main frame, the soffits and fascias around the porch roof would be extra.

The members agreed that the exterior of the Village Hall needed upgrading and this was a good time to carry out this work as it tied in nicely with the interior refurbishment over the summer. Mike Sarll agreed to head up this project.

One question was whether a community building grant may be available.

It was also noted that the air conditioning unit may need to be moved to the other side of the building.

- Request for use of the outside space for an event at the Village Hall

The Clerk had received a request for permission to use the outside space behind the Village Hall for a hog roast at an event next Spring.

Little Acorns have exclusive use of the space during their operating hours.

The following clause can be found at the top of the VH's conditions of hire:

The car park and environs are the property of Tatsfield Parish Council. Neither the fenced area at the rear of the Hall nor the door by the kitchen hatches may be used by the Hall's hirers except for access to the gas mains tap in an emergency. No tables, chairs or other equipment may be taken outside. The gate in the green fence is unlocked for emergency access.

In light of this it was agreed that the Parish council would have to decline the request.

1342/0717 The Clerk was requested to respond to the request as above, highlighting the clause in the conditions of hire and the need to respect our neighbours.

b) Little Acorns Project

This item would be dealt with under Part 2.

10. Meetings to attend / Correspondence

- The Vice Chairman had written to the Locum Clerk thanking her for assistance in the handover.

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

Planning application TA/2017/1327 6 Whitewood Cottages.

The Clerk advised that due to the fact that this application had not been received prior to the agenda being published, any decision made may be considered unlawful. The Clerk advised that an extra ordinary meeting could be called to discuss this item. The members noted that in terms of scale, there was a lot of development in this application. From the street scene, it does not appear much bigger than the surrounding houses but the footprint would be substantially increased. The addition of dormers would create an uneven appearance compared with its neighbouring semi. However, there were lots of dormers up and down the road.

As this application did not feature on the agenda, it was decided not to submit a decision but to monitor the situation and convene an extra ordinary meeting if necessary.

Similarly, application number TA/2017/1479 was received after the agenda had been published. TDC have stated that the Moorhouse site would remain an industrial site. The application was for some temporary signage at the entrance to the site. It was decided that no comment would be made as, in any case, the comment would be 'no objection'.

12. Matters for Reporting or Inclusion in a Future Agenda

- Louise Williams had been in contact with Ian Mitchell and agreed to attend a meeting at 7pm prior to the September main meeting on 11th of that month. She has suggested that representatives from English Rural and TDC may also attend.

- Following on from the complaint of overhanging bushes/ low-hanging trees at the bottom of Ricketts Hill Road, there is a similar problem on Westmore Road at the junction of Redhouse Road and in Crossways at its junction with Paynesfield Road.

- Ian Mitchell asked if anyone had any comments they wished him to raise at the Airport Consultative meeting. There were none.

- Mike Sarll reported that Mr and Mrs Yeeles had been approached to head up a 'Pond Project' team. While they were happy to be involved, they did not feel that they would be able to lead the project. Mike Sarll was going to ask for further volunteers to see if one among them would be willing to lead the project.
- Niall Kells reported that the installation of the additional Christmas lights was pencilled in for October.
- Nichola Stokoe and Martin Allen would be meeting with Ins. Dan Gutierrez on 3rd August.

The meeting closed at 10.07pm

MINUTES of an Extraordinary Meeting of Tatsfield Parish Council held on the 10th August 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mr Ian Mitchell Mrs Althea Davies

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.12pm

1. Apologies

1343/0817 Mrs Helena Garcia-MacLeod, Mr Mike Sarll and Mr Mike Pendleton had sent their apologies. These were received and accepted by members.

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

None

3. 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

4. Planning

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

TA/2017/1327 6 Whitewood Cottages, Crossways, Tatsfield TN16 2BP

Demolition of existing detached garage, chimney stack, single storey side extension and rear addition. Erection of part single/part two storey rear and side extension incorporating integral garage in association of loft space to habitable accommodation. Formation of two roof lights to front and rear roof slopes. Alterations to fenestration.

Niall Kells had spoken to the planning officer in this case as the property appeared to be at risk of overdevelopment. The extension would be only 1 metre from one neighbour and would face another neighbour (although it was noted that this neighbour did not appear to have any objection to the application).

It was also noted that 5 Whitewood Cottages were refused planning permission for a similar proposal in 1998 as it was considered an unneighbourly proposal.

1344/0817 Comment: No objection

TA/2017/1479 Moorhouse Tile Works, Westerham TN16 2ET

Display of two x non-illuminated 1.2m high free-standing marketing boards. (Advertisement consent) The proposed boards would measure 1.8m x 1.5m. They would have a white background and the text would be in red and white print. The boards would be in place from April 2017 until 2020. They would be sited adjacent to existing boards.

1345/0817 Comment: No objection

TA/2017/1499 Tatsfield Court Farm, Clarks Lane, Tatsfield TN16 2JU

Erection of single storey side extension.

Niall Kells spoke to the planning officer on this case to try to ascertain the cumulative extension percentage from the original build. Unfortunately, the planning officer concerned had not been able to supply the information in time for the meeting. (Note: this information was provided the day after the meeting: all extensions before 2017 had totalled a 30% increase in the volume from the original building. If this application were to be approved, it would total a 35% increase in volume from the original building.)

It was noted that this property has had three previous planning applications approved and one refused.

1346/0817 Comment: The Parish Council is concerned, in accordance with policy DP13 E, that in view of the previous applications, this small addition may result in a disproportionate addition over and above the size of the building as of 31st December 1968. If that is the case, the Parish Council would object to this application.

TA/2017/1508 Boundary View, Hillside Road, Tatsfield TN16 2NH

Erection of first floor infill extension.

It was noted that there was an application made in 2013. This was approved with the following comments made in the summary by the planning officer: *The extension would represent inappropriate development however would not cause harm to the openness or visual amenities of the Green Belt by reason of its additional bulk. Very special circumstances therefore exist to outweigh the harm by reason of inappropriateness.*

The Inspector's report approved an estimated volume increase of 75.5% of the original property. This would normally be judged as a disproportionate increase.

1347/0817 Comment: The Parish Council wishes to object to this application as, in view of the previous application (number 2013/337) which represented an increase of 75.5%, we consider this is a disproportionate increase representing inappropriate development in the Green Belt.

TA/2017/1453 3 Crossways, Tatsfield TN16 2BL

Erection of single storey side/rear extension, first floor extension and new roof incorporating integral garage, first floor rear Juliet balcony and roof lights to side roof slopes. Formation of porch to front elevation. Alterations to fenestration.

There does not appear to be any planning history at this address, so it is difficult to get any figures on cumulative growth. The property is within the Defined Village and therefore DP12 applies. The development is quite substantial and is mainly infilling and is not out of character with the adjoining properties regarding footprint. However, because the development is adding a storey, the building line would need to come back a metre from the boundary line on the right-hand side. The window in the roof area may need to be obscured to prevent overlooking.

1348/0817 Comment: Objection due to the size and proximity of the proposed extension, it would be unneighbourly.

1349/0817 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

b) Planning team for August: Niall Kells and Althea Davies

1350/0817 It was resolved that the planning team for August would be Niall Kells and Althea Davies.

5. Finance:

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

1351/0817 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for August.

(b) Grant request – Revd Vince Short, St Mary's Church

1352/0817 It was resolved to approve a grant of £100 towards the provision of sandwiches and refreshments at the leaving party for Gerald and Jennie South.

(c) Finance team for August: Niall Kells and Althea Davies

1354/0817 It was resolved that the finance team for August would be Niall Kells and Althea Davies.

The meeting closed at 9.03pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th September 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mrs Althea Davies Mr Ian Mitchell Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

Cllr. David Hodge (arrived at 8.40pm)

And 7 parishioners.

The meeting commenced at 8.03pm

1. APOLOGIES

1355/0917 Mr Mike Sarll and Mr Mike Pendleton 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 24th July 2017

1356/0917 It was resolved that the minutes reflected a true and accurate record of the meeting held on 24th July 2017. They were duly signed by the Chair.

4. Approve and sign the MINUTES of the extra-ordinary meeting held on 10th August 2017

1357/0927 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10th August 2017. They were duly signed by the Chair.

5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on Monday 17th July 2017.

1358/0917 The minutes of the Neighbourhood Plan Steering Group were received and accepted by the members.

6. Public Participation

The following comments/ questions were made:

- i) A member of the public notified the Clerk that they would be in contact shortly regarding arrangements for the Christmas Carols Singalong.
- ii) A parishioner raised concerns over the proposed additional/ revised parking arrangements at Crossways Court. The full comments from the parishioner are itemised in item 11h.
- iii) Remembrance Service – there would be a possible shortfall of barriers for the event.

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

The Clerk provided the following updates:

- i) The Clerk had received notification from BDO that the audit had been completed. No matters were highlighted. The only comment was that the Internal Auditor's recommendations should be implemented. This would be more fully reported at the next Parish Council meeting and the forthcoming Finance Committee meeting.

8. PLANNING: To determine the Parish Council's position on Appendix A

(a) TA/2017/1662: The White House, Westmore Green, Tatsfield TN16 2JS

Demolition of existing barn. Erection of detached dwelling.

It was noted that there was quite a long history of applications for this property. In September 2015, planning approval was granted for the conversion of existing storage barn to dwelling and formation of dormer windows to front and rear slopes (appl. no. 2015/1709).

This application is clearly in the Green Belt. Although planning permission was approved for an earlier application,

the current proposals are at least 45% more than what has been approved. The applicant's agent has highlighted the development of Gresham Close, however, this was granted as an exceptional case as this was affordable

housing for local people. It was therefore suggested that the Parish Council objects to this application for the

reason that it is inappropriate development in Green Belt.

1359/0917 Comment: Objection. Despite the assertion in the Planning Statement in support of this application, the site is not in the Defined Village of Tatsfield. We object to this proposal on the grounds that it is materially larger than the building it is replacing and is therefore inappropriate in the Green Belt according to Policies DP10 and DP13 of the Tandridge Local Plan. This proposal represents a substantial and disproportionate increase in footprint and size over the original barn.

TA/2017/1718: The Red House, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of first floor rear extension. (Certificate of Lawfulness for a Proposed Use or Development).

There have been several planning applications for this property, resulting in four being approved, three refused

and two Certificates of Lawfulness being granted.

As this application is a Certificate of Lawfulness for a Proposed Use or Development, the Parish Council cannot object.

1360/0917 No comment

1361/0917 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

Appeal:

TA/2017/536: Spindleberry House, 43 Paynesfield Road, Tatsfield TN16 2NB

Application refused by TDC planning dept. for:

Demolition of existing garage. Erection of detached dwelling with associated access, parking and landscaping.

The deadline for this appeal is 6th October 2017. It was therefore agreed to defer discussion on this item until

the September Supplementary meeting.

(b) Planning Team for September: Ian Mitchell and Mike Sarll

1362/0917 It was resolved that the planning team for September would be Ian Mitchell and Mike Sarll.

9. Finance:

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

1363/0917 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for September (with Althea Davies deputising for Mike Sarll who had sent his apologies for this meeting).

(b) Discuss and agree items requiring expenditure:

- Icam Archive Systems Ltd – Scanning of Parish Minutes – 500 A4 pages £125.00 + VAT (This would be in fact closer to 800 pages).

- Clerk training: GDPR Compliance Training - £48.00 + VAT

Data Protection regulations are changing and this is a training session being offered by SSALC to prepare for the new legislation which will come into force on 25th May 2018.

: Technical Networking Day - £65.00 + VAT

A SSALC training session which will cover FOI and transparency code for parishes with a turnover of more than £25,000.

1364/0917 It was resolved to approve the above items requiring expenditure.

(c) Finance Team for September: Ian Mitchell and Mike Sarll

1365/0917 It was resolved that the Finance Team for September would be Ian Mitchell and Mike Sarll.

(d) Remembrance Service - Grant request

This item will be covered under item 11f.

(e) Dementia Friendly Tatsfield – Grant request

Helena Garcia-MacLeod informed the members that when she attended a recent Dementia Friendly meeting, she understood that the group were looking for additional monies to fund the provision of activities, games and guest speakers. It is believed that the funding model is entirely dependent on grants and donations.

The Clerk had emailed to clarify whether the grant request was in addition to the £250.00 also donated this year or for the financial year 2018-19. The response was for either option, giving the impression that funds were needed urgently.

As with all grant requests, the Parish Council's policy is to review the applicant's accounts. The Clerk was asked to request these and the item was deferred until the next meeting. **(f) Thames Water refund**

Due to an error on the part of the water board which had logged the Parish Council as having a larger meter than they actually had, meant that the fixed charge being paid was higher than it should have been. The incorrect charge was only on the fixed amount not the units used. Therefore, a refund has been made for the sum of £1282.17.

(g) Insurance renewal

The Clerk had circulated details of the renewal premium to all members ahead of the meeting. It was noted that the Parish Council entered into a three-year contract for insurance on renewal last autumn. The increase in premium was the usual annual rise.

1366/0917 It was resolved to approve the insurance renewal and the Clerk was requested to notify the insurance company.

(h) Funding Opportunities: Aviva Community Fund/ Tesco Bags of Help/ People's Postcode Lottery

There were three opportunities for community funding.

1367/0917 It was resolved that Nichola Stokoe would compile a 'wish list' for the Village which could then be used to apply for some of the funding through above schemes.

1368/0917 The Clerk was requested to email all village organisations who may be eligible to apply for the community funding schemes listed above.

10. Highways and Rights of Way

a) Highways: update

i) Give Way sign at the end of Approach Road

Following further chasing by the Clerk, it was agreed that a new sign was needed and this was ordered and the Clerk was advised that this could take up to 8 weeks to be delivered and installed.

The Chairman, Nichola Stokoe, informed the members that she had noticed that the new sign was now in place.

i ii) Parishioner's complaint – verge outside 'Lockspound' and 'Denver', Ricketts Hill Road.

The Clerk had requested a site visit from Surrey Highways to assess the need for plastic bollards as per the parishioner's request. The representative from Surrey Highways gave this report following his site visit: "I have today inspected this site today and there is some erosion on this part of the road as it is very narrow. This is not a safety defect as it's not dangerous just bad driving and large vehicles. We do not fit bollards to verges as there is no funding and these become a maintenance liability. Should the residents want to fit small wooden poles with reflectors, they may do so but these need to be set back from the highway at least 450mm so as not to cause damage to passing vehicles. I have also looked at the residents' drives and they are perfectly safe and, in no way, would cause damage to their vehicles whilst entering or exiting their properties."

It was noted that two properties along Ricketts Hill Road have experience of these types of bollards. The new occupants of 'Franklin' have taken the bollards down and the verge is now churned up. The Red House has bollards in place and they are working to prevent vehicles driving over the verge.

It was agreed that plastic bollards would protect the verges to a degree. However, what would be the criteria for agreeing to erect bollards? It was agreed that requests for bollards on Parish Council land would be assessed on an individual basis. It would be necessary to walk the verges and carry out a risk assessment.

1369/0917 The Clerk was requested to email the parishioner with an update to say that the Parish Council are looking further into their request.

i iii) Parishioner's complaint – Red House Road

Niall Kells confirmed that the hedge has been cut back. He believed the owner's intention was to remove the hedge entirely and it has been cut back in the interim.

1370/0917 The Clerk was requested to find out what the legal requirements for how far a hedge needs to be cut back.

1371/0917 The Clerk was requested to create a template letter which could be sent out in future to request hedges be cut back.

i iv) Ricketts Hill Road Hedges

The Clerk, with assistance from Ian Mitchell and Martin Allen, had located the name and address of the owner of the land. Niall Kells was going to speak to them directly to request the trees and hedges which are overhanging the footpath be cut back.

i v) Park Wood Golf Club hedges

The Clerk had emailed the owner of Park Wood Golf Club who had made assurances that the hedges would be cut back.

i vi) Hedges – field opposite Monkey Puzzle

Ian Mitchell would carry out a Land Registry search to find the name and contact details of the owner.

b) Rights of Way:

i) Rag Hill/ Church Road request for barriers at the end of the footpath: update

The bollards had been installed by Surrey Highways at the end of last month. The owner of the property seemed to be happy with the result. **11. Notified Items**

(a) Risk Assessment review

The Risk Assessment documents are due to be viewed (annual requirement).

1372/0917 It was agreed that Mike Sarll, Niall Kells, Ian Mitchell and Althea Davies would undertake this review in preparation for the October main meeting.

(b) Reduction of SCC Highways maintenance programme

Cllr. David Hodge informed the Council that £137m of cuts would be made over the next two years.

Cllr. Martin Allen informed the Council that TDC would resist these cuts as they were not in a position to take on the additional work due to their own budget constraints. Cllr. Allen also noted that many now focus on cutting sight lines etc rather than regularly cutting entire greens. He also noted that SCC was responsible for the maintenance of the highways, bridleways and footpaths.

1373/0917 It was resolved that Mike Sarll, Niall Kells, Ian Mitchell and Althea Davies would review this alongside the risk assessment review. The Clerk would send out the two emails received from SCC and TDC regarding these proposed cuts.

(c) Tatsfield Parish Council Social Media Policy

1374/0917 It was resolved to adopt this policy, subject to a few minor 'tweaks' by Ian Mitchell.

(d) Emergency Plan

This was a working document. Althea Davies had today emailed the previously held list of volunteers to ask if they wished to remain on the emergency plan. Althea Davies would continue to update the document.

(e) Tatsfield Green – Household's sign request

The owners of The Wood House (formerly Castlneau), in agreement with the owners of Tatsfield Lodge, have requested permission to erect a black and white aluminium sign containing the following wording:

ACCESS ONLY
TATSFIELD LODGE
AND
THE WOOD HOUSE
NO PARKING

Their request is due to the difficulty delivery drivers have in finding these two properties. The request means that any permission granted to erect a sign would involve it being placed on Parish Land. The members expressed concern that it would then appear that the whole of Tatsfield Green was private land, when it is, in fact, common land owned by the Parish Council.

It was proposed by the Parish Council that a sign may be erected but that it only contain the house names and it may be possible to put this on a 'needle' of land adjacent to Castlneau.

1375/0917 The Clerk was requested to email the owners of The Wood House to inform them of the Council's decision. Althea Davies would then show the exact location where the sign could be placed.

(f) War Memorial – Revised proposal for war memorial

The Chairman asked the members to recall her request at the supplementary meeting in July to defer this item until this meeting as additional information had come to light since the decision to attach a plaque to the trough was made in May 2017. Further research has indicated that the trough was donated to the village for the centenary of the Parish Council and not for the war dead.

The Chairman and Clerk have met several times with members of the group who initiated the request for a memorial to the war dead from Tatsfield. All agreed that it would be nice to have a dedicated war memorial that was not too big nor expensive.

The proposal was to erect a memorial which would be around 70 – 80cm in height, 60cm deep (three full bricks) and 45cm wide (two full bricks). This would be built in Warham red brick (which would blend with the pub and Village Hall) and the column would be filled with concrete and tied into the brick. This would abut to the end of the trough facing Paynesfield /Westmore. Peter Ling has offered to do the work free of charge, so the cost would be for the materials only. The top would be Welsh slate which would be in keeping with Tatsfield's Welsh connections. The slate top would have rounded corners and would be 30mm deep and overhang on all sides. There would be a groove for drips. The slate would be engraved with the following wording: 'In memory of all Tatsfield villagers who have died in conflicts past and present'. This engraving would be highlighted in gold leaf.

Brian Ling has used his contacts in the building trade and quoted for all the above. This came in at just under £730. The Parish Council are unable to fund a war memorial. The village have so far raised £625 of which £500 has been earmarked for the band and trumpeter at the Remembrance Service on 11th November.

The Chairman asked the members to consider the following:

- • Consent to erect a war memorial
- • Agreement that the Parish Council would maintain and insure a war memorial
- • Agreement to overturn the decision made at the Supplementary meeting in May 2017, resolution 1166/0517, based on the new information
- • Agreement to grant £500 to fund the band and trumpeter for the Remembrance Service to be held on 11th November which will free up the village's funds to pay for the war memorial

All members present voted in favour of the above.

1376/0917 It was resolved to overturn the decision made in May 2017 (res. No. 1166/0517) due to the new information on the origin of the trough.

1377/0917 It was resolved to consent to erect a war memorial on the plinth next to the trough
1378/0917 It was resolved to maintain and insure the war memorial.

1379/0917 It was resolved to grant £500 to fund the band and trumpeter for the inaugural Remembrance Service on 11th November 2017.

An update was provided by the organiser of the Remembrance Service: 19 wreaths to be laid. An anonymous donor has agreed to fund any shortfall to pay for the war memorial.

- **(g) Remembrance Service – further permission required for the event on 11th November**

The organiser of the event has written to request the Parish Council's permission to erect a 16-foot PA scaffold pole on the Ship triangle in order to display an 8-foot Union flag for the event.

1380/0917 It was resolved to grant permission for this request.

- **(h) Crossways parking**

A parishioner raised concerns over the proposals to remove some of the hedges and garden at Crossways Court to create more parking spaces. The parishioner believes that this a change of TDC policy and urged the Parish Council to take a strong view in line with those views of the residents of Crossways Court. The parishioner was concerned that the elderly and vulnerable people were not being listened to. The parishioner confirmed that the community of Tatsfield raised funds to plant the hedges in order to prevent parking directly beneath residents' windows. He conceded that some of the garden may have to be given over to parking but consideration needs to be taken.

Another parishioner highlighted that the demographics of those living at Crossways Court have changed. TDC now allows working couples (50+) to live there. The parishioner understood that TDC's view had always been that 1 household = 1 vehicle. This was not realistic as many households now have more than one vehicle. In fact, there are 18 flats but only 11 parking spaces.

The Chairman noted that nothing has been agreed/ finalised. Her understanding was that this was still in the early stages and TDC were looking at options as they had received complaints about the overspill of parking from Crossways Court. She expressed sympathy over the concerns of the residents at Crossways Court but recognised the need for compromise on both sides.

Cllr. Martin Allen confirmed that TDC are still looking at the costings involved in the proposals. If the costs are acceptable, consultation would start.

Ian Mitchell confirmed that at the meeting he attended on site with TDC, no parking was being proposed under residents' windows but at the end by the recycling bins which is a 'blank wall'.

It was also noted that the maintenance of the bridleway has an impact on parking in Crossways.

- **(i) Old Ship Recycling Facilities – update**

The textile recycling bin would shortly be removed (permanently) from the Old Ship car park. It was noted that everyone could still dispose of unwanted textiles through their fortnightly recycling collection service.

- **(j) AMB key request from the Horticultural Society**

THS have requested an additional key for the AMB as they had trouble accessing the building for a recent meeting as the member of the group who is a key holder was away on holiday.

The members stated that neither they nor the Clerk were able to confirm who exactly held a key to the AMB. It was agreed that a census of key holders needed to be undertaken. The possibility of changing the locks and reissuing keys was mooted.

1381/0917 The Clerk was requested to contact the THS member who made the request and ask them in the interim to liaise with other members of THS to share keys.

- **(k) Surrey Family Services Youth Bus**

The Chairman informed the members that this service was discussed at her recent meeting with Cllr. Martin Allen and the police. This is a free service where a youth bus could come up to the car park and spend time with mainly teenagers to educate them on swearing/drugs or act as a deterrent.

It was noted that a similar service was used years ago and the uptake of the services was not great.

1382/0917 It was resolved that the clerk would contact the organisers to gather more information and find out about availability for potentially booking the service next spring.

- **(l) CCTV around the village**

At the police meeting, Inspector Gutierrez noted that CCTV is best far the best deterrent to crime and it holds up in court as evidence. The option of having a few well-placed cameras in the village centre would capture almost all traffic activity. Not many cameras would be needed as there are not many ways in and out of the village. Cameras with good quality resolution would mean that the chances of recognising number plates and collecting clear images of drivers would greatly assist in helping the police to apprehend those breaking the law. Due to the issue of data protection, if it was decided to go ahead with installing CCTV, there would need to be consultation with the residents. Burstow Parish Council has gone through this process and it was suggested that the Clerk contact them to find out further details.

- **(m) Additional Police cover request**

The question asked at the meeting was if it would be possible for several Parish Councils to club together to help fund additional police cover for the area. It was advised that the PCC would need to be consulted for such a request. **12. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

- **a) County Councillor**

Cllr David Hodge had received a request from Dementia Friendly Tatsfield for a grant. He likes to divide the available monies between several village organisations and would therefore be happy to award Dementia Friendly Tatsfield £250.

Scout Hut Path: Cllr Hodge had sent the Clerk details of the standard of pavement design that SCC adheres to that evening. He also confirmed that the Highways Dept. have standard detailed drawings which they could share if needed.

Cllr Hodge also noted that he was looking to approach central government again to request fairer funding for Surrey as there was a threat of further cuts.

The CRC consultation recommendations would be released on Friday 15th September.

- **b) District Councillor**

Cllr. Allen provided the following updates:

- The police meeting was very positive and he would be aiming to have a meeting every six months
- He was also hopeful that he could arrange a meeting with Cllr David Hodge on a more regular basis
- He had responded to the TDC survey in great detail
- He was personally and professionally very disappointed that the Grasshopper Inn planning application was refused. He considered the decision to be very short-sighted. He has spoken to the CEO of TDC and the Chair of the planning Cttee and asked them to be more tolerant of such applications in the future as they were important for business in the area.
- There has been a lot of fly-tipping in the area – 8x incidents alone in Clarks Lane. There was a lot of pressure to clear the enormous amount of fly-tipped waste.
- Local Plan – Godstone residents were extremely worried about the potential Garden Village development. Proposed 4,000 homes below the railway line and 5,000 above.
- 42 Paynesfield Road planning application appears to have been granted despite being advised of the access issues
- The Bakery has been warned that they are operating outside of the terms of their licence. TDC have delivered a set of papers to ensure their licence is brought to order
- Park Wood Golf Club – walkers were still walking across the course in the wrong places but, when approached were responding in a much friendlier manner
- Crossways Court – additional to information already provided, if a consultation goes ahead, residents will receive a questionnaire to complete. The proposals were to remove a small section of the hedge and a small area of grass which the residents had indicated they were no longer able to maintain.
- Westmore Road unmade section – a new sign had been erected stating there was no vehicular access to Kemsley Road

- The White House planning application had been sent to County Highways due to a poor exit point

- **c) Tatsfield in Bloom**

The SEIB competition results were due soon (20th September). It was reported it has been a busy and challenging year. Some displays have been removed early. They would be carrying out reviews which would be circulated shortly.

Cllr David Hodge raised the possibility of installing a sign stating the Tatsfield were SEIB winners. This had previously been discounted due to too much street clutter. Cllr Hodge and Ian Mitchell were to check the ownership of the verges along Approach Road as a possible site for a sign.

- d) Airport: update

The following report was made by Ian Mitchell:

The airport management appears to be succeeding in keeping the annual number of movements below the 50,000 limit agreed at the time the operating hours were extended. New hangar construction - north of the control tower - is well underway. Formal planning application expected any minute for the new hotel with construction expected to start in the first quarter of next year. Current airport activity apparently generates more than 30 room bookings a day. Planning permission has been granted for the Biggin Hill Memorial Museum but the controversy continues. The noise monitoring system has bedded down. We will find out at October Consultative Committee meeting how this has affected the volume of complaints and I'll be asking whether the public availability of the system has reduced the number of infringements of instructions not to fly over Tatsfield.

- e) Tatsfield Fairtrade Group

Helena Garcia-MacLeod reported that at a recent meeting, it was suggested that maybe a Fairtrade Village sign could be placed on top of the old bus shelter. She also confirmed that the Fairtrade Group would provide nibbles for the APM next year.

- f) Horticultural Society

The following report was received from Martin Allen:

The recent Horticultural Show was a resounding success. It was held on 9th September and was very well attended by Tatsfielders as well as others from Biggin Hill and Westerham with over 100 adults and 20 children

in attendance. The preparation for the show began on Friday with the set up and the next day the hall opened

at 8.30 to welcome 61 entrants exhibiting 385 items in 14 different classes. Judging started at 10.45 and was

completed in time for the usual Show Lunch beautifully prepared by the ladies of Tatsfield WI. He thanked the

judges for their time, careful work and supportive comments. He also thanked Cllr David Hodge for attending and presenting the prizes.

- **g) Village Hall Management Committee**

The floors had been sanded and resealed but reports had come in that they were a bit slippery. This could be to do with the cleaning materials used.

Porches – another quote was being sought but hadn't been received yet so this item would be on the agenda for the next meeting. The interior refurbishment is now complete.

- **h) Speedwatch**

Ian Mitchell reported:

Speedwatch activities continue and sessions will be held in the months to come as and when road and weather conditions permit. We are being encouraged by the joint Surrey and Sussex Roads Policing Unit to take part in the Project EDWARD day- European Day Without A Road Death, in order to improve road safety and law enforcement on the roads of Europe. On that day, every police officer on duty will be asked to stay alert for bad driving and traffic offences such as, excess speed, not wearing seatbelts or using a mobile phone and then stop and intervene. The aim is for every officer made at least one intervention on the day to make a significant impact. Similarly, a highly visible presence of Speedwatch throughout the county will have a significant effect.

13. Parish Council Land/Property

- **a) Village Hall**

Please see the update in the VHMC report (item 12g).

- **b) Little Acorns project – update**

An agreement has been reached with the owners of the Old Police House. The hedge, however, is very overgrown and may need to be cut back in advance of the new fencing being installed. The Clerk would contact the three contractors to find out if the quotes were still valid and their availability. If the new fencing and other works around that cannot be completed in the next few weeks, the Clerk will arrange for the hedge to be cut.

- **c) Ricketts Hill Road notice board**

Posts have been put into the ground and the notice board is in the process of being constructed. The area has been cordoned off to avoid accidents. The new notice board should be installed in the coming weeks.

- **d) Scout Hut Path**

The Clerk now has the information from SCC and will follow this up.

- **e) Furze Corner**

Mike Pendleton has reached out to the PFA and was in the process of arranging a meeting with all affected parties. He would report back in due course.

14. Meetings to attend/ correspondence

- BEC Hill Climb cycling event – White Lane closure
- Emergency Training – this information had been circulated by the Chairman. No councillors expressed an interest in attending.
- Thank you from Oxted and District CAB – the Clerk had received a thank you email from CAB for the recent grant.
- St. Catherine's Hospice – the Clerk had received a request to publicise the Autumn Gift Fair. Details would be displayed on the village notice board.

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

None.

16. Matters for reporting or Inclusion in a Future Agenda

None.

Final public participation:

- Little Acorns have left some rubbish down the side of the Village Hall. Cllr Allen reminded everyone that there would be a bulky rubbish collection on 16th September.
- Furze Corner – There were concerns that they were not operating within their licence.
-

The meeting closed at 10.29pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 25th September 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mr Mike Pendleton Mr Ian Mitchell Mr Mike Sarll Mrs Althea Davies

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.05pm

1. Apologies

1383/0917 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 10th July 2017

1384/0917 It was resolved that the minutes of the meeting held on 11th September 2017 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/2017/1183/TPO Windrush, 58 Paynesfield Road, Tatsfield TN16 2BG

T1 Lime – Reduce crown by 8m in height and 3.5m overall spread to leave height of 16m and spread of 7.5m. T2 Chestnut – Thin crown by 25% and reduce to leave 2m clearance from the property. T3 Lime – Thin crown by 25% and reduce to leave 2m clearance from the property.

1385/0917 Comment: No objection

TA/2017/1869 Vale House, Maesmaur Road, Tatsfield TN16 2LD

It was noted that the owners had a licence from the Parish Council to use part of the Parish Council land. The application was for a single garage. Ian Mitchell had spoken to the planning officer concerned and it was confirmed that the permitted development rights for the property were withdrawn when the new house was built several years ago.

It was observed that if there was no licence for the use of the Parish Council land, then there would be no vehicular access to the garage. The licence applied only to the current owners, therefore, any new purchaser would need to reapply to the Parish Council for a new licence.

1386/0917 Comment: In view of the planning permission granted in 2000 (application number 2000/455), when it appears that permitted development rights were removed, we would have thought a full planning application would have been appropriate.

TA/2017/1862 Tatsfield Cottage, Ricketts Hill Road TN16 2NA

Demolition of existing garage/ stores. Erection of detached outbuilding incorporating garage, car port, garden room, workshop and shower room to north east of dwelling. The plans proposed building a covered walkway to the house. All permitted development rights have been used and so planning permission is now required.

The proposed building is materially larger than what it would be replacing. In order to qualify for exception as the proposed building is in the Green Belt proper, the new building would need to have the same use as the building it is replacing, would not be materially larger than the current building and would be sited on or close to the building it is replacing.

1387/0917 Comment: Objection. We consider that in terms of DP13 of the Local Plan, this application is disproportionate addition to the existing built form of the property. With a near doubling of its footprint, the proposed new multi-purpose building would be materially larger than the garage it replaces.

TA/2017/1766 Shelleys, 10 Westmore Road, Tatsfield TN16 2AX

Variation of condition 4 of planning application 2016/1334 dated 28th October 2016 to allow for changes to the approved/ renewable energy details.

The applicants wished to remove the wood burning stoves from the renewable energy commitment and add solar PV panels. The panels would be fixed to the rear roof of the dwellings.

1388/0917 Comment: No comment

Appeal: TA/2017/536 Spindleberry House, 43 Paynesfield Road, Tatsfield TN16 2BG

APP/M3645/W/17/3180447

Application refused by TDC planning dept. for:

Demolition of existing garage. Erection of a detached dwelling with associated access, parking and landscaping.

It was noted that the Parish Council's objection which was submitted in response to the application was very thorough. The overriding issue was that it was a premature attempt to pre-empt / bypass the Local Plan and the Neighbourhood Plan.

1389/0917 Comment: To forward to the Planning Inspectorate the original comment made to TDC, saying that the Parish Council had discussed this again at the recent meeting and still had the following concerns: TA/2017/536: *Spindleberry House, 43 Paynesfield Road, Tatsfield TN16 2BG Demolition of existing garage. Erection of a detached dwelling with associated access, parking and landscaping.*

Comment: This is a premature application seeking to by-pass the current Local Plan Consultation where it figures as part of a site (TAT 005) proposed as suitable exclusion from the Green Belt. The site is outside the 'Defined Village' of Tatsfield and is, therefore, subject to Policy DP13 according to which, unless very special circumstances can be clearly demonstrated, the construction of new buildings is inappropriate in the Green Belt. The Parish Council does not consider that such circumstances have been demonstrated and that it is not a genuine case of 'infilling'.

The Parish Council also take issue with a number of assertions in the Planning Statement supporting the application:

i. The Sites Consultation document referred to in paragraph 1.2 has been shown to be incorrect - the rear garden of No. 53 Paynesfield Road has not been made available for development. Even if all the rear gardens specified in TAT 005 were available, this would hardly be 'limited infilling'. ii. Furthermore, approval of this application would set a precedent for the development of sites across the village of Tatsfield where rear gardens are outside the 'Defined Village'. This would be the case, for example, along the length of Paynesfield Road to the north of the application site, to both sides of Johns Road and to houses on the western side of Greenway bordering on Goatsfield Road. iii. Paragraph 2.3 correctly notes that dwellings have been approved along Westmore Road, but this is not relevant since that part of Westmore Road is within the 'Defined Village' of Tatsfield. The eastern side of that road – the back gardens of Nos 41 to 53 Paynesfield Road – are in the Green Belt and have therefore not been developed. There have been no cases of residential buildings being erected in those gardens. This paragraph (and paragraph 4.7) ignores the fact that the Sites Consultation document's assessment of this part of Tatsfield is dealing with the wider area contained within TAT005 and not with the individual plots it contains - such as this application site. iv. It is therefore wrong to assert here (and in paragraph 4.5) that the application site (No 43) is surrounded by residential development and other domestic buildings on all sides. There is no development in the rear garden of No 45 and in the rear garden of No 41 there is only a garage permitted in 1998. In the absence of residential development in the rear gardens of Nos 41 and 45 Paynesfield Road it is wrong to describe what is now proposed as "limited infilling in villages" as allowed under paragraph 89 of the NPPF. v. By contrast, the appeals provided as evidence show that each site had buildings to the sides of the property and therefore was a fair case of infilling. vi. The assertion in paragraph 4.4 is premature and attempts to pre-judge the outcome of the Local Plan process. vii. The applicants' agent provides plans for two planning applications, where, it is contended, similar circumstances to the Spindleberry House application exist. As the diagrams provided in the planning application show, Tatsfield Parish Council does not believe the Brickfield Street and Coppull Moor Lane proposals are relevant.

1390/0917 The Clerk was requested to inform Tandridge Planning and the Planning Inspectorate of the Parish Council's decisions.

6. Finance:

(a) Discuss and agree items requiring expenditure:

- Additional works to stabilise the new noticeboard on Ricketts Hill Road –

Due to the strong crosswinds across Tatsfield Green, a steel brace to the back of the noticeboard which would be attached to a post in the ground is needed. This would mean an additional cost of between £130-140.

1391/0917 It was resolved to accept this additional expenditure.

7. Notified Items

a) Report on Affordable Housing meeting with Louise Williams

Nichola Stokoe reported that she, Ian Mitchell and Mike Pendleton had met with Louise Williams on Friday 22nd September. Options for sites were discussed and it was agreed to pull these into the Neighbourhood Plan.

Once the call to sites had gone out, it would be expected that people who had land would give notice that they were happy for it to be built on.

Mike Pendleton confirmed that a full housing needs survey would be carried out and this would lead to a call for sites.

Louise Williams had indicated that TDC and English Rural were happy to work with the Parish Council to develop an affordable housing project. Louise Williams also offered to assist in the production of the housing needs surveys.

b) Government consultation on the way housing need is calculated

The government consultation had started which set out how local councils should plan to develop the right number of homes in the right places. According to the formula (which is a ratio between earnings and house prices) set out in the consultation papers, this would mean an increase over 20 years from the current prediction of 9,400 to 12,900.

At present, no response is needed.

c) Grant 'wish list' approval

The Chairman had emailed round her ideas prior to the meeting. These were (in order of priority):

- Scout Hut path
- New doors and porches for the Village Hall
- AMB refurbishment
- Pond
- CCTV
- Sound deadening at the MUGA

It was agreed that grants would be sought for all the above.

The Clerk confirmed that she had been in contact with Bustow Parish Council who have recently had CCTV fitted. The Clerk there had invited representatives of the Parish Council to Burstow for a tour and to provide further information. Niall Kells confirmed that he would visit with the Clerk.

d) Fly tipping on Clarks Lane – update

Cllr. Martin Allen had confirmed that the huge fly tipped pile on Clarks Lane was removed on 13th September.

The Clerk was requested to email the Parish Council's thanks to Cllr. Allen and Paul Barton at TDC and his team.

e) CRC consultation feedback from Cllr. Goodman

Whilst still awaiting the final decision regarding the proposed closures of the 4 CRC sites in Surrey, the following had been received from Cllr. Goodman:

I wanted to give you an update on our plans for Surrey's Community Recycling Centres (CRCs), following the recent public consultation on changes to the service. The consultation received 13,637 responses and I thank all residents who made their views known, it is considered to be one of the largest responses Surrey County Council (SCC) has received to a consultation. There were also comments made by Borough, District and Parish councils. these comments were very helpful in deciding what SCC should do.

Having listened to the views from residents and stakeholders, I will be proposing to cabinet that we do not permanently close the four sites (Bagshot, Cranleigh, Dorking and Warlingham). However, we still need to make savings to the CRC service and I will be recommending ending the free daily allowance of chargeable waste. So, when the SCC Cabinet meets on 26 September, I will be recommending that the following proposals from the consultation are introduced:

- The four sites Bagshot, Cranleigh, Dorking, and Warlingham will close on a number of days during the week, details will be agreed by cabinet.*
- There will be a core strategic network of CRC sites that will remain open 7 days a week, other sites will be closed for part of the week, details will be agreed at cabinet*
- Ending the free daily allowance of chargeable waste from the construction, alteration or repair of homes and gardens such as rubble, plasterboard and soil.*
- Ensuring CRCs are only used by Surrey residents.*
- Restricting users of vans, trailers and pick-ups to larger CRC sites only.*

The full cabinet paper with further details will be available online tomorrow.

These proposals will enable the council to achieve best public value, while still maintaining a comprehensive network of CRCs for Surrey residents. However, they will also leave a savings shortfall and I will be working with the service in the coming months to find these savings.

f) Westerham Town Council public meeting report

Ian Mitchell had attended the meeting and gave the following feedback:

It was a better organised meeting than last time. The focus was again the proposals by the Squerryes Estate which appeared to receive a resounding 'no' from the residents of Westerham.

The aim of the meeting was to:

Clarify progress of the Local Plan, housing possibilities in Westerham, the 'Which Way Westerham' proposal and the Covers Farm restoration.

g) Proposed Westerham bypass – registering a marker for the ancient cross-valley dyke on Tatsfield/Westerham border

It was noted that if a developer suddenly discovered an exit from the Covers Farm site would be better to go over to Clackett Lane, there would be two issues:

- It would mean heavy traffic and huge impact on Clackett Lane (particular concern would be the effect on the ancient hedgerows)

- It would destroy the Cross-Valley Dyke which is a registered ancient monument

One suggestion was for the Parish Council to put down a marker with Kent CC in connection with the scoping application for Covers Sandpit.

Ian Mitchell agreed to write the comment to be sent to Piers Mason (TDC planning dept.)

8. Parish Council Land/Property

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

a) Little Acorns Project – update

The Clerk reported that she had been in contact with all three contractors. BR Stacey Fencing had confirmed that the quote provided still stood and they were available to do the work in the coming weeks. IPave had also confirmed that the quote on file was still valid and that they were also available to carry out the required works in the coming weeks.

Acacia Tree Surgery had indicated that they needed to revisit the site to reassess the quote. However, it would be unlikely that they could do the works in the immediate future due to a heavy workload.

Mike Sarll agreed to speak to Ken Thurgood at Acacia Tree Surgery to confirm the above.

1392/0917 The Clerk was requested to contact Lloyd Gulley to see when he would be able to cut back the hedge.

1393/0917 The Clerk was requested to contact Judge and Priestley to thank them and advise that the Parish Council will

take matters forward but would be in touch should there be any further issues.

1394/0917 The Clerk was requested to contact Mr Carr to say that the Parish Council were very pleased with the letter from

the solicitors and were making arrangements for the works to be carried out and would be in touch with a date

for the surveyor to visit.

b) AMB:

- Doorbell - This was broken.

1395/0917 It was agreed that a new doorbell would be ordered and Niall Kells would collect and fit.

9. Meetings to attend / Correspondence

- A parishioner had contacted the Chairman regarding their concerns over the proposals for the work to Covers Sandpit. The Clerk, as requested, had emailed the parishioner to confirm that the Parish Council was aware of the proposals and were keeping a watching brief.

- The Clerk, in response to a request, had contacted SSALC to ask about any dates for planning training. SSALC had offered the 8th November 2017. However, several of the Parish Councillors were unavailable for that date. The Clerk was requested to ask TDC if they could offer any training.

- The Clerk reported that she had recently attended GRDP training as the new Data Protection legislation was due to come into effect on 28th May 2018. It appeared that many changes were needed and it would be necessary for all Parish Councillors to undergo training in order to be compliant with the new regulations.

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

None

11. Matters for Reporting or Inclusion in a Future Agenda

- Althea Davies confirmed that she had met with the parishioner who requested permission for a sign on Tatsfield Green. The parishioner did not accept the Parish Council's decision and continued to press for 'no access' and 'no parking' to be included, as well as an alternative location to the one agreed by the Parish Council.
- Mike Pendleton noted that Cllr Martin Allen and the PFA were continuing to work towards the curtailment of the flouting of the licence agreement at Furze Corner. There had been a valuation for the site of £45k but, as yet, no response from TDC. A copy of the ground lease was still being sought from TDC.

The meeting closed at 9.14 pm

MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 14th July 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 10.30 a.m.

Present: Mr Ian Mitchell (in the chair)

Mr Mike Sarll Mrs Nichola Stokoe

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 10.37 a.m.

1. Election of Chair

001F/0717 The Chairman requested nominations for Chair of the Committee from members. Nichola Stokoe proposed Ian Mitchell to remain as Chair for this year and this was seconded by Mike Sarll. Ian Mitchell was therefore elected Chairman of the Finance Committee for 2017/18.

2. APOLOGIES

002F/0717 Mr Mike Pendleton had sent his apologies. These were received and accepted by members.

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

None

4. Approve and sign the MINUTES of the previous meeting held on 21st November 2016

003F/0717 It was resolved that the minutes reflected a true and accurate record of the meeting held on 21st November 2016. They were duly signed by the Chair.

5. Discuss and Note the Internal Auditor's Report

- Freedom of Information Policy – The Internal Auditor had highlighted that, although the Freedom Information Policy displayed on the Parish Council website was correct in content and wording, the Parish Council should take care to review this document regularly. This review should be indicated on the webpage with an updated address that relates to the time when the review is carried out.
- The auditor had also advised that Appendices should be displayed on the website alongside the minutes of meetings.
- The Parish Council should also have a Retention and Disposal Policy relating for how long documents/ information is held and the method of disposal.

004F/0717 It was resolved that the Clerk would arrange the above during the summer.

- The Auditor recommended that Member checks should be implemented on a monthly basis when the accounts are reconciled at the end of each month. The Clerk noted that the Auditor had agreed to her suggestion that Member checks could be done on a quarterly basis.

005F/0717 It was resolved that the Finance Committee should hold meetings quarterly and the Member checks could be done at each meeting.

- The Chair commented on the overly complicated budget lines.

006F/0717 The Clerk agreed to look into ways of reducing the number of budget lines.

- Legionella testing – The Auditor strongly recommended the legionella testing be carried out at the Parish Council's buildings.

007F/0717 The Clerk advised that the water board offer a legionella testing service. It was resolved that the Clerk would contact the water board for advice.

- Two items were discussed regarding the Council's Financial Regulations. i) It was suggested by the Auditor that a print out of payments made by online banking be kept with paid invoices. ii) It was noted that the schedule of payments produced to Council for checking is prepared on an Excel spreadsheet, rather than being extracted from the accounts software. As the accounts system is only updated retrospectively on receipt of bank statements. As such, there is the risk of error. It was suggested that maybe the schedule of payments is pulled off the accounts software, thus reducing the margin for error.

008F/0717 It was resolved that the Clerk would liaise with RBS (accounts software provider) to see if this suggestion by the Auditor was practicable.

- The Auditor also recommended that the Council consider reducing the number of schedules of payments to one a month rather than the current two a month. This would provide savings on the Clerk's time.

009F/0717 It was resolved that the Clerk would investigate the practicality of reducing the number of schedules of payments (Appendix B) to one a month

6. Review and Update of Asset Register

The Asset Register had not been updated since mid-year 2016. Several of the Parish Council's assets had

changed since April 2017.

010F/0717 It was resolved that the Clerk and Ian Mitchell would carry out a review of the Asset Register and update all necessary information.

7. Preliminary discussion of priorities for future spending

The Chairman had calculated an approximation of the Council's income per annum. This amounted to approximately £52,000 when the income received from tenants and other sources.

The committee then discussed potential projects/ expenditure, these included:

- • AMB refurbishment
- • Scout Hut footpath
- • Christmas Lights
- • The Pond
- • Boundary Dispute (Tatsfield Green)
- • Footpath refurbishment across Tatsfield Green
- • Neighbourhood Plan
- • Village Hall – doors and porches replacement or refurbishment

8. Items for Discussion or Referral to Future Agendas

- The above projects

The date for the next meeting of the Finance Committee was set for Friday 22nd September 2017 at 10.30 a.m.

The meeting closed at 12.26 p.m.

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th October 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies (in the chair)

Mr Niall Kells Mr Mike Pendleton Mr Ian Mitchell Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

Cllr. David Hodge

And 3 parishioners.

The meeting commenced at 8.07pm

1. APOLOGIES

1396/1017 Mr Mike Sarll and Mrs Nichola Stokoe 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 25th September 2017

1397/1017 It was resolved that the minutes reflected a true and accurate record of the meeting held on 25th September 2017. They were duly signed by the Chair.

4. Receive and accept the MINUTES of the Finance Committee meeting held on 22nd September 2017

1398/1017 The minutes of the Finance Committee meeting were received and accepted by the members.

5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on Monday 18th September 2017.

1399/1017 The minutes of the Neighbourhood Plan Steering Group were received and accepted by the members.

It was noted that, as per the Neighbourhood Plan Steering Group terms of reference:

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings.

*Where a vote is required each member shall have one vote. **A minimum of 12 members shall be present where matters are presented for decisions to be taken.** A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.*

Mike Pendleton then gave an overview of which stage the plan had reached. It had now reached the point where key decisions need to be made. He confirmed that a technical process should be followed to derive a figure for new builds in Tatsfield over the next 20 years. James Garside has recorded a process to be followed and this will be put before the Neighbourhood Plan Steering Group at their November meeting. Mike Pendleton also confirmed that Surrey County Council would be consulted as part of the process.

6. Public Participation

The following comments/ questions were made:

- i) It was reported that there had been two incidents of garden waste and vegetation being dumped in the ditch in Old Lane. Not only did this constitute fly tipping but would also potentially block the flow of water. The Clerk said she would visit the site and take photographs and then report it as fly tipping to TDC.
- ii) Cllr. Martin Allen noted that, with regard to the Neighbourhood Plan, the committee need to find out what the housing needs number is and drive towards it rather than leaving it open-ended by asking parishioners what they think the number should be.
- iii) A parishioner commented that affordable housing is needed now and the last affordable housing needs survey defined the need for 12 homes.

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

The Clerk said that all reports would be dealt with at other points during the meeting and therefore gave no report at this stage.

8. PLANNING:

(a) Planning Team for October: Nichola Stokoe and Ian Mitchell

1400/1017 It was resolved that the planning team for October would be Nichola Stokoe and Ian Mitchell. It was noted that the proposed planning team for this month was listed on the agenda as Nichola Stokoe and Mike Pendleton. However, Mike Pendleton would be unavailable to be on the planning team this month and Ian Mitchell kindly stepped in.

9. Finance:

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

1401/1017 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for October (with Althea Davies deputising for Nichola Stokoe who had sent her apologies for this meeting).

(b) Discuss and agree items requiring expenditure:

- CPRE membership renewal - £36.00
- Surrey ALC 2017-18 subscription - £451.53
- NALC 2017-18 subscription - £102.77
- PC Wreath for the Remembrance Service - £17.00 – the Clerk explained that this was the production and delivery cost for a wreath from the Royal British Legion. They ask that more generous donations are considered. The members agreed to donate £50.00 for the wreath.

1402/1017 It was resolved to approve the above items requiring expenditure.

(c) Finance Team for October: Nichola Stokoe and Ian Mitchell

1403/1017 It was resolved that the Finance Team for October would be Nichola Stokoe and Ian Mitchell. As with item 8a, Ian Mitchell would stand in for Mike Pendleton this month.

(d) Dementia Friendly Tatsfield – Grant request

At the last meeting, held on 25th September, it was agreed that the Clerk would email to request accounts from Dementia Friendly Tatsfield, as well as minutes from the meeting at which the budget was decided. Althea Davies had subsequently met with a member of the group's organisers who had explained that as the group was relatively new (set up in May 2017), there were no accounts at present. It was also confirmed that they had received £250 from the Parish Council and £250 from Cllr David Hodge's members allowance.

1404/1017 The Clerk was asked to request unaudited accounts for the year so far, as this was in line with the Parish Council's Grant Awarding Policy, in order to have the request for further funding for this financial year.

(e) Interim Audit – appoint Internal Auditor for 2017-18

The Clerk indicated that she was more than happy to ask Paul Hartley to act as the Parish Council's Internal Auditor again for the 2017-18 financial year.

1405/1017 The members resolved to appoint Paul Hartley as the Parish Council's Internal Auditor for 2017-18.

10. Notified Items

(a) Risk Assessment review

The Risk Assessment had been carried out and the following items were noted for action:

- Broken bollards outside James Millard's premises
- Bollards leaning at the Bakery triangle
- 2x signs missing on playground on Westmore Green
- Kemsley Road – fire hydrant outside access track to Beulah Mount – sign but no fire hydrant
- RHR hedges – hedges overhanging the pavement at the bottom of the road
- Driveway/ verge erosion outside Lockspound and Denver – hedges opposite also need cutting

back

- The Wood House sign request location
- Sign at the junction of Rag Hill/ RHR/ Church Hill
- Hedges opposite Monkey Puzzle
- Give way sign at the bottom of Ship Hill – bent
- Missing/ faded speed limit signs along RHR
- 30 limit sign at the dip in Lusted Hall Lane facing in the wrong direction

The Risk Assessment document has been filed in Dropbox.

(b) Reduction of SCC Highways maintenance programme Further to the request from Paul Barton at TDC, Ian Mitchell and the Clerk attended the Parish assembly meeting on 27th September. The following report was providing by the Clerk:

We heard from Paul Barton (PB) from TDC and Richard Bolton (RB) from SCC.

PB referenced the email he sent out in August detailing that there will be a £40k shortfall. He had asked for expressions of

interest from parish councils and for them to contribute to this £40k shortfall. He had, so far, received 10 responses from

the 21 parishes. Overall, from the responses, the smaller parishes had indicated that they were not keen to contribute, the

larger parishes were keener – in particular, the 'Lingfield hub'.

PB proposed that the following would happen:

Urban areas would go from 7 cuts to 4

Rural areas would go from 5 cuts to 3

Weedkilling would go from 2 to 1

RB said that SCC needed to make savings of £700k next year against Environmental Maintenance which accounts for

36% of current spending. The CC has been managing North Tandridge directly. 9 of 11 districts have agreed to continue

Environ. Maint. on behalf of the CC.

SCC is looking for an arrangement with TDC not with individual parishes. It would be preferable that the District Council

run the contract, supervise the contractor and bill the parishes. They offered to provide 4-year 'contract'. In the cases where the grass needed to be cut on 'high speed roads' which involves traffic management, SCC will

continue this service.

It was asked if CIL money could be used to pay for this. Louise Round (LR) confirmed that this was possible. However, it

was pointed out that CIL money is not a regular/ reliable source of income.

LR said that TDC was hoping that the 21 parishes would share the £40k costs.

Martin Fisher (MF) indicated that the Council was looking into a formula to calculate how this split could be achieved. LR

noted that TDC has no power to impose a charge on parish councils but would perhaps look to enforce minimum cuts on

those parishes who opt out. PB indicated that the current objective is to keep the same maintenance schedule and he

would like to see parishes opt in for a 4-year period. He would like to be able to bring this info to the community meeting in

November and would, therefore, appreciate feedback from the parishes before this.

RB will provide a list of all areas in each parish that are on the current maintenance schedule. MF noted that District

Councils can only raise Council tax by 2.5% or £5. However, parishes councils are not subject to such restrictions.

1406/1017 It was resolved that the Clerk would email Paul Barton to say that whilst TPC are not opposed to contributing, they would like further details and any contribution would be subject to the fair distribution of the financial burden.

- **(c) War memorial and Remembrance Service**

Nothing to be added at this stage.

- **(d) CCTV around the village**

Niall Kells and the Clerk would be meeting with the Clerk from Burstow PC on 12th October to find out more information regarding the installation of CCTV. The Clerk will report back at the October supplementary meeting.

- **(e) Linda's shop – closure and cover for essentials**

Linda's will be closing on 28th October. The Parish Council had been assessing whether or not alternative arrangements needed to be put in place for those in the Village dependent on the shop and Post Office. Ian Mitchell noted that Linda did not think that anyone in Tatsfield was totally dependent on the services her shop provided. However, Ian Mitchell was still of the opinion that there were a significant number of people who relied heavily on services at Linda's. A list of volunteers was already in place, however, there was still a shortage of drivers to drive slightly longer distances. It would be helpful if parishioners were made aware by the parish council that help is available if needed – perhaps a notice in Linda's and one on the A frame outside. Once the shop has closed, this needs to be kept on the agenda.

A question was raised about whether the Parish Council should register a statement with the Post Office stating how important the service is to the community. The main argument against closure would be people's inability to get to a Post Office further afield. However, the one in Biggin Hill is not very far away. It was, therefore, agreed that no attention should be drawn to the temporary closure of the Post Office in the village.

- **(f) Tatsfield Singers – permission for sign to be displayed from 25th November advertising Carol Concert**

Tatsfield Singers would like permission to put up a sign on Westmore Green from 25th November. They were not sure if they had a season ticket.

1407/1017 It was resolved to grant permission for this request.

- **(g) Tatsfield 1st Scouts Group – request permission to hold Summer Fete on Village Green on Sunday 1st July 2018**

1408/1017 It was resolved to grant permission for this request.

- **(h) Registering marker for Cross-Valley Dyke with SDC**

Since this agenda was published, it has come to light that this is referenced in Kent County Council's planning documents. Therefore, no further action is needed.

- **(i) Tatsfield in Bloom – SSEIB results**

Tatsfield in Bloom won Gold and second place at this year's SSEIB competition. Bob David said that the team were awarded 181 points out of a possible 200. The Parish Council congratulated them on the result.

(j) RBL Surrey Silent Soldier Campaign The Clerk had been contacted by the Surrey RBL regarding the Silent Soldier Campaign. This is a scheme to encourage local businesses, organisations and individuals to purchase a Silent Soldier silhouette to put on display from November 2017 – end of December 2018. The intention is that the Silent Soldiers act as a mark of respect to the many who lost their lives in the First World War and never returned home.

1409/1017 It was resolved that the Clerk would attempt to reserve a Silent Soldier on behalf of the Tatsfield community.

- **(k) Parish Assembly – report**

The Clerk had attended the meeting with Ian Mitchell and she gave the following report:

This was the agenda for the meeting:

1. General Update from the Leader
2. Proposals for Highways Grounds Maintenance
3. Update on Waste Contract Procurement
4. Parking Enforcement

The order was moved round as the Representative from SCC needed to leave.

As well as the Proposals for Highways Grounds Maintenance which has already been reported in item 10b, the

following was discussed:

4 Parking Enforcement

TDC has 700 off-street parking spaces across 14 car parks. The enforcement for this parking is carried out by Reigate and Banstead. From mid-October, this enforcement contract will be taken over by Sevenoaks. The on-street parking is also managed by Reigate and Banstead. SCC is looking to replace this contract as well.

SCC has asked TDC to set up parking clusters which can be monitored on a reduced basis.

TDC wish to influence how, how often and where on-street enforcement is carried out.

RB said that SCC currently has agency agreements with 9 of 11 parishes (not Tandridge or Waverley) which will expire on 31/03/18. SCC is very keen on clusters as it leads to improved efficiency. SCC would look for one 'authority' to be the lead i.e. the employing authority. The particular focus would be enforcement outside schools.

MF said that much of the cost involved with parking enforcement is lost in enforcement office costs. If this could be centralised, this would make significant savings.

LR confirmed that the current provision for Tandridge is 11hrs/week.

3 Update on Waste Contract Procurement

PB confirmed that the contract with Biffa expires in October 2019.

There are three options:

- i) Continue with current arrangement
- ii) Combine with other districts to use one contractor
- iii) Combine with other districts to for a company to collect waste Garden waste scheme – if Biffa contract ends, this will revert to local authority.

The current recycling contract is dependent on funding from SCC. Currently £2.8m is received from recycling. £750k is given to SCC. Net costs for TDC are rising.

LR confirmed that the law requires TDC to go to a full procurement process i.e. cannot simply renew with Biffa. However, the law does not require TDC to enter into a contract with the company that provides the cheapest tender.

Current Biffa costs: £15k/day. Service runs 6 days/week. Missed bin rate = 0.01%

1 General update from the Leader

- Business rates retention – TDC collects £21m but only keep £1m. Most of the remaining £20m goes to Central Government, although SCC does get some of it. Despite requests to the Chancellor to allow TDC/SCC to keep more of the BR, he wasn't minded to make SCC a 'special case'.
- Local Plan – it is equally important that this looks to the provision of jobs for local people. There should be an equal expectation to add office space and not just housing. Plus improved infrastructure.
- Government consultation on housing numbers – as we have all seen, the government has issued a consultation document. According to their calculations, TDC would need to provide 645 new homes per annum over the next 20 years. This would provide a total of 12,900. MF doesn't agree with the affordability number and believes that the base number for TDC (before affordability is added) of 461 which would mean 9,220 over 20 years was actually very close to OAN calculated by TDC of 9,400.
- Moorhouse – many economic development opportunities. This also fulfils the new sites v intensification of existing sites argument.

Lambs Business Park – TDC is currently in discussion with the owners regarding site improvements which would provide new jobs and increase productivity of the site.

• Hobbs Business Park – looking at possibility of expansion but not necessarily in physical size (I) **Scout Hut Path** The Clerk was meeting with a contractor to discuss the SCC's requirements and a detailed quote to work from. The Clerk would then look to obtain two further quotes.

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

a) County Councillor

Cllr David Hodge reminded all present that applications for his Member's Allowance (for 2018) would close on 31st December 2017. He had already granted £250 to Dementia Friendly Tatsfield.

Cllr Hodge said there would be significant issues over the £21 million shortfall in SCC's budget. Of the £104 million savings that need to be made this year, they still need to save £21 million and this would mean many budgets cuts for next year.

Cllr Hodge is meeting on 23rd October with Surrey MPs and DCLG to discuss funding.

b) District Councillor

Cllr. Allen provided the following updates:

- Very pleased that the fly tipping on Clarks Lane has been removed. He has thanked all involved in achieving this. He is pursuing the possibility of SCC putting up a fence to plug the gap.
- He said that he would be attending a meeting with the Parish Council Chairman, Nichola Stokoe, and Cllr David Hodge at the end of October.
- The defrauding (by 5% of claimants) of the single person Council Tax discount was being investigated and clamped down on.
- TDC is backing a campaign to encourage more recycling of receptacles from bathrooms.
- The reports of the archery arrow on one of the greens at Park Wood Golf Club – it was felt that this was probably someone using the large space for practice.
- Cllr Allen would be attending a New Cllrs evening at the Council offices on Tuesday 10th October.
- Cllr Allen had had a meeting with TDC's leader to discuss the Grasshopper Inn application – the Clerk noted that this would be on the agenda for discussion at the October Supplementary meeting.
- The Local Plan Garden Village consultation closed 9th October.
- Gryllus, the Council's property investment company, has bought its first property for £3.25m. The property is in Maidstone's primary shopping area and has been let to Marks & Spencer for the past 30 years. It will generate a net revenue income of £226,000 a year.
- Earlier this year, as part of its strategy to become financially self-sufficient, the Council set up a £50m Property Investment Fund to generate additional income to ensure services can continue to be provided in the light of reduced grants from the government. The fund is being financed by using available capital reserves and through borrowing at low interest rates. The aim is to acquire a balanced, mixed property portfolio, to minimise risk and provide a good return for the Council through rental income and interest charges. While the Council can buy properties within the district, any properties outside can only be bought through a council owned company. A separate £20m Development Fund is being used to invest in projects inside the district.

c) Tatsfield in Bloom

Bob David received congratulations on the excellent results of the SSEIB competition. He also thanked the Parish Council and Cllr David Hodge for the grants they had given this year.

- d) Airport: update

The following report was given by Ian Mitchell:

The next Consultative Committee meeting would be held on 19th October. Ian Mitchell had requested that at the meeting, it would be useful to have an idea of the number of infractions, as far as Biggin Hill Valley/ Tatsfield is concerned, of the 2nm limit since the new monitoring system started.

- e) Tatsfield Fairtrade Group

Helena Garcia-MacLeod reported that the recent tea tent was very successful and £180 of Fairtrade products were purchased.

- f) Horticultural Society

The following report was received from Martin Allen:

- • Garden Club would be on 10th October
- • Talk by the Head Gardener from Chartwell at the AGM on 7th November in the Village Hall
- • The Composting Group would like to purchase a second shredder and would be making a grant request

- **g) Village Hall Management Committee**

No report was given.

- **h) Speedwatch**

Ian Mitchell reported:

Having been encouraged by the joint Surrey and Sussex Roads Policing Unit to take part in the Project EDWARD day – European Day Without A Road Death, we held two sessions.

A disappointingly large number of speeders cropped up.

In addition, one driver stopped to protest that the session was taking place. He has been reported and identified as a village resident.

Another resident complained to the Parish Council that Speedwatch members were passing vehicle numbers to each other verbally when drivers were not speeding. (Numbers are often noted when a vehicle is accelerating away in case it is then recorded as exceeding the speed limit).

11. Parish Council Land/Property

- **a) Village Hall**
- - Porches

The second quote for the replacement of the porches was still being chased.

- **b) Little Acorns project – update**

The Clerk confirmed that she had now heard back from all three contractors. The original quotes still stood. The Clerk was in the process of arranging for the surveyor to return to site to formally mark out the agreed boundary line as per the survey.

The Clerk confirmed that she had hand delivered the Parish Council's response to the owner of the Old Police House.

As the works are close to being carried out, the Clerk had spoken to the Little Acorns Chair and agreed that a group of parent volunteers could cut back the brambles only so that the children could continue to play outside until the new fencing is in place.

12. Meetings to attend/ correspondence

- Surrey ALC AGM – 12th October – no-one could/ wanted to attend
- Mike Pendleton indicated that he had been asked to attend the Westerham Town Council meeting on 31st October
- The Tatsfield Primary PTA had contacted the Clerk to request permission to close the MUGA for the evening on 3rd November for their annual fireworks display. They also requested to borrow the Parish Council's cones (Niall Kells to liaise as last year)

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

None.

Final public participation:

- Furze Corner – Martin Allen and a TDC Licensing Officer have put in a request for a detailed review of the PFA accounts (last two years) ahead of awarding a new licence
- Cllr Allen advised that it would not be wise to commit too much yet regarding the Highways Ground Maintenance as the budget for 2018-19 has already been agreed and nothing has been finalised between TDC and SCC

The meeting closed at 9.52pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 23rd October 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies (in the chair)

Mr Niall Kells Mr Ian Mitchell Mr Mike Sarll Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.03pm

1. Apologies

1410/1017 Mrs Nichola Stokoe and Mr Mike Pendleton 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 9th October 2017

1411/1017 It was resolved that the minutes of the meeting held on 9th October 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

4. Receive and accept the MINUTES of the Finance Committee meeting held on 19th October 2017

1412/1017 The minutes of the Finance Committee meeting held on 19th October 2017 were received and accepted by the members.

5. 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

6. Planning

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

TA/2017/1946 The Grasshopper Inn, Westerham Road, Westerham TN16 2EU

Part demolition of northern wing and erection of replacement wing containing restaurant on ground floor and guest rooms on first and second floor.

The previous application was refused by TDC's Planning Committee.

The refusal said:

The proposal would comprise inappropriate development within the Green Belt by definition, it would detract from its openness and the encroachment into the countryside would conflict with the purposes of including the land within the Green Belt. The proposed extension would appear prominent within the street scene and would detract from the particular character and appearance of the building of character and non-designated heritage asset. The proposal has not demonstrated that it would not have a significantly adverse impact on important and protected species. The stated very special circumstances are of insufficient weight to clearly outweigh the definitive and actual harm identified. For these reasons it is recommended that planning permission is refused.

This is a modified application. There may be a case for granting permission if very exceptional circumstances are proven e.g. providing jobs for locals or a chronic need for hotel accommodation in the area.

There was a discussion by the members. This included the following points:

- The site is already heavily developed
- There were continuous planning applications submitted – did this mean that the business is becoming unviable?
- If permission were refused and it led to the closing of the Grasshopper, it would be disappointing for the area
- If the business closed, it may become a target for squatters, arson
- By enlarging the site, it may bring people to the area and, therefore, bring more customers to existing businesses
- If the business is not working or making money, what is the alternative?

1413/1017 Comment: No objection

TA/2017/1318/Cond1 Retail Units, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER

Details pursuant to condition 5 of planning application TA/2017/1318.

1414/1017 Comment: No comment

TA/2017/1317/Cond1 Retail Units, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER

Details pursuant to condition 5 of planning application TA/2017/1317

1415/1017 Comment: No Comment

TA/2017/2034 The Red House, Ricketts Hill Road, Tatsfield TN16 2NB

Erection of first floor rear extension and associated internal alterations.

The previous recent application (TA/2017/1718), which was a Certificate of Lawfulness, was withdrawn. This latest application is seeking an extra 17m3.

1416/1017 Comment: No objection.

TA/2017/2051 Lyn Cottage, Johns Road, Tatsfield TN16 2AP

Demolition of existing front porch. Erection of single storey front extension.

The application is essentially to knock down the front porch and build a small front extension. As this property is within the defined village, there are fewer limitations or restrictions.

1417/1017 Comment: No objection.

TA/2017/1741 Colgates, Edgar Road, Tatsfield TN16 2LL

Occupation of Coach House in compliance with Condition 2 of TA/76/129 (Certificate of Lawfulness for an Existing Use).

Colgates is a listed building. The Coach House was changed into habitable accommodation 41 years ago to

house servants. The applicants would like the original condition lifted – *The proposed dwelling hereby permitted*

shall be occupied only ancillary to the main house known as Colegates or by an employee of the principal occupier as service accommodation.

There followed a discussion between the members regarding the actual status of the occupants of the Coach House. The confusion had arisen from discrepancies between a conversation the applicant had with a planning officer prior to the application being submitted and information in the application.

Ian Mitchell agreed to try to speak to the planning officer in the case to gain some clarity. However, if the information had been interpreted correctly, the members voted to lodge an objection.

1418/1017 Comment: Objection. We believe the original condition is appropriate.

1419/1017 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

7. Highways and Rights of Way

i) Give Way sign at the bottom of Ship Hill

ii) Speed limit signs along RHR – faded or missing

iii) Speed limit sign in Lusted Hall Lane

The Clerk noted that all the above had been reported to Surrey Highways.

8. Notified Items

• **a) Part-night street lighting**

There was a process for requesting a review of the part-night street lighting. It must be demonstrated that the majority of residents in each road that requests a review support this. There is currently a high number of requests and applications are currently taking up to nine weeks to process. The last date for new applications to be submitted is 31st December 2017.

It was agreed that a few lines regarding this process could be put on the PC website and also Tatsfield Talk.

• **b) Review of Season Ticket holders**

The Clerk reported that she was unable to locate the previously agreed list of Season Ticket holders. The members confirmed that the following organisations were on the list:

Vern D'Anjou

North Downs Sinfonia

Tatsfield Primary School PTA

Tatsfield Singers

Scouts

The Horticultural Society

Fairtrade

St Mary's Church

Tatsfield Art Group

Christmas Craft Fair

The Remembrance Service and Carol Service (organiser)

The rules were that the advertising could be displayed two clear weekends ahead of the event and must be removed within a week of the event ending.

• **c) Census for keyholders for AMB**

The Clerk had received many requests from village organisations for a key for the AMB. The Clerk had concerns that there were additional keyholders who perhaps no longer had the need for a key but still retained one and this might contravene the conditions of our insurance policy.

It was suggested that the lock be changed and new keys issued and the alarm code changed in the new year. When issuing the new keys, it would be a strictly one key/ one organisation or group approach.

- **d) Wellbeing Prescription**

Cllr Martin Allen had previously mentioned a service provided by the NHS in partnership with various District Councils. This is a free service that can help improve an individual's health and wellbeing.

Wellbeing Advisors can meet an individual at their GP practice. Cllr Allen was concerned that Tatsfield residents either weren't aware of or not being offered this service and had been chasing it up.

The members felt this was a useful service and asked the Clerk to obtain more details from Cllr Allen.

- **e) Linda's shop – closure**

There were no further updates regarding the shop closure or the potential new owners. However, it was noted that the 'leaving do' for Linda had been moved to the Village Hall. It would be held on 28th October between 17:30 and 18:30.

- **f) CCTV**

Niall Kells gave the following report:

Samantha and I met with Jon Hardaker of Vistec Systems Ltd, a supplier of CCTV and Automatic Number Plate Recognition solutions.

Jon gave us an overview of various types of systems used in a variety of situations; such as Schools, Council offices, Prisons and Military Installations. We then showed him the map of the Village centre on the wall in the AMB, highlighting the access routes in and out of the Village as an idea, to which areas we were looking for coverage.

We then took a walk around the areas highlighted on the map, starting with the Village Hall Carpark and the School Carpark. He suggested a couple of ideas, starting with a low-level bollard containing an ANPR device sitting in the middle of the island that covers the entrance and exit to both Carparks. He also suggested we might want to place a high-level camera on one of the lighting standards outside the school playground facing the entrance and exit. Both suggestions would mean getting a power cable, and a data cable (the reach of the camera cable is limited to 90m), to each of the locations from the AMB building, which could house the recorder/monitor.

Next, we looked at the traffic island site, and the edge of Westmore Green, possibly to place high-level cameras pointing at different parts of the Village. We also looked at the Approach Road entrance and exit of the Village, where Jon said the potential camera location on Approach Rd would probably be discounted as the speed of the road would mean that it would be unlikely that the licence plate details could be picked up due to the traffic speed. He then suggested two cameras - just past the Tatol bed - on LHL and Westmore Green. He also suggested high placed cameras on Westmore Green would be one unit with multi-directional cameras. It's called an Altron Tower.

Jon suggested the installation of Highways approved signage 'You're on CCTV'. This could be a relatively low-cost option as a starter. We would only be putting up signs and not installing cameras.

Jon suggested that we mark the locations on the Village Centre map, as to where we would like to have CCTV and investigate the possibility of a power supply to each of these locations. He would then be better able to give us costings.

The idea of 'You're on CCTV' signs was considered a good option. It was suggested that an article could be put in the parish Magazine saying that the Parish Council was planning to reintroduce CCTV to the village.

It was also agreed that Niall and the Clerk would mark up locations for cameras on a map and send to Jon Hardaker for an estimate of costs involved.

- **g) Scout Hut Footpath**

The Clerk had not yet received the quote from iPave.

- **h) RBL Silent Soldier**

The Clerk confirmed she had ordered this at a lower than expected cost of £100 and it had been delivered. She would be meeting with Dave Mitchell and Dave Bishop at the weekend to decide on a suitable location and to arrange fixings.

The poppies were in storage in the AMB. Niall Kells agreed to put them up around the village centre during the week.

- **i) Neighbourhood Plan update**

Mike Pendleton had asked that this item be deferred until the next meeting as he was away and unable to give an update in person.

- **j) Tatsfield Primary School PTA – permission for closure of MUGA for firework display and permission to put up wooden advertising signs**

The PTA had previously asked for permission for the above and it was agreed that permission should be given.

The Clerk was asked to contact the PTA representative to confirm the Parish Council's decision.

9. Parish Council Land/Property

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

- **a) Little Acorns Project – update**

The Clerk informed the members that she was seeking legal advice as the other party in the boundary dispute was not being cooperative regarding agreeing a date for the surveyor to visit site to formally mark out the agreed boundary.

10. Meetings to attend / Correspondence

None

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

None

12. Matters for Reporting or Inclusion in a Future Agenda

None

The meeting closed at 9.55 pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th November 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mr Mike Pendleton Mr Ian Mitchell

Mrs Althea Davies Mr Mike Sarll Mrs Helena Garcia-MacLeod (arrived at 8.05pm)

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 3 parishioners.

The meeting commenced at 8.03pm

1. APOLOGIES

1420/1117 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 23rd October 2017

1421/1117 It was resolved that the minutes reflected a true and accurate record of the meeting held on 23rd October 2017. They were duly signed by the Chair.

4. Public Participation

The following comments/ questions were made:

i) Members of the public present at the meeting commented on the success of the inaugural Remembrance Service which was held on Saturday 11th November in the village centre. They thanked the members and the clerk for all the work they had put into making the service happen.

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

The Clerk said that all reports would be dealt with at other points during the meeting and therefore gave no report at this stage.

6. PLANNING:

(a) Planning Team for November: Mike Sarll and Niall Kells

1422/1117 It was resolved that the planning team for November would be Mike Sarll and Niall Kells. It was noted that the proposed planning team for this month was listed on the agenda as Althea Davies and Mike Pendleton. However, both indicated that they would be unavailable to be on the planning team this month and Mike Sarll and Niall Kells kindly stepped in.

7. Finance:

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

1423/1117 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for November.

(b) Discuss and agree items requiring expenditure:

- Radiator valve replacement in AMB - £250.00

- Tree Survey - £2,100.00

1424/1117 It was resolved to approve the radiator valve repair. The Clerk was asked to source further quotes for the tree survey as, although this quote was from the same company who had carried out the previous survey, it appeared to be rather more expensive than last time.

(c) Finance Team for November: Mike Sarll and Niall Kells

1425/1117 It was resolved that the Finance Team for November would be Mike Sarll and Niall Kells. As with item 6a, Mike Sarll and Niall Kells would stand in for Althea Davies and Mike Pendleton this month.

(d) Grant request for Christmas Carol Singalong

A request has been made for a grant similar to last year's amount (£350) to go towards the fees for the band and the printing of more song sheets.

1426/1117 It was resolved to grant £350 towards the costs involved for the Christmas Carol Singalong. It was further agreed that should costs exceed £350, then members would be willing to consider a further grant.

8. Highways and Rights of Way

i) Give Way sign at the bottom of Ship Hill

Surrey Highways had been out to inspect the sign and reported back that even though the post had a slight bend in it, it was not a safety defect and the give way sign was in good working order and visible to motorists.

i) ii) Speed limit signs along Ricketts Hill Road – faded or missing

Surrey Highways had driven the length of Ricketts Hill Road and reported that all of the signs were in place. It was noted that there was one sign at the bottom of Ricketts Hill Road that was faded but there was another on the opposite side of the road that was fine so it was not a safety issue.

i iii) Speed limit sign in Lusted Hall Lane

This was facing the wrong way. Surrey Highways reported that this had been rectified and was now facing the correct way.

i iv) Double yellow lines request at junction in Village centre

Following on from the Consultative Committee meeting, Nichola Stokoe felt that yellow lines would be more appropriate in the junction in the village centre given the congestion caused during school drop off and collection times. Cllr David Hodge had advised that the Parish Council request SCC to assess this and potentially add it to their work schedule next year.

1427/1117 It was resolved that the Clerk make initial enquiries with SCC regarding a request for double yellow lines at the top of Westmore Road and either side of the 'point' of the 'Bakery triangle'.

i v) Parish Council statement regarding unmade roads in Tatsfield – in particular Barnfield Road

At the Consultative Committee meeting, Cllr David Hodge confirmed that Barnfield Road is not maintained by SCC as it is not their responsibility, but that of the residents of Barnfield Road. Cllr Hodge indicated that he would be prepared to provide some assistance to the residents, should they request it, in the form of excess tarmac or similar (as happened when Approach Road was resurfaced and excess tarmac was delivered to other roads in the village). The residents would then have to employ a contractor to do the work.

Mike Sarll raised the issue of a potential risk for emergency services accessing Barnfield Road.

Ian Mitchell noted that Barnfield Road was one of the few roads in Tatsfield which hadn't been classified and was, in essence, in limbo.

i vi) Satnav/ No Through Road/ Unsuitable for HGVs signs

At the Consultative Committee meeting, Cllr Hodge confirmed that SCC regularly send updates to the Satnav providers. However, many haulage firms do not buy the updates and their Satnav therefore often give incorrect directions. Cllr Hodge suggested that the Parish Council ask (perhaps through the Parish Magazine) if residents, should they feel one of the above signs would be of benefit to their road, could send in requests. The Parish Council could then collate the information and should there be a large number of requests for the same road, the signs could then be requested from SCC.

i vii) Request for funding for fence – Clarks Lane lay-by

It would need to be checked whether this fell in Titsey or Tatsfield Parish. Ian Mitchell confirmed that it was Titsey.

At the Consultative Committee meeting, it was suggested that a fence be put in the gap in the hedge by the lay-by in an attempt to stop fly tipping at this site.

Cllr Allen and the Clerk were due to meet Nick Dance in the week to spec this. Cllr Hodge indicated that an application could be made to him as he still has funds in his Member's Allowance. This closes on 31st December 2017.

i viii) Barriers in Clacket Lane (MSA)

Following on from complaints from residents in Clacket Lane, this was discussed at the recent Consultative Committee meeting and it has been reviewed at previous Parish Council meetings. Previous requests made to TDC have not resulted in any positive or long-term action to keep the barriers closed.

One suggested action was for the Parish Council to write to TDC (cc Highways England) to say that numerous complaints have been received about this over the years and to ask that this issue is revisited as the refreshment kiosks are currently under construction.

1428/1117 It was resolved to draft a letter as suggested.

9. Notified Items

(a) Neighbourhood Plan Update:

- Status
- **Proposed process and key decisions to be made on 21st November**
- Administrative support
- Grant Status
- **Meeting with TDC – report**
- **Additional request – Meadow adjacent to Tatsfield Primary School**

Mike Sarll clarified that the key issues were making a decision on whether or not to include housing in the Neighbourhood Plan and organising the resources required to manage the project.

Mike Pendleton informed members that he intended to be away for a large part of next year and has subsequently asked for someone else to step in as Chair while he is away.

Mike Pendleton indicated that so far 7 Steering Group members had committed to attend the 21st November

meeting. Althea Davies and Nichola Stokoe said that they had replied to confirm they would be attending.

It was suggested that another article in the Parish Magazine to ask for more volunteers to join the Neighbourhood Plan team might be a good idea. It was agreed to wait until after the meeting on 21st November

as decisions would hopefully have been made.

Mike Sarll suggested devolving projects to the topic group leaders. Mike Pendleton replied that whilst in principle this was a good idea, he had received complaints that not all topic group were having enough meetings

and at the same stage in the process, so he felt this would not work.

Mike Pendleton proposed moving the meetings from one a month to once every two months.

It was agreed that having no Chair was the biggest issue.

Althea Davies asked if the Parish Council members on the Neighbourhood Plan Steering group should meet to

discuss the 'what ifs' ahead of the November 21st meeting.

Nichola Stokoe asked what happened if money from the grant as spent and then the Neighbourhood Plan did

not go ahead. Would the money need to be returned? Mike Pendleton said that the grant application was progressing but was dependent on some of the decisions to be made on 21st November. He would look into the

above scenario.

Helena Garcia-Macleod questioned the benefit of the Affordable Housing project being held up as it had now

seemingly merged with the Neighbourhood Plan. Mike Pendleton responded that the consultant (James Garside) had said that the Housing Survey that was carried out in 2015 was not extensive enough for the Neighbourhood Plan as it had a very limited scope. He recommended that a technical survey was undertaken

to identify what housing was needed. Additionally, Mike Pendleton said that the Surrey Rural report (2015) indicated that 70% of people living in Tatsfield were aged 60 and over, and, in his opinion this would preclude a

need for affordable housing and suggest a bigger need for properties for older residents to down size to.

Ian Mitchell countered these statistics and said that the Census returns and SCC updates gave a different picture. In

fact, the confusion might be with the 69% of respondents to the affordable housing survey who were 60+.

Helena Garcia-MacLeod asked whether the Affordable Housing project could be run alongside the Neighbourhood Plan? Perhaps this was a question for Piers Mason?

The Chair then opened the floor to the members of the public for their views:

Cllr Allen asked if the Parish Council actually wanted a Neighbourhood Plan. If the answer was yes, then it is

simple, someone from the Parish Council would have to step into the role of chair.

A parishioner also noted that the affordable housing project had been started 2 years in advance of the Neighbourhood Plan and, as affordable housing was desperately needed, this should not be held up any longer.

It was agreed that there needed to be a period of reflection following the meeting on 21st November at which the

issue of who would be taking the Neighbourhood Plan forward would be resolved. Once that issue had been

resolved, the other issues could be addressed.

(b) Outdoor furniture for Westmore Green

Jon Allbutt had visited a major trade exhibition recently and was impressed with the range of outdoor furniture displayed by HeBlad, in particular the outdoor chess table and table tennis tables. They are made of solid concrete and require minimum preparation to install. He had forwarded the info to the Parish

Council for consideration. He also suggested that if the Parish council thought it a good idea, maybe the cost could be evenly split between them and the community.

The members thought this was a nice idea but questioned where the moveable equipment (table tennis paddles and / or chess pieces) would be kept. It was suggested that it might be better to provide just the table and ask that people bring their own paddles and table tennis balls.

It was agreed in principle, with the table tennis table being the preferred option, provided that the community would fund 50%. Consultation with the parishioners would be needed.

(c) Consultative Committee meeting - update

Nichola Stokoe met with Cllrs Martin Allen and David Hodge in October. A report of the meeting followed:

1. Parking in the Village

- Johns Road / Paynesfield Road Junction – This originated from SCC due to complaints by residents that vehicles parked too close to the junction were causing problems with visibility.
- It was felt that yellow lines at this junction would look out of place and the question of how it would be policed was raised. Given that monitoring would be unlikely, it was decided that no further action would be taken.
- Junction in Village centre – NS felt yellow lines at the junction at the village would be more appropriate given the congestion caused during school drop off and collection times. DH advised that, at the next PC meeting, a request is made to SCC for double yellow lines at this location and ask that it is put on to next year's works schedule.

2. Clarks Lane layby – fence

- It would need to be checked whether this is Tatsfield or Titsey.
- It was suggested that the PC get an estimate for the materials and labour and apply to DH to use his member's allowance. MA agreed to help spec this.

3. Barriers in Clacket Lane (MSA)

- Following on from complaints by residents in Clacket Lane (in particular of coaches using this as a short cut), MA had investigated what could be done to keep the barriers down.
- Angelo Lamprou believed it was a planning issue and not Surrey Highways' responsibility but Highways England.
- The PC needed to write to TDC (cc Highways England) to say they had received continuous complaints about this over the years and to ask that this issue is revisited when the refreshment kiosks are constructed.

4. Unmade Roads in Tatsfield:

- Highways responsibility and ownership – Residents in Barnfield Road are particularly concerned with the state of the road (especially the section down to Old Lane). DH confirmed that Barnfield Road did not belong to SCC but to the residents of Barnfield Road. However, DH would be prepared to provide some assistance should the residents request it. It might be possible that something similar to when Approach Road was dug up and excess tarmac was delivered to other roads in the village for residents to use could be done for Barnfield Road. The residents would then have to employ a contractor to do the work.
- It would be advisable to make a statement to this effect at the next PC meeting.
- HGV access (No Through Road and Unsuitable for HGV signs) and repositioning of Satnav signs - SCC regularly send updates to the Satnav providers. However, many haulage companies do not buy the updates. The PC needed to put an article in the Parish Magazine and have a village meeting (perhaps in VH) asking what signs residents would like. This could also be done through the NP and/or JRRA and Crossways.
- Updates could be sent to Zena Curry at SCC to pass on to Satnav companies.

5. Titsey Road repairs

- DH confirmed that this was on the 4-year schedule. MA indicated that he would revisit this in a year's time for an update.

6. Signs around Tatsfield

- Give Way sign at the bottom of Ship Hill
- Speed limit signs along Ricketts Hill Road
- Speed limit sign on Lusted Hall Lane

The Clerk confirmed that since these items were tabled at the PC October Main Meeting, she had raised work order requests with Surrey Highways. She had also been in contact with Angelo Lamprou regarding these issues.

7. Monks Cottage

- SCC had had two bollards installed recently. The owner of the property seemed satisfied with the work.

8. Footpath on the corner of Crossways / Westmore Road

• MA had been following this up. As the corner of the footpath had been repaired, it no longer represented a 'danger' and, although it was still on the works list, but not considered a priority. However, it was still a dangerous slope, especially for older people. MA referenced the sheltered accommodation at Crossways Court. DH promised to look into this.

9. Part-night street lighting

• Parishioner's concerns – MA and NS confirmed that they had not received any complaints from parishioners.

• Links to increase in night-time crime – DH confirmed that there had been an increase in crime rates across Surrey. This was at 1-2% and was not considered significant. DH had met with the PCC the previous week and asked if they could find out if there had been an increase in night-time crime in the streets where the lights had been turned off. DH was awaiting these figures.

• Two streets (one in Dormansland and one in Lingfield) had had the street lights turned back on at the request of the police.

10. Reduction of SCC Highways Maintenance Programme

• NS asked what was expected of the PC.

• The Clerk explained that she had received an email from Paul Barton at TDC detailing the proposed cuts to services. Some further information had been provided at the Parish Assembly. MA had pointed out that TDC appeared to be 'pressuring' the PC to commit to contributing funds to plug the shortfall. However, MA confirmed that TDC had yet to reach an agreement with SCC. These two points were conflicting and DH agreed to liaise with Zena Curry and ask her to contact the PC with exact position. To assist, the Clerk agreed to email DH with the original email from Paul Barton, the minutes from the recent TDC meeting and the Clerk's notes from the Parish Assembly Meeting.

11. Scout Hut Path

• DH provided an update. He had been liaising with various SCC Officers and had yet to come up with definitive information which would assist the PC to make an informed decision regarding undertaking to fund the works themselves.

12. Meadow adjacent to Tatsfield Primary School

• DH indicated that SCC would like to develop this land (ideally bungalows). DH would like this to feature in Tatsfield's Neighbourhood Plan. It was suggested that this could be included in the call for sites. (Mike Pendleton to liaise with DH and SCC).

• DH also suggested that perhaps the land behind Bassetts would be an ideal location for affordable housing.

•

• MA added the following:

• White lines needed at the junction of Westmore Road and Crossways. MA to send an email to Angelo Lamprou and copy in the Clerk.

• MA asked who to contact in order to recommend someone from Tatsfield for an honour. The names are collected and collated at SCC and then passed to the Lord Lieutenant. DH suggested that one nomination a year could be made. DH confirmed that he would send the details to MA.

DH added the following:

The SSEIB / Fairtrade sign on Clarks Lane / Approach Road. The Clerk said that she would be following this up with Angelo Lamprou and Anita Guy.

(d) Westerham Town Council meeting - report

Mike Pendleton attended the meeting on 31st October and gave the following report:

- Meeting was attended by members of Limsfield PC, Brasted PC, OLRG (Oxted, Limsfield Residents' Group), Biggin Hill and Westerham Town Council, and Sevenoaks District Councillor (Kevin Maskell)- Meeting was excellently run by Helen Ogden (Westerham TC Vice Chair) and covered 3 areas of plans that are of mutual interest to all our parishes (Sevenoaks District Council Local Plan, Which Way Westerham, Covers Farm restoration, Moorhouse).

1. Moorhouse - they are expecting a further application soon Titsey Estate are 'hiding' behind Roxhill When the next application comes in - unclear what it will be for but believed DPD are looking for competitive advantage of a distribution site in the locality - a campaign to highlight Titsey estate should be considered. Roxhill as the main agents had apparently already invested significantly in the process and progress for these applications which suggested they were unlikely to go away.

Note in my previous meeting with TDC they highlighted that Moorhouse, in an AONB, would only be considered for economic intensification and not for residential development.

2. Covers Farm

Results of the Which Way Western poll were out yesterday afternoon 86% against.

Henry Warde has already retracted the commitment he made that if there was overwhelming public opinion against his proposals he would withdraw them. He has determined he will proceed with them.

Overall We agreed it would be a good idea to keep the group connected. They will establish an email network to engage us all.

We also discussed the need for some independent 'expert' advice to counter some of the claims from Squerryes - this will need funding.

The PC should consider

- its position on how we want to take this forward

- our position on a funding request if, as seems likely, it comes in. There also might be expertise in the parish we can call on to get help in the matter and if perhaps some local publicity (Parish Magazine) might assist matters.

- **(e) Christmas Lights - update**

Niall Kells oversaw the installation of the additional Christmas lighting. The big switch on is scheduled for 1st December at 4pm. The lights will be on from 4pm each afternoon until 1am up to 6th January. Niall Kells also reported that the lights and installation came in under budget by £1500.

Niall then mentioned that there were some surplus lights and 4/5 lengths of lights which had been purchased for the Christmas tree which could be used to 'link' the three lit trees together. It was agreed to see how the lights looked after the switch on and keep this as a consideration for next year.

- **(f) Christmas Carol Singalong request**

The Parish Council had received a request from Dave Bishop for permission to hold the 13th Christmas Carol singalong on the green in front of the Old Ship on Friday 15th December between 7 and 7.55pm. In addition to the request for a grant for this event, as detailed in item 7d.

1429/1117 It was resolved to grant this request.

- **(g) CRC - formal update**

SCC have now formally agreed that all the CRCs will stay open. In order for this to be financially viable, however, there will be some restrictions and reduced opening times. The Bond Road CRC in Warlingham will only be open on Thursday, Fridays and Saturdays from 4th December 2017.

- **(h) Tatsfield Annual Christmas Craft Fair**

The Clerk had received a request for advertising for the Annual Craft Fair to be displayed on Tatsfield Green, on the village triangle, at the end of Approach Road and at the end of Church Lane from Monday 20th November until Sunday 26th November. It was noted that the Parish Council can only give permission for advertising to be displayed on Parish Council land.

1430/1117 It was resolved to grant permission for Tatsfield Green and Westmore Green. The Clerk was requested to inform the Craft Fair organisers.

- **(i) Crossways Court hedge - update**

The Clerk had been notified that Nick Dance and his team had cut the hedge surrounding Crossways Court. It was reported that a good job had been done and the residents of Crossways Court were happy with the result.

- **(j) Denis Hayes Memorial**

A memorial tea was due to be held in the Millennium Hall on Saturday 18th November between 2 and 6pm. Ian Mitchell gave a short insight into Denis Hayes's contributions to the Parish Council and Tatsfield in general:

Denis Hayes contributed to public life in Tatsfield for many decades. He had two stints on the Parish Council in the 1980s and the 1990s when he was involved in the building of the AMB and, as Chair, presided over the extension and renewal of the Village Hall. Before that, he was Chair of the Residents' Association and he was at various points member/Chair/treasurer of many Tatsfield organisations (VHNC, Vern D'Anjou). Denis made a huge contribution to Tatsfield life and one of his notable achievements was the successful campaign for the 464 bus service.

- **(k) Scout Hut Path**

This item was deferred as the Clerk was waiting on further information from SCC.

- **(l) Infrastructure Development Plan**

The Parish Council had been contacted by Mark Bristow from TDC:

At this stage I am seeking to understand any current deficits that exist in your Parish but I am equally interested to hear of any aspirational items for infrastructure you may have for example playground equipment, community halls, footpaths etc. It would be helpful to know the following for each infrastructure item you identify: * what priority you would give to each item, for example a high priority would indicate an immediate need whereas a low priority might be for something that is desirable but not essential. * Where the infrastructure might be needed, for example a specific stretch of road or a park * Estimated Infrastructure costs – if you are aware of this. For example from previous investment you have undertaken you might want to indicate a cost range from the lowest quote to the highest quote for the work. If you are not aware of the costs then please leave this blank. * It would also be helpful to know if you have already secured some funding for any infrastructure proposals, for example any grants you have already secured. How much and from where? Broad headings you may wish to consider with an example are: Transport – a bus shelter or parking bays for example. Education – library provision, nursery etc. Health – GP surgery, clinic, dentist. Recreation, Sports & Community Facilities – community/village hall, playground equipment, petanque pitch, trim trail. Utilities/Broadband – improved broadband access, local small scale electricity generation, gas mains. Flood Defence – improved drainage, Green Infrastructure

1431/1117 It was resolved that members would feedback a list to the Clerk who would then forward it to Mark Bristow for consideration.

- **(m) Request to film advert in Tatsfield Village Centre**

Further to a request from Churchill Insurance seeking permission from the Parish Council to film an advert in the village centre, the Clerk had been informed that there had been a change of brief and they were now looking for a more urban setting. They thanked the Parish Council for their time in considering the request.

- **(n) Inaugural Remembrance Service**

The Chairman noted that the Remembrance Service had been a resounding success and many positive comments had been received.

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

- **a) County Councillor**

Cllr David Hodge had sent his apologies and there was no report from the County Councillor.

- **b) District Councillor**

Cllr. Allen provided the following updates:

- • Commented on the success of the Remembrance Service
- • Noted that the meeting with Nichola Stokoe and David Hodge had been very positive. The aim was to continue these meetings on a three-monthly basis.
- • Wellbeing Prescription – this will be rolled out to out-of-district doctors and will be available from TDC offices. Cllr Allen will circulate details once he has received them.
- • Similarly, the taxi voucher scheme which Tatsfield seemed to have missed out on up to this point.
- • Details of the new parking scheme in Ellice Road, Oxted. The Clerk noted she had put this information on the Parish website.
- • The planning committee had agreed to add two further levels to the car park to increase the number of available spaces. It would still be free parking for the first hour.
- • Policing update – since the last meeting, there has been an increase in the number of burglaries committed.
- • CRC update which the Parish council had already covered.
- • Surrey Countryside Partnership Board – Downlands project – have been asked to become more commercial and would be writing to all parish councils to offer the services of their experts and may make an appeal for funds.
- • The Grasshopper Inn application looks 95% likely to be granted planning permission.
- • Cllr Allen had received a complaint about a private firework party on The Square.

- **c) Tatsfield in Bloom**

Bob David reported that the team are now mainly sweeping up leaves and mud. They have begun planning for next year.

- **d) Airport: update**

The following report was given by Ian Mitchell:

The October Consultative Committee meeting was preceded by the Aviation Minister hearing 'the Case for Growth' on behalf of business airports and in particular of Biggin Hill. Then we had a tour of what is now the hangar, including the gallery from which you can see executive jets being serviced and re-furbished - a sort of jet set Tatsfield Garage. During a bus tour of the airfield we were shown the latest hangar. It's nearly ready but fully booked. The airport admin hoped to move into offices in that hangar but the demand for space is apparently so great that those offices have already been spoken for by outside outfits. Over the next decade or so there are plans to redevelop the terminal area, complete the hotel and the aerospace college as well as build more hangars and - ultimately - redevelop the West Camp along the main road. One other idea has emerged from the airport's future plans.

In addition to wanting better access to M25, their consultants support the idea of extending the Bakerloo Line to Hayes.

Closer to home.... I've now been given full details of every violation of the Biggin Hill/Tatsfield 'no fly area' for August and September. There were 21 incidents, some of them involving the same aircraft for a second occasion. The manager, Will Curtis, has also given me copies of the complaints sent to perpetrators and tells me he intends to start fining pilots in the New Year.

- e) Tatsfield Fairtrade Group

Helena Garcia-MacLeod asked whether the Parish Council had received a request for a Fairtrade sign on the old bus shelter. The Clerk noted that the request had come in after the agenda had been finalised but she had confirmed that it would be on the agenda for the supplementary meeting.

It was also noted that there would be a big Fairtrade event in March 2018.

- f) Horticultural Society

The following report was received from Martin Allen:

- • The AGM was very well attended – around 40 people turned up and it was a very enjoyable evening.
- • THS was currently putting the next year book together.
- • The Clerk confirmed that the Parish Council had received the grant request from the Composting Group and this would be considered at the next Finance Committee meeting to be held in early December.
- **g) Village Hall Management Committee**

No report was given.

- **h) Speedwatch**

Ian Mitchell reported:

Speedwatch sessions would take place during the winter months when weather and road conditions allowed.

10. Parish Council Land/Property

- **a) Village Hall**
- - Porches

The second quote for the replacement of the porches was still being chased. However, a full spec of plans, drawings etc had been obtained and further details would be available at the supplementary meeting.

- **b) Little Acorns project – update**

The Clerk confirmed that she was close to finalising a date for the surveyor to mark out the boundary. Once that was in place, she would liaise with the contractors and Little Acorns to get the works underway.

- **c) Pond**

Jim and Ruth Yeeles had cut a lot of the invasive species down to a lower level and had been in touch with the Downlands project for advice.

It was noted that there was lots of conflicting advice around what action to take.

1432/1117 The Clerk was requested to contact the pond expert she had had recommended to her by another Parish Clerk to see if they would be able to carry out a survey of what was required.

- **d) AMB**
- - Fire alarm and extinguisher service

The Clerk reported that the annual service had now been carried out and one of the extinguishers had been replaced as it was out-of-date. The Parish Council would be invoiced in due course.

11. Meetings to attend/ correspondence

- The Clerk had received a message of thanks from the parishioner who had raised the complaint regarding the overhanging trees and hedges at the bottom of Ricketts Hill Road.

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

- Complaints had been made by residents of Old Lane regarding the fly tipping in the drainage ditch, the anti-social behaviour of certain residents and the blocking of the road to other users. The Clerk agreed to speak to PCSO Rupert Kelley regarding the situation.

- Trees on Ricketts Hill Road either side of Tatsfield Green – the Clerk had asked Steve Hearn at TDC to look at this and had been advised that they would only consider taking action if the growth was overhanging the

white lines marking the edge of the road. It was pointed out that the lines, when repainted, appear to follow the growth of the trees and hedges.

13. Matters for reporting or Inclusion in a Future Agenda

- Tatsfield Lodge boundary dispute.

Final public participation:

- When would the poppies be removed from the village centre. At the weekend.

- CCTV – Cllr Allen advised contacting the clerk at Bletchingley PC for an idea of cost.

The meeting closed at 10.25pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 27th November 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mr Ian Mitchell Mr Mike Sarll Mrs Helena Garcia-MacLeod (arrived at 8.15pm)

In Attendance: Samantha Head (Clerk)

And 3 parishioners.

The meeting commenced at 8.06pm

1. Apologies

1433/1117 Mrs Althea Davies had sent her apologies. These were received and accepted by members.

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

Nichola Stokoe declared that she was a near neighbour of one of the properties under discussion in item 5 (TA/2017/2236). She agreed she would take no part in the discussion.

3. Approve and sign the MINUTES of the previous meeting held on 13th November 2017

1434/1117 It was resolved that the minutes of the meeting held on 13th November 2017 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.

- A parishioner wished to provide the members with additional information in regard to item 6g. It was agreed that this information could be given when the item was discussed later in the meeting.

- A member of the public asked if the Parish Council had any updates regarding The Bakery's application for a hardstanding patio area on the green outside the restaurant. The Chairman noted that the Planning Inspectorate had asked the owner to answer some further questions/comments raised by members of the public. He had done this and was now awaiting further news.

5. Planning

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

TA/2017/2236 Tanglewood, Westmore Road, Tatsfield TN16 2BJ

Demolition of existing chimney to side elevation. Erection of first floor rear extension.

The planning team reported to the members that they had reviewed the application and had no objection to the proposal.

1435/1117 Comment: No objection

TA/2017/2323 Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA

Use of land as residential garden land. (Certificate of Lawfulness for an Existing Use).

The planning team reported that on the face of this application, there appeared no reason to object. It was also noted that as the application was for a Certificate of Lawfulness for an Existing Use, then no objection could be made.

1436/1117 Comment: No objection.

1437/1117 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions. **6.**

Notified Items

a) Notice of Vacancy for Parish Councillor position

The Clerk confirmed that she informed the Returning Officer at TDC of the vacancy created by Mike Pendleton's resignation. The required Notice had been published on the Parish Council website and the put on the village noticeboards. If TDC has not received 10 requests by 12th December, then the Parish Council will need to co-opt a new councillor as soon as practicable.

b) Season Ticket holders – clarification of locations to display advertising

The Chair asked for clarification on where the Parish Council give permission to display advertising. It was confirmed that the advertising could be displayed on Westmore Green and Tatsfield Green. If too many signs are being displayed, then the Parish Council will withdraw permission.

c) Scout Hut Footpath

The Clerk has emailed Cllr Hodge and the team at SCC again to ask for more information regarding the laying of a bound footpath as SCC had indicated that, given the verge is their land, there would be two options: either to use their approved contractor or to apply for a licence so that the Parish Council could appoint their own contractor. The Clerk agreed to chase Cllr Hodge again.

d) New Parish Council laptop

The Clerk explained that Mr Computing had almost finished setting up the new laptop but would be returning later in the week to link the printer and scanner.

e) Remembrance Service letter from HRH Princess Anne and photographs

The Clerk had received a copy of the letter and some photographs taken at the Remembrance Service which she had been requested to read into the records. She had also passed these on to Ian Mitchell for the History Project archives.

The contents of the letter are as follows:

The Princess Royal has asked me to thank you for your kind letter dates 19th October, asking if I might send a letter of support to your village.

As the former Patron of the Animals in War Memorial Fund, Her Royal Highness was interested to read about the old horse and cattle tough in your village and the new War Memorial attached to it, which will be dedicated on 11th November. Unfortunately, as a matter of precedence The Princess is unable to send a Message of Support, as she only does so for organisations of which she is currently Patron or President. I am sorry to send you a disappointing reply, but Her Royal Highness sends you her best wishes for a moving and inspiring Service of Dedication on 11th November.

f) Legionella Testing

The Clerk confirmed that she had made enquiries with various firms to get a Legionella Risk Assessment carried out. So far, she had only received only one quote for £795. This seemed very expensive. After looking at the HSE website, it seemed that the Parish Council could nominate a 'competent person' to carry out the risk assessment and, if necessary, end samples off for testing. The clerk indicated that she did not feel she had enough knowledge to carry out the assessment.

It was noted that the Village Hall had an air conditioning system which is maintained every six months. The VHMC agreed to contact their maintenance contractor to see if he could carry out the Legionella Risk Assessment or if he knew of a company that could.

The Clerk would also contact SSALC and other local clerks to see if they could recommend any firms.

g) Fairtrade sign request

The following request had been received from the Fairtrade Group:

The Fairtrade Group are delighted to be able to present the attached design for a Fairtrade Village Sign to the Parish Council for consideration.

As the Parish Council are aware the Fairtrade Village Sign has had a very long history. As a Group we have taken a great deal of care to reach this design and have thought very hard about where to sight the sign and hope you will agree that our suggestion is a good one.

Our proposal is that the sign be printed onto an aluminium composite board and laminated with an anti-graffiti vinyl with a choice of fixing methods:

a) Screws in each corner with PVC caps, White or Blue Caps, easy to maintain the bus stop in the future

but the caps do spoil overall appearance a little.

b) Glue the sign in position, visually better with no fixings but harder to maintain/change etc.

We are fully funded to cover all the preparation, printing and installation costs involved.

Should the Parish Council wish to, we are obviously very happy to discuss the proposal.

Shown below is the preferred design and a mock up of how it would look on the side of the bus shelter:

Barbara Hester commented that the Fairtrade Group had been trying to get approval for a sign in the village. SCC had rejected the request citing too much street clutter. The Parish Council viewed the proposed sign and location.

Mike Sarll indicated that he felt the sign was too big and prominent on the side of the bus shelter.

Ian Mitchell agreed and said he thought something inside the bus shelter would be more appropriate.

Niall Kells said he thought the sign should be on the outside of the bus shelter so that people could see it.

He felt it could be smaller but approved of the location.

Helena Garcia-MacLeod felt it looked like an advert and this may be due to the colour scheme.

Barbara Hester said that it had been a long process to reach agreement on this design. The Fairtrade

Group were keen that the sign was something that was not imposing and took on board the Parish Council's comments but said that it needed to be visible and do the job of making the point that Tatsfield is a Fairtrade village.

It was suggested that the sign was cropped to display just the Fairtrade logo and this could be placed centrally in the panel on the side of the bus shelter.

Barbara Hester agreed to email the new design.

1438/1117 The Parish Council agreed in principle to the request for a Fairtrade sign, dependent on viewing the amended design.

h) Furze Corner – update

Cllr Martin Allen had provided an update:

TDC had waited for new Trustee information, but it had not come through. TDC is now chasing this.

The Licencing Officer at TDC is working on a resolution to the licencing/partying issues.

The members indicated that this was of most interest to them as there had been several issues last year which had led to complaints from parishioners. The Clerk was requested to ask Martin Allen to keep them updated.

i) Linda's – alternative options

Ian Mitchell said that since Linda's had closed, the village centre seemed 'dead'. As a result of people going to other locations, no one is using the village centre. The longer this continued, the worse the situation would get. Should the Parish Council explore options to fill the gap until the shop and Post Office reopens?

Nichola Stokoe confirmed that she had spoken to the buyers and they planned to complete in the next three weeks. They are currently working on an alternative to provide some interim services. This will be advertised on Tatsfield talk.

j) Clarks Lane lay-by fence

An official response has been sent stating that SCC would not give approval for a fence to be erected at the lay-by in order to deter further fly-tipping at this location. Cllr Allen was going to email Cllr Hodge for clarification as this did not tie in with what was said at the recent Consultative Committee meeting.

k) Old Lane – residents' concerns (under Part 2)

To be discussed under Part 2.

l) Interim Audit Report

The Clerk had circulated the report to all members prior to the meeting.

There were several recommendations, all of which were in progress or had already been actioned, except for the initials on the direct debit payments on October's Appendix B and a Disciplinary and Grievance policy.

7. Parish Council Land/Property

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

a) **Little Acorns Project** – update

The Clerk informed the members that she had hand delivered the letter to the owner of the Old Police House detailing the plans for the hedge being removed and the new fence being installed, and photographs taken of the boundary being marked out, as requested. It was hoped that the work would commence on 6th December.

b) **Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- House sign request

The Parish Council had received an amended request for a house sign for the Woodhouse and Tatsfield Lodge at the top of Tatsfield Green at the junction with Ricketts Hill Road. The members agreed that a sign could be put on the 'needle' of land at top of the road which leads down to the two houses but not on Tatsfield Green. The position needed to be marked on a plan which would then be sent to the home owners. The sign would only contain the house names. The Parish council would need to approve the size and design of the proposed sign. 1439/1117 The clerk was requested to email the Parish council's decision to the homeowner of the Woodhouse.

- New noticeboard

The new noticeboard is now in use and the old noticeboard on Ricketts Hill Road has been removed.

- Footpath across the Green – maintenance

Nick Knox had already provided a quote to re-lay the footpath. Two further quotes were needed. George Greenslade had agreed to provide one and Mike Sarll had asked Phil Friend to provide the third.

c) **Westmore Green**

- Pond

At the last meeting, it was agreed that 2 surveys would be carried out.

Downlands were coming to the village on Friday 1st December to assess the pond.

The Clerk had spoken to a pond expert who had indicated that he would need to view the pond in May next year so that he could accurately assess the plant and invertebrate life in the pond. This would give a picture of

what type of pond could be supported and he would then make recommendations for an engineer or hydrologist based on his findings.

TiB said that they were thinking of continuing the butterfly/ bee theme around the pond. Given the discussions

tonight, they would check with the Parish Council first.

- Cattle Trough

Lin Saines has notified TiB that from the end of 2017 she will no longer be able to maintain the planting and watering of the cattle trough. TiB have agreed to take over these tasks.

- Remembrance Service wreaths

It was decided that these would be removed on 1st December. It was agreed that the Clerk would email Revd

Vince Short first to see if he would like them to be moved to the churchyard.

8. Meetings to attend / Correspondence

- Tandridge Local Committee meeting – Friday 8th December at 10.15am at TDC Offices.

- Parkwood Golf Club – meeting to discuss Parkwood's future – 6th December 6pm at the Golf Club.

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

- Mike Pendleton's resignation as Neighbourhood Plan Chair.

It had been suggested that the Neighbourhood Plan is continued until the point where all Topic Papers are completed. The process could then be suspended until a new Chair has been found.

It was noted that the Neighbourhood Plan needed someone with experience of Parish Councils and District Councils to lead it.

The next meeting was scheduled for 23rd January 2018.

A magazine article asking for volunteers to come forward to be Chair and additional committee members had gone into the next edition. It was agreed to see what response that generated. It was also noted that once the minutes from the November Neighbourhood Plan meeting had been written up and circulated, they could be emailed round to the Steering Group which would hopefully enable members to consider potential ways forward.

10. Matters for Reporting or Inclusion in a Future Agenda

None

The meeting closed at 9.45 pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th December 2017 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Nichola Stokoe (in the chair)

Mr Niall Kells Mr Ian Mitchell Mr Mike Sarll (arrived 8.09pm)

Mrs Helena Garcia-MacLeod (arrived at 8.12pm)

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 3 parishioners.

The meeting commenced at 8.06pm

1. APOLOGIES

1440/1217 Mrs Althea Davies and Cllr David Hodge had sent their apologies. These were received and accepted by members.

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

1441/1217 Mr Niall Kells declared an interest in item 8b ref TA/2017/2461 and did not take part in the discussion or agreement on that comment.

3. Approve and sign the MINUTES of the previous meeting held on 27th November 2017

1442/1217 It was resolved that the minutes reflected a true and accurate record of the meeting held on 27th November 2017. They were duly signed by the Chair.

4. Receive and Accept the MINUTES of the Finance Committee Meeting held on 4th December 2017 and their recommendations / resolutions

1443/1217 The Minutes of the Finance Committee Meeting were received and accepted by the members.

5. Receive and Accept the MINUTES of the Neighbourhood Plan Steering Group Meeting held on 21st November 2017

1444/1217 It was resolved that this item would be deferred until the January main meeting.

6. Public Participation

The following comments/ questions were made:

i) i) Beaver Water World – Rumours of the site being turned into an industrial estate. Niall Kells said that the indications were that it would remain the same but for some redevelopment of the current site. Current businesses would remain.

ii) ii) When were minutes displayed on the Parish Council website – Once they had been approved by the Parish Council.

iii) iii) Boundary dispute – Tatsfield Green. It was noted that this was being reported on agendas and minutes as an item under Part 2. This is due to the nature this situation. Once the sensitivity surrounding the situation has been dealt with, it will appear on the agenda and in meetings in the usual way.

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

i) The Clerk reported that the additional laptop was now up and running.

ii) Community table tennis table – Jon Allbutt would be looking into the feasibility of this and possible part funding by the community.

. PLANNING:

(a) Planning Team for December: Niall Kells and Nichola Stokoe

1445/1217 It was resolved that the planning team for December would be Niall Kells and Nichola Stokoe.

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

TA/2017/2355 Vale House, Maesmaur Road, Tatsfield TN16 2LD

Erection of detached garage. (Certificate of Lawfulness for a Proposed Use or Development)

As this is a Certificate of Lawfulness for a Proposed Use or Development, there was no comment.

1446/1217 Comment: No comment

TA/2017/2461 23 Lusted Hall Lane, Tatsfield TN16 2AE

Erection of hip to gable roof extension to north west elevation and dormer to south west elevation in association with

conversion of loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

It was noted that this was a standard loft conversion and there was no intrusion onto the neighbouring property.

It was therefore agreed that there would be no comment. However, it was noted that it appears that the driveway to this

property has been paved over with a non-permeable material and is more than 5m² and, it is the Parish Council's

understanding, that this required planning permission.

1447/1217 Comment: No comment. However, additional comment regarding the driveway (as above) would be sent.

(c) Neighbourhood Plan – update

This item would be deferred until the January main meeting.

9. Finance:

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

1448/1217 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for December.

(b) Discuss and agree items requiring expenditure:

- Clearing of blocked drains outside Village Hall - £100.00
- TVA membership renewal - £15.00
- New Bollard Lights for Car Park – tbc
- Replacement lamp for standard street light in Car Park - tbc

1449/1217 It was resolved to approve the clearing of the blocked drains and TVA membership renewal. Niall Kells indicated that the issue with the bollard lights may be related to the fuse and said he would investigate further. This item was therefore deferred until January. It was resolved to ask London Electric Lighting to quote for the changing the lamp in the standard street light.

(c) Finance Team for December: Niall Kells and Nichola Stokoe

1450/1217 It was resolved that the Finance Team for December would be Niall Kells and Nichola Stokoe.

(d) Approve Budget for 2018-19 as recommended by the Finance Committee (as per item 4)

1451/1217 It was resolved to agree the budget that was presented for approval to the Parish Council by the Finance Committee and to accept that any shortfall would be absorbed by the Parish Council's reserves.

(e) Agree Precept amount for 2018-19 of £42,000

1452/1217 It was resolved that the precept for 2018-19 should be £42,000.

(f) Grants 2018-19 (as per item 4)

- Grant request from Tatsfield in Bloom - £2,000.00
- Grant request from Tatsfield Fairtrade Group - £500.00
- Grant request from Tatsfield Community Composting Group - £750.00
- Grant request from Tatsfield Parish Magazine - £1,000.00

1453/1217 It was noted that the above grant requests had been agreed at the 4th December Finance meeting. These amounts were approved by full council.

(g) Approve Paul Hartley as Internal Auditor for 2018-19

1454/1217 It was resolved to appoint Paul Hartley as Internal Auditor for 2018-19

(h) Approve addition of Althea Davies to Finance Committee

1455/1217 The addition of Althea Davies to the Finance Committee was approved.

10. Notified Items

(a) Scout Hut Path

The Clerk had received an email from SCC detailing how the verge on Tatsfield Approach Road towards the Scout Hut could be reinforced. The proposal to have a fully bound and adopted pavement has been investigated and was not feasible due to several issues including drainage, levels and high cost. It would, therefore, be prudent to go back to the original concept of a reinforced verge. SCC estimate this would cost in the region of £20,000.

The Clerk suggested liaising with George Greenslade (iPave) to compare the spec and costs.

It was also suggested that the Parish Council may wish to apply to TDC for a share of their CIL monies towards the cost.

(b) Horses on Tatsfield Green

The Clerk had received a complaint from a parishioner regarding the use of the footpath across the green by riders. This is causing damage to the path's surface. There is a 'no horses' sign at the north end of the path but one is also needed at the south end.

1456/1217 It was resolved to install a 'no horses' sign on the south end of the path. This would be added to the 'list' for January.

(c) Request for a memorial bench on Westmore Green

The Parish Council had received a request for permission to place a memorial bench on Westmore Green. The proposed location was on the corner of Westmore Green, just outside Linda's.

There were concerns that not only was this location already quite cluttered but that in granting this permission, it may set a precedent for a large number of benches on Westmore Green.

The members agreed that a policy for this situation would be appropriate. The Parish Council agreed that they would not allow memorial benches on Westmore Green. However, there is a dedicated memorial bench in the churchyard.

1457/1217 The Clerk was requested to email the reasons for declining this request and provide contact details for Rev Vince Short.

(d) Tatsfield gates /signs – SSEIB award winners

Niall Kells and the Clerk had met with Anita Guy and Angelo Lamprou from SCC to discuss this. In short, the Parish Council had been given tacit permission to erect 2x gate style signs (one on either side of the road the first of which would be located on Approach Road where the current Tatsfield sign is and the second parallel with it on the other side of the road.

The Clerk had circulated to members a link for the supplier SCC use for gates and signs.

The members agreed on a gate similar to the 'Shorbury' style on the supplier's website, in white. The wording on the Tatsfield sign side would say the same. On the other side, the proposed wording would be: Tatsfield

A South and South East in Bloom

Award Winning Village

1458/1217 The Clerk was requested to contact Anita Guy for approval and the supplier for an exact costing.

(e) Affordable Housing Project

1459/1217 It was agreed that the Affordable Housing Project should move forward and the Clerk was requested to contact Louise Williams to arrange a meeting.

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

a) County Councillor

Cllr David Hodge had sent his apologies and there was no report from the County Councillor.

It was noted, however, that Cllr Hodge was looking into all options for the Clarks Lane lay-by fencing and he had provided £1,000 for TiB and contributed to the Composting Scheme.

b) District Councillor

Cllr. Allen provided the following updates:

- Neighbourhood Plan – Sarah Thompson at TDC seemed very happy with everything Tatsfield NP Steering Group has presented so far and the timetable seems realistic.
- The Grasshopper – there seems to be a willingness to approve the application.
- Customer First – 70 people need to reapply for their jobs.
- Tandridge Together Lottery – a new lottery with a top prize of £25,000. Tickets cost £1 and proceeds go to good causes in the district. Rolls out in February, with first draw in March.
- TDC new Economic Review to drive businesses and jobs throughout the district.
- Constitution review scheduled for Friday 15th December (am).
- Well being Prescription is now into Doctor surgeries outside the district but used by Tatsfield residents.
- Taxi Voucher scheme is turning into community transport.
- Next meeting with Insp Dan Gutierrez scheduled for January 2018.
- Fly tipping in Clarks Lane continues – speaking to David Hodge about preventative measures.
- White Lane now has a width restriction sign but it's on the wrong side.
- Surrey County Partnership (which Downlands is part of) – TDC would not give any further funding as it was not considered professional enough.
- Westmore Road / Crossways junction – a request has been made to look into the condition of the pavement on the corner.
- 61 Paynesfield Road – it was no longer viable to spend money on this. The owner has a list of demands.
- PFA – update: one trustee has left and a second trustee is needed. The new lease has not yet been signed. Hardly any income. There has been trading outside the licence and many complaints have been received by TDC. Currently trying to establish the value of the land.

- Ellice Road car park is now half empty and more cars are being parked on the road.

- **c) Tatsfield in Bloom**

Bob David reported that the next meeting is scheduled for 18th December to discuss plans for next year.

- d) Tatsfield Fairtrade Group

The changes were made to the sign proposal and these were accepted by the members. Fairtrade month would be March 2018 and an event was being planned for 3rd March.

- e) Horticultural Society

The following report was received from Martin Allen:

- The Year Book was being put together.
- **f) Village Hall Management Committee**

No update other than porches (see item 12a).

12. Parish Council Land/Property

- **a) Village Hall**
- - Porches

Jonnie Panther has a spec and quote for a new porch for £5,000. The glass door would be another £3,000 - £4,000. The VHMC did not want the side porch renovated or replaced. The porch at the front of the building needed repainting (in the summer). It was agreed that another two quotes would be needed.

- **b) Little Acorns project – update**

The Clerk confirmed that work had started and the hedge had been removed and the kerb installed. There would be a slight delay of two or so days due to the recent bad weather but it was still expected that the project would be completed before Little acorns returned in the new year. The Clerk reported that all parties seemed happy with the work so far.

- **c) Pond**

The Clerk was still looking into arranging for another pond expert for a further opinion on what was needed. Mike Sarll would also try to rearrange for Downlands to visit the site.

- **d) AMB**
- - VOA reassessment of Treatment Rooms – update

The Clerk had contacted the VOA to begin the process of changing the status of the treatment rooms to office use. She had registered for a Government Gateway Account and 'claimed' the Treatment Rooms. This had enabled her to apply for a reassessment, which she had done online. The Clerk had been advised there was a wait of up to twelve weeks for this to be completed after which the Clerk would be in a position to enquire about the potential internal room changes.

- **e) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

Mike Sarll would be speaking to George Greenslade (iPave) and Phil Friend regarding two further quotes for the footpath.

13. Meetings to attend/ correspondence

- The Chairman and Clerk had been taken out for lunch by the War Memorial Committee the previous week.

- The Clerk noted that she had received an email to say that gritting would be carried out on Priority 1 roads at 10pm that evening. - Park Wood Golf Club – A parishioner had requested that a special meeting be held by the Parish Council to discuss the application to build a hotel. It was noted that KJ Rhee had already advertised and held an information evening for this. The Clerk suggested that the Parish Council hold a session before the January main meeting (8th January) for the public to attend and share their views on the application prior to the Parish Council making their decision. It was agreed this was a good way forward and the time was set for 7.30pm.

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

- TA/2017/2419 Franklin, Ricketts Hill road, Tatsfield tN16 2NB

Installation of two windows to north elevation. (Certificate of Lawfulness for a Proposed Use or Development)

Last date for comment: 26th December 2017.

It was resolved that the Parish Council's comment would be 'no comment'. In light of the last date for comment deadline, the Clerk was requested to submit the Parish Council's comment and this would be ratified at the January main meeting.

15. Matters for reporting or Inclusion in a Future Agenda

- Andrew Bond has received permission from the Planning Inspectorate to put hardstanding on the Bakery triangle, subject to the erection of a notice stating that anyone is entitled to use the seating area.
- Street Lighting – possibility of an additional street light on Lusted Hall Lane. Could David Hodge be approached to ask for funding?
- Westmore Green – path needs raising near Lusted Hall Lane end. Request needs to be submitted to TDC. Also by the pond.

Final public participation:

- The additional Christmas lights looked great. Feedback had been very positive.
- Affordable Housing Project – it was queried whether another survey was needed or if the information already gleaned from the last survey was enough to justify the project.

The meeting closed at 9.59pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th January 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 Niall Kells Mrs Althea Davies Mrs Helena Garcia-MacLeod

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 6 parishioners.

The meeting commenced at 8.17pm

1. APOLOGIES

1460/0118 Mr Ian Mitchell, Mr Mike Sarll and Cllr David Hodge 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 December 2017

1461/0118 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11th December 2017. They were duly signed by the Chair.

4. Receive and Accept the MINUTES of the Neighbourhood Plan Steering Group Meeting held on 21st November 2017

1462/0118 The Minutes of the Neighbourhood Plan Steering Group meeting held on 21st November 2017 were received and accepted by the members.

5. Public Participation

The following comments/ questions were made:

- i i) Old Lane ditch – this has been filled with building rubble at two points. A parishioner asked whether this had been reported to the Parish Council.
- ii ii) Boundary dispute – Tatsfield Green. A parishioner noted that the fence that had been erected on Parish Council land.
- iii iii) A parishioner expressed a wish to cut and collect bracken from the common land (Tatsfield Green). The Chair advised to send a request in to the Clerk and it could be addressed on a future agenda.
- iv iv) How well did the snow angels work during the recent inclement weather?
- v v) Who made the decision to put the Silent Soldier on the memorial green?
- vi vi) Many compliments have been made about the Christmas lights. In fact, someone enquired if they could be left on all year round.

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

- i i) The Clerk reported that she had authorised Dave Mitchell to clear the guttering at the AMB as some of the down pipes were blocked. He will also continue to clear the gutters on a twice-yearly basis. This would cost £60 each time.
- ii ii) The Clerk had received notification from SSALC that all buildings that are leased out/ with tenants will need an energy performance certificate from April 2018. The Clerk would investigate this further.
- iii iii) AMB radiators - Dave Mitchell had again (3rd time) cleared air locks from the system. He had then pressurised it. He will check the pressure next week. He has warned that if the pressure drops again, it may indicate that there is a leak in one of the pipes.
- iv iv) The Clerk and Niall Kells had both noted how muddy the area around the new noticeboard on Tatsfield Green was. As a result, the Clerk had asked Dave Mitchell to provide a quote to install a couple of paving slabs in front of the noticeboard. She would forward this when received.
- i v) The Clerk had engaged Terry Waite to clean the windows at the AMB on a three-monthly basis. The cost would be £35 a time and the first clean would be 22nd January.
- ii vi) The Clerk had received an update on the Green Gables enforcement query. Planning Officers from TDC had visited the property and concluded that the conversion of the garage to bed and breakfast accommodation was classed as a change of use. The owners were ordered to cease trading and informed they would need to apply for change of use through official channels.

7. PLANNING:

(a) Planning Team for January: Mike Sarll and Althea Davies

1463/0118 It was resolved that the planning team for January would be Mike Sarll and Althea Davies.

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

TA/2017/2419 Franklin, Ricketts Hill Road, Tatsfield TN16 2NB

Installation of two windows to north elevation. (Certificate of Lawfulness for a Proposed Use or Development)

This is a retrospective ratification of the Parish Council's decision on their comment. Due to the timing of the application being received and the deadline for comment (26th December 2017), this was discussed and agreed at the 11th December 2017 meeting. The decision was no comment.

1464/0118 Comment: No comment

TA/2017/2413 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG

Erection of hotel.

Following the large number of parishioners' comments received at the informal drop-in which took place immediately

prior to this meeting, the members felt that needed further time to allow them to make their decision for comment on this application.

Althea Davies had taken notes during the informal drop-in and would circulate these to members.

The Clerk would email members the comments received in print and via email.

1465/0118 This was deferred until the January supplementary meeting to held on 22nd January 2018.

(c) Neighbourhood Plan – update

Cllr Martin Allen indicated that he may be prepared to step into the role of Chair. He would like the planned meeting to go ahead and would check his availability for 23rd January – this may have to be changed. It was agreed that the Clerk would contact mycommunity to put the grant process on hold until after the above meeting. She was also asked to request copies of communications between mycommunity and Mike Pendleton.

8. Finance:

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

The Clerk noted an additional £200.00 expenditure on the invoice received from B R Stacey Fencing. This was due to the additional work and materials to provide a 'dog-leg' around an existing feature and the provision of temporary Heras fencing to ensure that the boundary between the Village Hall and the Old Police House was not left 'open'.

1466/0118 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:

- Damaged car park sign - £438.00
- New Bollard Lights for Car Park – tbc
- Replacement lamp for standard street light in Car Park - tbc

1467/0118 It was resolved to approve the repair of the damaged car park sign. Niall Kells indicated that the issue with the bollard lights may be related to the fuse and said he would investigate further. This item was therefore deferred until the next meeting. Niall Kells noted that there were now 3 lamps out in the street lights in the school car park. He proposed asking the school to share the cost of replacing all the lamps with the Parish Council.

(c) Finance Team for January: Mike Sarll and Althea Davies

1468/0118 It was resolved that the Finance Team for January would be Mike Sarll and Althea Davies.

(d) Payroll Services

The outsourcing of payroll was recommended by the auditor at the interim audit. The Clerk noted that most Clerks use this or a similar service. It was agreed that the cost was reasonable at £81 a year. 1469/0118 It was resolved to accept this proposal and to commence with the contract at the beginning of the new financial year.

(e) Review of Clerk's contracted hours

The Clerk had provided members with a breakdown of the average hours worked between September and November 2017. This worked out to be an average of 26 hours a week. The Chair noted that she had hoped that

things would settle down and the workload would reduce somewhat.

1470/0118 It was resolved to increase the Clerk's contractual hours to 22 a week. This would be reviewed in 3 months' time which would be at the end of the financial year. It was also agreed that if the hours appeared they would exceed 26 in any week, the Clerk would liaise with members to see if any of the additional workload could be taken on by one or more of them.

9. Highways and Rights of Way

- i) Give Way sign at Approach Road / Clarks Lane junction

After the snow on 11th December, the Clerk noticed this sign had been damaged, likely hit by a vehicle in the bad weather conditions. It was reported to Surrey Highways by the Clerk and Cllr Martin Allen. It has been inspected and a new sign and post has been ordered. It will be fitted before the end of this financial year.

Cllr Allen also asked that the Clerk record that he had contacted Surrey Highways to request the white lines on Westmore Road (at junction with Crossways) be refreshed. Cllr Allen had been informed that this would be completed before the end of this financial year.

10. Notified Items

(a) Additional gritting service for Tatsfield

The Parish Council is looking into whether they can get Paynesfield Road / Crossways / Westmore Road upgraded from a Priority 2 route to a Priority 1 route for gritting.

The Parish Council is also considering whether additional gritting services could be funded.

(b) Parish Councillor vacancy - update

The deadline for requesting an election for a new Parish Councillor passed on 12th December. A minimum of 10 signatures was needed – only 4 were received before the deadline. The Returning Officer at TDC gave the go ahead to co-opt. Details for potential applicants was posted on the website. This item will appear on all forthcoming agendas (as per the advice from SSALC).

(c) CCTV – request for residents with own CCTV to join database

The Parish Council had recently asked parishioners with CCTV installed at their property if they would consent to be added to a database which could then be handed to the police in the event of a crime being reported. So far, several parishioners had been in contact to add their details to the database.

(d) Dog fouling – possibility of additional street cleaning and funding

The Parish Council had received multiple complaints about the increase in dog fouling on the route along Paynesfield Road, to Crossways and back along Westmore Green. They had also been monitoring the posts on Tatsfield Talk.

The Clerk had contacted TDC Environmental Health Services last spring. The advice received was that the name and addresses of the perpetrators was needed in order to prosecute. The street cleaning crew visited every 8 weeks and the Clerk was given a phone number to call if additional cleaning was needed.

However, this was not practical in this case as the fouling was occurring on a daily basis.

Several suggestions were made: the pay for additional cleaning services, name and shame the perpetrator(s), use wash away paint stencils to mark 'reminders' on the pavements in question (as in Westerham).

The Chairman asked Cllr Allen if he would look into what could be done.

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

a) County Councillor

Cllr David Hodge had sent his apologies and there was no report from the County Councillor.

b) District Councillor

Cllr. Allen provided the following updates:

- Wellbeing Prescription and Community Transport – TDC has acknowledged that Tatsfield is in the district! Cllr Allen has submitted an article on this scheme to be published in the next edition of the Parish Magazine. Community Transport will be mean all transport schemes are being merged.
- The Grasshopper – the application has been approved.
- Tandridge Together Lottery – Cllr Allen has circulated details to 7 village societies.
- Recycling – Tandridge has been praised for the high level of recycling (27th on the top recyclers list).
- Constitution review scheduled for Friday 15th December (am).
- Martin Fisher has stated that the Conservatives will protect Green Belt policy apart from the 1% already agreed to be released for development.
- TDC is rewriting the constitution in order to improve the way the council works. The new initiative called Customer First will mean residents will only need to liaise with one person when contacting the council.
- Next meeting with Insp Dan Gutierrez scheduled for January 2018. The Parish Council Chair to also attend.

- Next meeting with Cllr David Hodge is scheduled for mid-January. The Parish Council Chair to also attend.
- Cllr Allen will organise a meeting with PCSO Rupert Kelley.
- Cllr Allen asked whether the Parish Council wished him to invite the MP or PCC to a general village meeting.

- **c) Tatsfield in Bloom**

Bob David reported that they are currently planning this summer's planting.

- d) Tatsfield Fairtrade Group

The next meeting is scheduled for later in the week. Fairtrade month would be March 2018 and a free wine tasting event, to be held in the Village Hall, was being planned for 3rd March.

- e) Horticultural Society

The following report was received from Martin Allen:

- The Year Book was being printed.
- February gardening club quiz on 13th February.
-

- **f) Village Hall Management Committee**

No update other than porches (see item 12a).

- **g) Airport**

Cllr Allen reported that the flight monitoring system was working well and picking up pilots who were flouting the rules.

- **h) Speedwatch**

No update.

12. Parish Council Land/Property

- **a) Village Hall**
- - Porches

Jonnie Panther is still chasing estimates for a new porch. Hopefully this will be in before the next meeting.

- **b) Little Acorns project – update**

The Clerk confirmed that work had now been completed. There were a few snagging issues on the Old Police House side of the fence which the Clerk was looking into. The Clerk had also organised for the remaining hedge to be trimmed on 26th January.

- **c) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

Mike Sarll needed to speak to George Greenslade (iPave) and Phil Friend regarding two further quotes for the footpath.

A tree had come down in the recent high winds across the footpath. The Clerk would report to TDC.

- House sign request – Following the agreement reached to place the house name sign, the Parish Council had been sent details of the sign for approval.

The members were concerned by the size of the sign and felt that 60cm x 30cm would be more appropriate. The also asked for details of the height of the posts the sign would be mounted on.

The members also queried the order of the 2 house names as they appeared to be the wrong way around. 1471/0118 The Clerk was requested to inform the homeowners of the council's decision.

13. Meetings to attend/ correspondence

- Thanks from Tatsfield Fairtrade Group for the approval of the grant for 2018-19 and for the permission to erect the Fairtrade sign on the old bus shelter

- Thanks received from Tatsfield Parish Magazine for the approval of the grant for 2018-19

- Thanks received from Tatsfield Community Composting Scheme for the approval of the grant for 2018-19

- Thank you received from Dave Bishop on behalf of the Remembrance Service team

- Letter from Mrs Rudd re Tatsfield Lodge, Tatsfield Green – Boundary Dispute (to be dealt with under Part 2)
- Althea Davies to attend a meeting at Oxted CAB on 22nd January
- Meeting between Cllr Allen, Cllr Stokoe and Cllr David Hodge on 19th January
- Meeting between Cllr Allen, Cllr Stokoe and Insp Dan Gutierrez on 26th January
- Meeting with Louise Williams on 19th January
- Thanks from LA for all the hard work done to deliver the new fence project

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:

- Tatsfield Green footpath – tree down.
- A parishioner wished to reiterate that if the Parish Council backs down in the matter of the Boundary Dispute with Tatsfield Lodge, it will set a precedent.

The meeting closed at 9.29pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 22nd January 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 Mr Mike Sarll Mrs Helena Garcia-MacLeod (arrived at 8.10pm)

Mrs Althea Davies (arrived at 9.08pm)

In Attendance: Samantha Head (Clerk)

And 3 parishioners.

The meeting commenced at 8.06pm

1. Apologies

1473/0118 Mr Niall Kells had sent his apologies. These were received and accepted by members.

1474/0118 Mrs Althea Davies had advised that she would be late arriving at the meeting as she was attending the CAB Oxted Management Meeting.

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

None

3. Approve and sign the MINUTES of the previous meeting held on 8th January 2018

1475/0118 It was resolved that the minutes of the meeting held on 8th January 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.

- A parishioner asked when the slate on the top of the War Memorial was due to be sealed. The chair noted that Dave Bishop was in the process of completing a time capsule. Once that was ready, it would be placed in the pillar of the War Memorial and the top would be sealed.

5. Planning

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

TA/2017/2413 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG

Erection of hotel.

The following comments were made:

Mike Sarll: No comment on the hotel other than would like to see the finish in line with the existing building.

Ian Mitchell: If the Parish Council is not going to repeat their comment submitted for the previous application in 2016, would be no objection in principle so long as the hotel was used principally as a sport associated venue and not as a 'stand-alone' hotel. Would support additional facilities to generate business, employment and tourism-related activity. Still has reservations about the design, despite the changes introduced in this revised application. Note: it would be visible from public footpath 23.

Mike Sarll: Has KJ Rhee asked for extra facilities?

Nichola Stokoe: Yes, but he was advised to scale down the application. Given the comments made on Tatsfield Talk and at the informal drop-in session (held 8th January), people in the area do want additional facilities and it may be foolish to miss this opportunity, particularly, when the Parish Council may be able to have some input into what facilities they could be.

Nichola Stokoe: no objection to current application, in fact, would like additional facilities.

Helena Garcia-MacLeod: Felt it was still disjointed from the Clubhouse. Felt the hotel should be connected to the Clubhouse. Personal feeling that a Country Club would not happen due to the expense of such an undertaking. No major objection. 1476/0118 Comment: Tatsfield Parish Council has no objection to the principle of a hotel on this site, as long as the local planning authority is satisfied that it can impose a condition that it will be used principally in association with the sporting facilities and not as a destination in its own right.

Tatsfield Parish Council are on record as saying that if the golf club became a hotel/fitness centre, it would generate business, employment and tourism-related activity in Tatsfield. In the absence of such facilities in the area, the Parish Council would therefore support the establishment of a country club at this site as a potential generator of local employment opportunities.

Whilst the Parish Council welcomes the design changes introduced in this revised application, we still have significant reservations and would like to see the hotel attached to the Clubhouse, with the exterior blending with the existing building.

The Parish Council does not believe that the design is appropriate for the site which, although it has no neighbours, is visible from public footpath No 23.

TA/2017/2496 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG

Variation on condition 2 of planning application TA/2016/1758 dated 17 February 2017 to allow for the formation of a pitched roof over the golfers' lounge.

This was considered an improvement on the original flat roof design.

1477/0118 Comment: No objection.

TA/2018/29 Woodlands, Maesmaur Road, Tatsfield TN16 2LD

Erection of rear dormer in association with conversion of loft space to habitable accommodation.

Installation of five roof lights to front roof slope. (Certificate of Lawfulness for a Proposed Use or Development)

It was noted that this property has not been adapted before and this was a Certificate of Lawfulness for a Proposed Use or Development, so there was very little scope for comment.

1478/0118 Comment: No comment.

1479/0118 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

6. Notified Items

a) Parish Councillor Vacancy

The Chair noted that there were currently two interested applicants. She suggested that the Clerk could contact both applicants to ask them to submit their formal interest and schedule a vote for the February supplementary meeting.

1480/0118 It was resolved to schedule the vote to co-opt a new Councillor for the February supplementary meeting.

b) Request from Dave Bishop to fly a drone over Westmore Green

Dave Bishop has requested the Parish Council's permission to have a drone up over Westmore Green near the play area on Saturday 10th February at midday for half an hour. He is hoping to invite all Tatsfield residents to come up so that a photograph can be taken. He would like to have one of his speak systems in place (2 speakers) to marshal people into position and he has asked Fairtrade to provide refreshments.

1481/0118 It was resolved to grant permission for Dave Bishop's request.

c) Legionella Risk Assessment

The Clerk has three quotes for this. She indicated her preference for the one from Valens Water Limited (the mid-price quote) with the option for training for three people. This will enable the Parish Council and the Village Hall Management Committee to be responsible for monitoring throughout the year, thus making savings going forward.

1482/0118 It was resolved to accept the quote from Valens Water Limited. The Clerk and Niall Kells would undertake training, in addition to one volunteer from the VHMC. The Clerk was requested to ask Carol Jordan to ask for a volunteer at the forthcoming VHMC meeting.

d) Ricketts Hill Road hedges

The Clerk had met with three contractors to obtain quotes for this. There were large variances in the quotes. The Clerk explained that the cheapest quote (for £490) was due to the fact that the contractor would use a flailing machine to do the cut. This would leave a very 'messy' cut edge and the cuttings would not be collected. The second quote (for £1125 + VAT) would be done with hand held machinery and the cuttings would be put through a chipper. The third quote (£2,000) was more expensive as the contractor would be working alone and did not have access to a chipper so would have to remove and dispose of the cuttings by hand.

The Clerk had also enquired into having the ivy severed on 10/12 of the large tress within 10ft of the road. She had been advised to leave this task until late summer as the dying foliage would have an impact on nesting birds if it was carried out at this time of the year.

The Clerk had also had a quote of £250pa to clear a 2m strip yearly from January/ February 2019 onwards.

1483/0118 It was resolved to accept the quote from Acacia Tree Surgery (£1125 + VAT).

1484/0118 It was resolved to leave the severing of the ivy until late summer 2018. The Clerk would liaise with Lloyd Gulley to arrange this.

1485/0118 It was resolved to accept the quote for the maintenance of the 2m strip from 2019 onwards for £250. The Clerk was requested to liaise with Lloyd Gulley to arrange this.

e) Old Lane – ditch

The Clerk met with Nick Dance last week. He confirmed that the part of the ditch down as far as the tree line was clear and needed no work. The Clerk walked the entire length of Old Lane and Nick Dance confirmed that not only did the vegetation need clearing, but where organic matter and, in some cases, some building rubble had been dumped in the ditch, it needed to be dug out to ensure the water could flow

freely again. The Clerk had received a quote for £1480 for the above work. It was noted that the most badly affected section of ditch was directly behind The Woodhouse.

1486/0118 It was resolved that the Clerk would write to the owners of The Woodhouse explaining the situation and enclosing a copy of the quote and ask for them to pay for the ditch to be cleared.

f) Memorial bench – revised request

After the decision made by members at the last meeting, the Clerk emailed the Parish Council's comments and received a further request for the Council to reconsider. The revised request offered to change the requested location to elsewhere on Westmore Green. It was noted that the suggestion of a memorial bench at St. Mary's Church was too difficult for family members to access.

The members discussed this and other possibilities, but ultimately agreed that they must stand by their original decision.

1487/0118 The Clerk was requested to email the Parish council's decision declining the request.

g) Russetts – Old Lane

The Clerk had reported this property to Tandridge District Council Planning Enforcement last year. Two planning enforcement officers had visited the site last December and reached the following conclusion: *We carried out a visit to the property where the existing garage has been partially rebuilt and extended. The works to the garage require planning permission as the building is sited forward of the principle elevation of the dwelling house.*

The owners of Russetts have now been advised of the findings and TDC planning would normally expect an application to be submitted with 28 days from the date of notification.

h) Consultative Committee Meeting report

This item was deferred until the February main meeting.

i) TiB – signage on back of Village Hall

The Clerk received an email from TiB to say that the painted plywood letters of the back of the Village Hall have deteriorated over the years and TiB feel they need to take them down to decide whether they can be refurbished or need to be replaced. TiB intend to do this in the near future and ensure no damage will be done to the Village Hall in the process.

Bob David, who was present, confirmed that this was a project for next year. Helena Garcia-MacLeod questioned what condition the wall may be in behind the lettering.

The Chair suggested that, while the Parish Council encouraged a refurbishment of the lettering, they request that it is left in situ until the project is underway next year.

1488/0118 The Clerk was requested to write to the TiB secretary with the Parish Council's suggestion.

j) New noticeboard on Ricketts Hill road – paving at base of noticeboard

Niall Kells and the Clerk had noted at the last meeting that the ground condition at the base of the noticeboard was extremely muddy. The Clerk had asked Dave Mitchell to provide a quote to lay some paving slabs. He had provided two options:

Option 1 – to lay slabs to side and front of noticeboard. Remove topsoil and lay sharp sand bed and lay slabs on top. Nb: this would not be permanent and may move over time. Cost: materials - £60, labour - £100. Total: £160

Option 2 – to remove top soil to clay level and lay concrete to support top slabs. Slabs to be laid down on a cement bed and pointed. Nb: this would be a more permanent fixing. Cost: materials - £100, labour - £250. Total: £350

1489/0118 It was resolved that the Parish Council would accept option 2 and the Clerk was requested to contact Dave Mitchell to arrange this.

k) Tree Survey The Clerk has already sourced a quote for the tree survey. Niall Kells and the Clerk were scheduled to meet with another company at the end of the week and the Clerk was compiling a set of plans to send to a third company. The Clerk anticipated that she would have all three quotes in time for the February main meeting.

l) CCTV

The Clerk and Niall Kells have now met with three firms. One quote has been received and Niall Kells is chasing up a second. The idea is to then give the same brief to the 3rd company so that we have three comparable quotes. The hope is that these will be in for the February main meeting.

m) Update of Parish Council working procedures

The Chair noted that it may be a good idea to focus on the following:

- Clerk and Councillors to include all members on emails and forward all and any emails received. This will mean that everyone is up to speed and hopefully some discussion/ thoughts can be shared between meetings.
 - Following meetings, Clerk to turn minutes around as soon as possible, and for Councillors to read and digest, with an action list summary so everyone knows exactly what needs to be achieved.
 - The need to put in place realistic timeframes on projects and if they are not being achieved, then ask for help from colleagues. Also, not to have debates on smaller issues for the sake of it.
 - The need to be more prepared for meetings – read agendas, minutes, background documents etc. Ideally, put written reports in for agenda items then meetings should be quicker.
 - The need to comment on emails if a question is being asked or a request is made. At the moment, one only or two replies are received and then things stall.
 - In general, a timely response to emails.
- n) SCC Housing Related Support**

This item was for information only.

Cllr Martin Allen had forwarded a letter from SCC. SCC Cabinet had met on 26th September 2017 to discuss the proposal for the future funding of Housing Related Support services. They had considered the comments received during the consultation. Reluctantly, the Cabinet agreed that SCC would no longer provide funding for Housing Related Support from April 2018. TDC would write to each resident separately to explain how this would affect them.

- **o) Airport – update**

Ian Mitchell attended the Consultative Committee meeting held on 18th January. The key points from that meeting were:

- There have been incidents where bits have fallen off aircraft! The airport blames poor maintenance – denied by private owner reps. This seems to be part of the airport's growing case against light aviation use. There are now £50 fines for breaching the 'Biggin Hill and Tatsfield zone.' Landing fees for circuit flying are going up – the airport cannot cope with the volume of light aviation any more.
- The number of movements is being kept successfully at an annual rate of about 50,000.
- Biggin Hill is in the top ten of European business airports in terms of traffic.
- 250 jobs have been created since the operating hours were increased earlier this year.
- The airport has been in touch with Croydon and Sevenoaks about road access and is concerned about lack of M25 access.
- The planning application for a hotel next to the airport roundabout is being considered by Bromley – details at <https://tinyurl.com/yatfnzzm>
- It looks as though aircraft approaching Heathrow could be 'stacking' above Biggin Hill for some years to come even if the beacon on the ground is removed.

7. Parish Council Land/Property

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

- **a) Little Acorns Project – update**

The Clerk informed the members that she had visited site to look at the snagging issues. A fence panel (Old Police House) was damaged during the works. The Clerk had discussed with the owner of the Old Police House about the need to have a fence panel so close to the new fence. It was agreed that this was not needed.

The ground on the other side of the fence had been left in an untidy state (some concrete spillage and gaping between the garden and gravel boards). There were also still some large roots in the ground. The owner of the Old Police House was concerned about the large 'gap' between the new fence and the remaining hedge.

The Clerk proposed the following:

- To engage Lloyd Gulley to redistribute soil along the fence line to fill the gaping between the garden and gravel boards. Cost £120.
- To ask the tree surgery firm who removed the hedge to return and remove the remaining roots.
- To offer to plant a shrub or two in the 'gap' left between the new fence and hedge.

1490/0118 It was resolved to accept all of the Clerk's proposals, as detailed above.

The Clerk also reported that she had asked Little Acorns to forward their donation towards the costs of the new

fence and associated works.

Ian Mitchell requested that it was written into the minutes that Parish Council thanked the Clerk for her hard work

in bringing this project to its successful conclusion.

- **b) Tatsfield Green**
- - Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath – The Clerk had received a second quote for this. It was agreed a third quote was needed.
Nichola

Stokoe agreed to follow this up.

It was queried whether the first approach should not be to clear the vegetation that is encroaching over the edges of the path.

1491/0118 The Clerk was requested to ask James Longley to look at this and advise.

- **c) Village Hall**
- - Porches / door – The Chairman had forwarded some quotes from the VHMC. 1x for the porch and 2x for the door. It was noted that it was difficult to visualise from email so the hard copy images were circulated. Comments were made regarding the large variance in costs.

Niall Kells was looking into the cost of moving the air conditioning units to the other side of the Village Hall. It was agreed that further quotes were needed.

8. Meetings to attend / Correspondence

- Letter received from Mr and Mrs Rudd in response to letter from Nichola Stokoe addressing their concerns regarding the boundary dispute with Tatsfield Lodge.
- Date for PC photo by Dave Bishop – the suggested date was Saturday 3rd February at 10.30am in AMB.
- Thanks to Jim Yeeles for removing the tree which had fallen across the footpath on Tatsfield Green.
- The Clerk asked for members to confirm alternative date for May supplementary meeting date so that she could publish the list of meeting dates on the website. The agreed date was Tuesday 29th May.
- The Clerk asked members if they would authorise the training sessions she had requested via email. This was agreed.
- The Clerk had received a revised quote for the Scout Hut footpath from iPave. She would obtain a further quote from Nick Knox in time for the February main meeting.

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

None

10. Matters for Reporting or Inclusion in a Future Agenda

- Fairtrade sign
- Pond
- Affordable Housing Project

Public Participation:

- Legionella Risk Assessment – clarification on the next steps
- Water running off the golf course.

The meeting closed at 9.28 pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th February 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 Niall Kells Mrs Althea Davies Mr Ian Mitchell Mr Niall Kells

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

Cllr. David Hodge

And 7 parishioners.

The meeting commenced at 8.02pm

1. APOLOGIES

1493/0218 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 22nd January 2018

1494/0218 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22nd January 2018. They were duly signed by the Chair.

4. Receive and Accept the MINUTES of the Neighbourhood Plan Steering Group Meeting held on 24th January 2018

1495/0218 The Minutes of the Neighbourhood Plan Steering Group meeting held on 24th February 2018 were received and accepted by the members.

5. Public Participation

The following comments/ questions were made:

- i i) The Neighbourhood Plan is the community's chance to put forward its vision for Tatsfield for the next 20 years. It is essential that the community produces a Neighbourhood Plan. This statement was seconded by another parishioner who stated that to stop it now would be a wasted opportunity.
- ii ii) Thanks were passed on from Dave Bishop to the PC for permission to take the photographs from the drone on Westmore Green. Dave Bishop was now busy collating photographs to put in a memory store for the war memorial.

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

- i i) Pond testing had been booked for the second week in May. Date to be confirmed nearer the time.
- ii ii) The Clerk had filed the annual return for the King Edward VII Memorial Garden with the Charity Commission.
- iii iii) Volunteers had offered to take on the cleaning of the plastic benches and cleaning of the concrete stands. The PC thanked the volunteers.
- iv iv) The Clerk had arranged to swap her working days for next week so that she could attend the Affordable Housing Talk being organised by Surrey Community Action on 19th February.
- v v) When walking around Tatsfield with a tree surveyor, Japanese Knotweed was spotted in a plot of land belonging to Thames Water adjacent to Thistledown. The Clerk had contacted Thames Water who said that although they had owned the land since 1968, it was unused. The Clerk was referred to Savills who act as property managers for Thames Water land that is not used and they have agreed to send a regional inspector to look into this.
- vi vi) A date had been agreed for the Legionella Risk Assessment and training. This would be on 23rd February. In addition to Niall Kells and the Clerk, there would be 3 or 4 volunteers from the VHMC.

PLANNING:

(a) Planning Team for February: Nichola Stokoe and Niall Kells

1496/0218 It was resolved that the planning team for February would be Nichola Stokoe and Niall Kells.

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

TA/2018/172 23 Lusted Hall Lane, Tatsfield TN16 2AE

Erection of first floor extension, hip to gable roof extension to north west elevation and dormer to south west elevation in association with conversion of loft space to habitable accommodation.

Mike Sarll noted that a Certificate of Lawfulness for a Proposed Use or Development was turned down last year. This has now been resubmitted as a full planning application. It appears that the height of the dormer has been adjusted. It was also possible that the chimney from a wood burning stove exits the conservatory roof very close to the proposed location of the new dormer, however, this was a matter for TDC.

Althea Davies was concerned about the volume increase.

Mike Sarll commented that it looked as though all the houses along this part of the road have already been extended in this way.

1497/0218 Comment: No comment. Although it appears that the driveway of 23 Lusted Hall Lane has been paved over with a non-permeable material and is more than 5m² and our understanding is that this requires planning permission.

TA/2018/124 6 Grove Road, Tatsfield TN16 2BB

Erection of first floor side extension.

Mike Sarll noted that the existing garage almost touches the boundary line. The applicant wished to build up on top of

the garage. It was felt that near neighbours may wish to object.

1498/0218 Comment: No comment.

TA/2018/113/TPO Whiteoak, Ricketts Hill Road, Tatsfield TN16 2NF

Common Oak Tree – see inspection report.

This was the removal of a diseased tree. A tree specialist had provided a report and the recommendation to remove the tree.

1499/0218 Comment: No comment.

1500/0218 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

(c) Neighbourhood Plan – Decision by the Parish council on future of Neighbourhood Plan

The Parish Council Chairman, Nichola Stokoe, began by outlining the points of the report she had written and circulated to members prior to the meeting. She noted there had been much discussion between the members and she believed she had captured all salient points:

Following Mike Pendleton's resignation from the Parish Council and Chair of the Neighbourhood Plan Steering Committee the Parish Council needs to agree whether to proceed with the plan at this stage.

Having had many conversations and meetings the below is a summary of the situation.

Most villages seem to carry out neighbourhood plans to ensure that when housing is forced on them they have a say in type and location. We, in particular, chose to carry one out when we learnt that TDC needed to find places for 9,600 new houses. However, Sarah Thompson has since advised us that in March 2017, the Council agreed a preferred strategy to focus development to tier 1 and tier 2 settlements. Tatsfield is a tier 3 development and therefore exceptional circumstances are unlikely to be established for any sites in Tatsfield. The immediate threat to Tatsfield has, therefore, gone away.

With this in mind are we convinced that the time, effort and cost to the village is worthwhile?

- Despite numerous requests to residents only a small number of volunteers have come forward and the team is heavily subsidised by Parish Councillors. Further, some committee members have scaled back or indicated their intention to scale back their commitment. We do, however, now have a very capable chair in Martin Allen.

- Even though the project has been proceeding for nearly 18 months very little progress has been made. We are also still without grant money, survey results, a communications strategy and project manager. - TDC has advised that there is no set timeframe. The advice is that we would be in a better position to have a plan once the Local Plan is completed for more certainty, as the Local Plan will provide the strategic direction that the Neighbourhood Plan should comply with.

- Most, if not all, of the current Parish Councillors intend to stand down at the May 2019 elections. The neighbourhood plan would not be completed by this time and the steering committee is likely to lose those Councillors at that time, although they would be able to remain on the Steering Committee as residents of the parish.

- In the fifteen months remaining of the current term the Parish Councillors have a large number of projects to complete including a new affordable housing project for Tatsfield residents, installation of CCTV, the pond, the village hall porches and door, AMB building works and refurbishment, scout hut path, Tatsfield Green path etc.

- It would be sensible for Parish Councillors to focus their remaining time and efforts on completing those tasks and allow the next Parish Council to embark on a neighbourhood plan should they see fit. A new Parish Council would be able to see the project from start to finish and by the time of the election it is likely TDC's Plan will be completed.

- If this is the course of action Parish Councillors wish to take then we should offer thanks to Martin Allen for offering to chair the committee and also to the members of the steering committee for their hard work to date.

The Chair then asked if there was anything members would like to add or if they were happy to vote on a decision.

Mike Sarll noted that the lack of involvement from the parish had been quite demoralising. Althea Davies seconded this and added that this was in spite of numerous attempts made by the Parish Council to drum up further volunteers.

Ian Mitchell commented that this is not the first time the Parish council had expressed its concerns regarding whether there was enough interest and enthusiasm and that, although some people have put a lot of work into it, it appeared that people had run out of steam.

Martin Allen said that he felt the report Nichola Stokoe had written summed the situation up very well. He hadn't been involved with the Neighbourhood Plan enough to know what was the best way forward but he indicated he would be happy to continue as Chair if wanted. He reiterated that this was a Parish Council decision.

There were then several comments made by the members of the public present:

- It was difficult to understand why the Parish council was now looking to suspend the Neighbourhood Plan as they must have understood from the beginning that it would take 2-4 years. (PC response: The process has not moved forward enough. Additionally, the concerns over housing have been alleviated. Added to the fact that the PC members will all be stepping down next year and the plan will not be finished, it would make better sense for the new Parish Council to take up the mantle).
- There is a terrible conflict with the Local Plan. Tatsfield's Neighbourhood Plan needs to agree with the Local Plan and other planning policy. (PC response: it is hoped that the Local Plan will have been finalised by next year's PC elections).
- TDC has said that it has no expectation to build in Tatsfield. However, there is a danger, for example, for a large house to be purchased by a developer who could use it for access to back gardens and applies to build houses there. If Tatsfield has a Neighbourhood Plan in place, then it has the policy tools to resist any planning threats.
- Why has the Parish Council not run any public information days? Could it not do that now? (PC response: The PC has advertised this widely. Many times over. The PC has a list of tasks that need to be completed before the end of the term of office and it simply cannot run the Neighbourhood Plan as well.)
- Cllr David Hodge added that Tatsfield is a good village. However, he felt it naïve to accept that the village would not be asked to build any houses. Although the Government is issuing conflicting messages about not building on the Green Belt, it also is looking to districts like Tandridge to build a larger number of homes than TDC is claiming. There is also a danger that without any restriction from Neighbourhood Plan, developers will move in and want to build large (4/5 bed) houses which is not what Tatsfield needs. He suggested a public meeting to discuss the survival of the village (school, shop, pub, restaurant).
- The Parish Council was asked to consider suspending their decision until one last push could be made to appeal to the residents of the parish by way of a public meeting. (Ian Mitchell suggested postponing the decision until the supplementary meeting in two weeks' time with the Neighbourhood Plan Chair taking the lead in drumming up enough support. Martin Allen said that two weeks would not be enough time to achieve this.)
- It was offered by a member of the Steering Group that he would write and print off enough Housing Needs Surveys and distribute copies to all households in the parish.

1501/0218 It was resolved to allow the Neighbourhood Plan Steering Group to continue until the April main meeting, at which point a plan would need to be produced which the Parish Council agrees is workable and realistic. The Parish Council will then vote on the future of the Neighbourhood Plan. It was further agreed that the Parish Council would be stepping back from this and it must be Steering Group led (i.e. by the public members) and that no funding would be made available from the Parish Council during this time. **8.**

Finance:

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

The Clerk noted that there was a payment Dave Mitchell for £75.00 as she had had to make an emergency call out to get one of the toilets at the AMB unblocked.

1502/0218 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for February.

(b) Discuss and agree items requiring expenditure:

- Waders for pond work - £59.95
- New Bollard Lights for Car Park – tbc
- Replacement lamp for standard street light in Car Park – tbc
- New Car Park sign (retrospective ratification) - £68.60 + VAT

1503/0218 It was resolved to approve all items requiring expenditure. Niall Kells had put a report in Dropbox regarding the bollard lights (cost c. £10 per lamp) and replacement lamps for the street lights (cost c.£180 to be shared with Tatsfield Primary School).

(c) Finance Team for February: Nichola Stokoe and Niall Kells

1504/0218 It was resolved that the Finance Team for February would be Nichola Stokoe and Niall Kells.

9. Notified Items

• **(a) Parish Councillor vacancy - update**

There was still one person interested in filling the vacancy. This would be on the agenda for the February Supplementary meeting for a vote.

• **(b) CCTV**

There are still two quotes outstanding. The companies have both been chased for these quotes. If the quotes are received this week, Niall Kells and the Clerk will prepare a short presentation, for the February supplementary meeting, on the options.

• **(c) Tree Survey**

The Clerk was still waiting for one company to come back with a quote. Following that, the Parish Council will have three quotes to compare and a decision can be made.

• **(d) Scout Hut Footpath**

In addition to the original quote provided last year when SCC were going to fund and undertake this project, the Clerk has obtained two further quotes. One from iPave for £11,498 plus £2,100 for the timber edging and another from Nick Knox for £10,600 for the 208m stretch and £1,800 for the shorter stretch leading from the Scout Hut to Furze Corner.

The Parish Council currently has around £4,500 of CIL monies which could be used for this project. The Clerk had also recently received news that a further £4,500 of CIL monies was due to be received. The Clerk had also confirmed with a TDC officer that the Council could press ahead with the project and later reimburse the Parish Council with the additional CIL monies.

It was agreed to await written confirmation of the above and defer this item for a decision at the February Supplementary meeting.

• **(e) Set date and speakers for the APM**

The Clerk and The Chairman had identified a preferred date for the APM of Tuesday 1st May. The Clerk had already made informal enquiries with Cllrs Allen and Hodge to ascertain their availability as speakers at the event. The Chair and Clerk also proposed to use the evening as an opportunity to present the CCTV project to the parishioners with the addition of talks from the police. This could also then serve as the public consultation for CCTV.

1505/0218 It was resolved that the APM would be held on Tuesday 1st May at 7.30pm (to start at 8pm) and the speakers would include Cllrs. Hodge and Allen, the rep from the chosen CCTV company and representatives from the Police.

• **(f) Consultative Committee Meeting update**

The following report had been distributed to members prior to the meeting:

1. Parking in the Village

• Johns Road / Paynesfield Road Junction – It was agreed at the last meeting that no lines would be painted here. No further action.

• Junction in Village centre – DH advised that, at the next PC meeting, a request is made to DH for SCC to analyse the junction, with a view to painting yellow lines.

2. Clarks Lane layby – fence

• DH said that there was no money available for this but agreed that something did need to be done to try to discourage people fly tipping here.

• DH indicated that a Local Members' Allowance for roads would be available in the new financial year. He indicated that he may be able to part-fund a fence at the lay-by from this.

• The other option would be to close off the lay-by.

• DH and MA to investigate the best option. **

3. Barriers in Clacket Lane (MSA)

• DH had followed up on this and had received confirmation that the barriers had been fixed, but, unfortunately continue to be vandalised regularly. They are due to be fixed again soon.

• MA was not certain that the barriers have been in place at all recently.

• DH to ask CC officers to follow up with Highways England.

• **4. Unmade Roads in Tatsfield:**

- The PC had put an article in the Parish Magazine asking what signs residents would like. They had received only two responses. One was for Johns Road and the other was for the unmade section of Paynesfield Road.
- It was agreed that if further complaints were received, the PC would ensure that this information was sent to Zena Curry at SCC to be passed on to SatNav companies.
- **5. Signs around Tatsfield**
- Give Way sign at the bottom of Ship Hill – the Clerk confirmed that Angelo Lamprou had investigated and concluded that, although the sign was slightly damaged, it was still functional and no replacement was needed.
- Speed limit signs along Ricketts Hill Road – Angelo Lamprou drove the length of Ricketts Hill Road and noted that all signs were in good working order. None were missing.
- Speed limit sign on Lusted Hall Lane – the Clerk confirmed that this had now been turned around to face in the right direction.
- The Give Way sign at the end of Approach Road has been reported by MA and the Clerk. Angelo Lamprou has confirmed a new sign has been ordered and it will be replaced by the end of this financial year. NB: Since the meeting, the new sign has been installed.
- The 6'6" sign on White Lane is now in place.
- The Clerk would be meeting with Anita Guy and Angelo Lamprou on 24th January to confirm the size and wording for the entrance signs to the Village on Approach Road.
- NS asked how the PC could go about getting brown street signs removed. Now that Beaver Water World had closed, it would be a good idea to remove the signage directing visitors to the site. NB: Since the meeting, the Clerk has logged this request with SCC Highways. Angelo Lamprou has confirmed that this has been added to the works list.
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- **6. Gritting in adverse weather – extension of Priority 1 routes**
- DH confirmed that only a certain number of roads can be on the Priority 1 gritting route.
- NS said that the 'circuit' of Paynesfield Road/ Crossways/ Westmore Road really need to be gritted in adverse conditions. If this could be achieved then it would greatly increase residents' chances of entering and exiting Tatsfield. She asked if the PC could fund this.
- DH agreed to investigate the logistics of this and the costs involved.
- **7. Footpath on the corner of Crossways / Westmore Road**
- MA had been following this up. He had been told that although it was not considered a priority, it was on the schedule of works.
- DH agreed to chase this up.
- **8. Scout Hut Footpath**

The Clerk confirmed that she had received an email from Surrey Highways detailing the results of their investigations – i.e. bound footpath not viable – and details of a reinforced verge. The Clerk had met with a local contractor to ascertain a cost for this. She would hopefully have these details shortly.

9. Meadow adjacent to Tatsfield Primary School

- DH would still like to come to an agreement to develop land for housing on this site (bungalows) and he thought this was of particular importance as the village needed more people to support local services. DH would like this to feature in the Neighbourhood Plan's Call for Sites.
- DH also gave an example of a village in Mole Valley which owned and ran its own village shop/library/internet café. IM mentioned a similar venture in Limpsfield. DH asked if Tatsfield had considered a community shop should Linda's not go through.

10. White Lines – Westmore Road / Crossways

MA added the following

- White lines at the junction of Westmore Road and Crossways had been painted but needed to be refreshed. It was on the schedule of works.
- **11. Honours**

MA asked for details regarding who to contact in order to recommend someone from Tatsfield for an honour. MA advised that he had not yet been able to process the paperwork but will try to get it done before the next meeting.

12. Fairtrade Sign on Clarks Lane

- NS confirmed that a sign would not be permitted by Surrey Highways at the entrance to Tatsfield (too much street clutter). However, the PC had recently approved a Fairtrade sign on the side of the old bus shelter.

13. County Council news and updates

- £700k would be coming off the Highway maintenance budget in the next financial year and SCC would be looking for more co-operation from Parish Councils.

- There would be stricter enforcement re parking, particularly in Oxted and Caterham Valley.

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- MA added that TDC currently had £1.5m in CIL that they were looking

- to spend.

-

- Fly tipping – several sites had been reported by the Clerk but no action had been taken. One reason was that the roads affected were private roads. DH advised revisiting, photographing and re-reporting the sites and copying him in.

- MA confirmed that Paul Barton had retired and Piers Mason had taken over his role.

14. Introduction to KJ Rhee – Re Park Wood Golf Club Building Works and Hotel Application

- MA had invited KJ Rhee to this stage of the meeting to formally introduce him to DH.

- Mr Rhee outlined his proposal to DH. DH noted that one of the issues being raised was access and made suggestions regarding possible improvements that could be made to the access from Clarks Lane into Chestnut Avenue.

15. Date for next meeting

- The date for the next meeting was agreed for the nearest Friday to 20th April 2018.

**

Following the meeting, DH and MA drove around the village and to Clarks Lane.

The breaking down of the surface of Ship Hill and some pot holes were noted.

Pot holes in Church Lane / Church Hill were seen and reported.

Clarks Lane was visited to see if the problem with the lay-by and fly tipping. DH took photos. In his opinion, the lay-by could not be closed off.

- **(g) Affordable Housing update (Under Part 2)**

This item will be discussed under Part 2.

- **(h) GDPR – update and nominate Data Protection Officer**

4 Parish Councillors attended training provided by SSALC recently. Althea Davies reported that there is a lot of work to be done regarding the Parish Council's records. It was clear from the training that a DPO is needed but that it could not be the Clerk and probably not any of the Councillors. A review of all data held by the Parish Council was needed and investigation into what the Parish Council needs to do to be compliant.

1506/0218 It was resolved that Althea Davies would produce a plan / outline for the above and the Clerk would ask SSALC if they could provide the appropriate wording for websites etc (as detailed at the training sessions).

- **(i) Report from meeting with Inspector Dan Gutierrez**

Cllr Martin Allen and Nichola Stokoe met with Insp. Gutierrez on 26th January. The minutes from that meeting were distributed to members prior to this evening:

Cllr Allen began the meeting by saying that the purpose of these quarterly meetings was for Tatsfield to have fair representation. He was looking into the possibility of organising a publicly attended meeting in the AMB.

CCTV – the Clerk gave an update on TPC's plans for CCTV in the village. Insp. Gutierrez said that CCTV and lighting go hand in hand in deterring crime. He said that he would ask his Crime Prevention Officer (Mark Howells) to attend any future public meeting to discuss the plans for CCTV.

Cllr Stokoe reported that the PC had asked via the Parish Magazine for any parishioners who had CCTV on their property to put their name(s) forward on a PC held database. So far, two residents had come forward.

Insp. Gutierrez said, as far as rural crime was concerned, there were a few issues over the winter. Good intelligence had been received in regard to vehicles used to commit crime – this had come partly due to good engagement with landowners and gamekeepers. Formerly known as Operation Trump, there were now two officers who were solely focussed on rural crime (Pro Active Car). This has been extremely successful, so much so that Mole Valley Police has adopted this model.

MUGA – not massive crime but more teenagers causing a nuisance. Insp. Gutierrez confirmed that if no crime was being committed, then the police would not come out. Insp. Gutierrez asked if the PC had

thought of involving the Youth Bus service. The Clerk noted that she had been in contact with the organiser but the service did not meet Tatsfield's needs. Insp. Gutierrez went on to recommend Rose Thorne (Early Help and Youth Provision).

MSA Clacket Lane – Cllr Allen raised the issue of the barriers at MSA being permanently raised. Insp. Gutierrez said that there was lots of crime at the MSA, in particular large groups of illegal immigrants. They are now being processed at Dover by Border Control, except for juveniles who are taken into custody. Sgt Stuart Underwood has now retired. Sgt Tom Griffin is the temporary Sgt (until May 2018). He would most likely be able to attend the APM.

Furze Corner – Cllrs Stokoe and Allen raised this as an issue. Cllr Allen noted that the club was not operating within its licence. There were lots of parties of young people from Biggin Hill, despite being a members' only club. These were being held between 8pm and midnight on Fridays and Saturdays. Insp. Gutierrez said that he would contact his licencing team at Reigate and Ian Sadwell (Licencing Officer at TDC). Cllr Allen said that the overarching running of the site was the PFA. The Licence was held by a Tatsfield resident. They need to be spoken to by the Licencing Team. Cllr Allen agreed to send the email updates he had received from Mike Pendleton to Insp. Gutierrez.

Cllr. Allen raised the issue of parking on the road by the Monkey Puzzle nursery (Church Lane). Insp. Gutierrez said that he could ask PCSO Rupert Kelley to start with issuing Drive Smart Advice leaflets. Cllr Stokoe said she had spoken to the nursery staff and that they were making an effort to deter people from parking outside on Church Lane.

Insp. Gutierrez reported that crime figures had looked bleaker more recently as theft from sheds was now included in the residential burglary category which was skewing these figures. The main issues at the moment were: shed break-ins, theft of power tools and leaf blowers, work van break-ins. Insp. Gutierrez recommended that we set up CCTV in the village and established a strong neighbourhood watch scheme.

- **(j) Report from meeting with PCSO Rupert Kelley**

Cllr Martin Allen and Althea Davies met with PCSO Rupert Kelley on 5th February. A report by Cllr Allen from that meeting was distributed to members prior to this evening's meeting:

On Monday 5th February Martin Allen and Althea Davies, the Parish Council Vice Chairman Met with our local PCSO Rupert Kelly to update both parties on the happenings and events within the village. Rupert although very reluctant to use the Q word (quiet) reported that Tatsfield had been relatively quiet recently on the crime front, although there had been incidents reported and were currently being dealt with. We were advised that when operationally possible Rupert can be found touring the village on a regular basis, in fact a tour was done both before and after the meeting. We updated Rupert on the CCTV situation that the TPC is progressing in the village and asked that areas such as Old Lane, Furze Corner and the MUGA be patrolled to avoid the anti-social behaviour if and as it happens. The clear message that came both from Rupert and the Divisional Inspector who we met last week was to keep on sending all information to him or through the 101 number so that a picture can be built of problems. Remember of course though the 999 number should be used in the event of a crime or suspicion happening at that time. Rupert is looking forward to being able to meet with us all again when the shop is reopened.

- **(k) Dog fouling – update**

It has been confirmed that TDC has no authority to fine offenders. TDC was supposed to run a consultation on this matter and Cllr Allen is hopeful that it will get pushed back up to main Council. He noted that the Parish Council had been offered some additional help in the form of better signage and the possibility of paying for extra street cleaning.

It was noted that this is something the Parish Council should consider.

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

- **a) County Councillor**

Cllr. David Hodge provided the following report:

- SCC Council Tax would rise by 2.99% for core council tax in 2018/9 plus a further 3% as instructed by Government to fund costs for Adult Social Care services.
- Some good and bad news from Local Government Settlement. Good news: Surrey Council won their bid for Business Rates Growth of £20m for SCC and £500k for TDC. This is for 2018/9 only. Bad news: Surrey Council lost the £12m transition funding, lost £39m Adult Learning Disabilities funding and is still short by £18m for Public Health services in Surrey.
- SCC must still make cuts/reductions to services in 2018/9 of £66m. This follows the £542m that have been made since 2010. SCC has now seen over £200m of Government funding disappear in the last 7 years.

• In order to balance the books for 2018/9, SCC will have to use £24m of reserves and £15m of capital profit to fund transformation programmes. • As leader of the SCC, Cllr. Hodge advised Parish Council members that he had obtained agreement at Full Council to allocate more funding to local areas. • Cllr. Hodge went on to remind members that the future will still be very challenging for SCC as in 2019/20 it will lose "17.3m of residents' funds which will be paid back to Government. Cllr. Hodge reminded members to write to their MP Sam Gyimah to ask him to lobby Government to stop SCC residents having to refund the £17.3m back to central government.

b) District Councillor

Cllr. Allen provided the following updates:

- On behalf of Tatsfield residents, Cllr. Allen had attended meetings with TDC Officers, Local and Neighbourhood Police, as well as Park Wood Golf Club and The Grasshopper at Moorhouse. In addition, there has been the usual TDC meetings – five at the last count as the end of the budgetary process looms closer.
- TDC put on a Business Event and two of the larger businesses in the area received copies of the presentation and are now signed up for the 'Business News'. If other businesses would like this information, please contact Cllr. Allen.
- TDC celebrated the start of the Tandridge Together Lottery which Cllr. Allen attended with representatives from the composting and Allotment groups and TiB who would be grateful for local support through this initiative. Details can be obtained from the societies.
- Details of the new Community Transport service are being finalised and Cllr. Allen has arranged for a member of TDC staff to visit various village groups (WI, NSY and Pop In) to present the new information.
- The meetings with David Hodge (SCC), Dan Gutierrez (Police) and Rupert Kelley (PCSO) in partnership with the Parish Council bought all parties up-to-date with matters and gave the opportunity to inform on the concerns of the parishioners. These meetings are ongoing, so please let Cllr. Allen know if you wish him to raise any matters on your behalf.
- Cllr. Allen has invited David Munro, Police and Crime Commissioner for Surrey back to the village on 18th April from 10am. MP Sam Gyimah has also agreed to visit later in the year. Both meetings will be widely advertised ahead of the event.
- There has been a delay to the parking resolution at Crossways. This is currently under review with the latest proposal to include no alteration to the hedge.
- NP – Sarah Thompson from TDC is willing to attend a Q&A session in the village one evening.
- Food Oil drums outside the Old Ship – previous enquiries had not connected the dumping of these to the Old Ship. The theory was that they were being dumped by fast food van owners. However, the Old Ship had an outhouse broken into last week and all the used cooking oil was stolen. It could have been that the empty drums were brought in to take the used oil away, however, the whole container was stolen. The dumped drums will be removed on Tuesday 13th February.
- A25 speed limit reduction – coincidentally the owners of the Grasshopper had recently asked if this would be possible.

c) Tatsfield in Bloom

Bob David reported that they are continuing with planning for this summer's programme and that volunteers will be making butterflies out of wicker to decorate the village.

- d) Tatsfield Fairtrade Group

Bob David reminded all that a free wine tasting event was being held in the Village Hall on Saturday 3rd March.

- e) Horticultural Society

The following report was received from Martin Allen:

- The Year Book was being distributed and costs £5.
- February gardening club quiz on 13th February.
- The composting machines have been returned and all repairs had been made. Phil Brett was also redesigning the compost bins.

f) Village Hall Management Committee

No report.

- **g) Airport**

No report.

- **h) Speedwatch**

Ian Mitchell reported that this will be visible again very soon.

- **i) Citizens Advice Bureau**

Althea Davies provided the following report:

I attended the bi - annual Cit A Oxted Management meeting on 22/01/18. All fund givers are automatically members of the team and join the Trustees for this meeting. The meeting is an opportunity to get updates from the Trustees about the detailed running of the bureau. In the last 12 months they have recruited a significant number of volunteers taking the total to just under 30. Previously they had around 20, which was a challenge for them to deal with all the cases they needed to. The volunteers typically work around 10 hours a week each. They have therefore had to invest in IT hardware and furniture to support the new recruits. The finances however look good and to budget. The bureau is busy and in the past 12 months Cit A nationally has introduced a new operating model, which includes an "0800" advice line. The team have to be able to respond to those calls and they could be from anywhere, however the routing is meant to take the caller to a local cluster - so if you are calling from Croydon, your call should get picked up by one of the bureaux in that local cluster. There is much debate in the team as they also want to be set up to deal with local callers using the local number, but they are still not resourced sufficiently to have someone permanently manning the phone. They now have access to really rich data on the cases through a new national case management tool, which they can use to drive service delivery. There was some discussion about the impact of GDPR which (I was intrigued about because of where we are in the learning curve and because of the data they must hold within their systems. Not much detail was shared as they are still learning like us, but they did not think the task would be too onerous.

11. Parish Council Land/Property

- **a) Village Hall**
- - Porches

None of the members had had time to seek further quotes so this item was deferred.

- **b) Little Acorns project – update**

The Clerk confirmed that Lloyd Gulley had done the remedial works in the garden of the Old Police House. Acacia Tree Surgeons had been contacted to remove the remaining stubborn roots. The Clerk would then liaise with Lloyd Gulley regarding the planting of a shrub in the corner where the new fencing meets the existing hedge.

The Clerk has also contacted the Little Acorn's Char to remind them that the Parish Council has 2 pieces of their green fencing in the storage area behind the AMB.

The Clerk had received a letter from the solicitor used during the boundary dispute confirming that there are no further instructions in relation to the boundary dispute and he is now arranging to archive this file. It will be stored for a period of 6 years, after which it will be securely destroyed.

- **c) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

James Longley had been up to inspect the state of the footpath as per the resolution at the last meeting. Firstly, the cost of scraping back the decayed leaf matter and weed spraying would be expensive as this would be a very labour-intensive job. Secondly, as suspected, the timber edging is rotten in many places and therefore the whole path needs redoing.

The Clerk had asked James Longley to submit a quote for annual maintenance for any new path. This would involve weed spraying twice a year and removing leaf fall twice in the autumn. The cost of this would be £260.

1507/0218 It was resolved to accept the quote from James Longley for the annual maintenance for the footpath.

The Clerk has two quotes for the renewal of the path and will have a third by the February supplementary meeting.

The clerk has also received, in writing, a very kind offer from a local resident of a donation towards the cost of

redoing the footpath.

- **d) AMB**

-VOA

The clerk has spent considerable time of the past five months corresponding with the VOA to change the status of the treatment rooms to office space. The VOA has now agreed to alter this rating list and, as a consequence of being listed as offices, the rateable value has now been revised down from £11,750 to £7,100. The actual date of alteration was 30/01/18 but the effective date of alteration is 01/04/17. The Clerk is still waiting on final confirmation from the VOA that the proposed change of use of two rooms would not substantially change the rateable value so as to push it above the small business rate relief threshold.

12. Meetings to attend/ correspondence

- White Lane road closure – will be closed for one day from 07:00 to 19:00 for maintenance works as soon as possible within the 18-month period, commencing on 1st March 2018.

- Green Gables enforcement – following further correspondence from a parishioner, the Clerk had spoken to the TDC officer on the case to confirm that he was satisfied that the premises is not being let in accordance with his notice to the owners before Christmas.

- Dementia Friendly Tatsfield – due to low turnout numbers, they have decided to suspend the Friday morning 'Forgetmenot Café' for the foreseeable future. They will be considering different approaches. They thanked the Parish Council for the use of the meeting room on Friday mornings.

- Fairtrade Group – They emailed their thanks to the Parish Council for giving permission for the new sign on the old bus stop. They hoped members were as happy with it as the group were.

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

- Email received from a resident in Lusted Hall Lane asking for help with the state of the unmade part of the road.

- Email from Johns Road Residents Association asked the Parish Council to consider what can be done regarding dangerous parking in the village.

Final public participation:

- Japanese Knotweed in Millennium Wood.

- Update request for SSEIB sign at village entrance.

- Tatsfield Cottage – building on south side of property but only have permission to build on north side. Has been reported to TDC planning enforcement.

The meeting closed at 10.07pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th March 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 Niall Kells Mr Mike Sarll Mr Ian Mitchell Mrs Helena Garcia-MacLeod

Mrs Kim Jennings (after item 8a)

In Attendance: Samantha Head (Clerk)

Cllr. Martin Allen

And 4 parishioners.

The meeting commenced at 8.10pm

1. APOLOGIES

1508/0318 Mrs Althea Davies and Cllr David Hodge 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 12th February 2018

It was noted that the agenda stated to approve and sign the minutes of the meeting held on 26th February, however, this meeting was cancelled due to adverse weather.

1509/0318 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12th February 2018. They were duly signed by the Chair.

4. Public Participation

None.

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

i) Greengables – Enforcement action. It had been brought to the Clerk's attention that this was still being reviewed on Air BnB and Booking.com. The Clerk confirmed that she had contacted the officer dealing with the enforcement action and he had spoken to the owners and was satisfied with their explanation that it had only been used by friends and family (at no charge) since TDC planning dept had ordered them to cease letting the property pending a planning application submission and decision.

6. PLANNING:

(a) Planning Team for March: Nichola Stokoe and Niall Kells

1510/0318 It was resolved that the planning team for March would be Nichola Stokoe and Niall Kells.

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

TA/2018/280 The Parade, Westmore Green, Tatsfield TN16 2AQ

Conversion of two shop units into one shop unit and external changes to the shop front. Change of use of rear store rooms and part of one shop into 1 flat (Class C3). Internal layout changes to existing first floor flats and changes to windows and doors. Formation of external staircase to rear elevation.

All Councillors had had the opportunity to review the proposals listed above. Questions regarding the shop front were asked and it was noted that this was pending but it was believed that the shop fronts would retain most of the current features.

The members were fully supportive of the proposals.

1511/0318 Comment: The Parish Council would support the application as it would mean a return of the vital services provided by the village shop and post office, which have long been the focal point of the community.

1512/0318 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

1513/0318 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

(b) Discuss and agree items requiring expenditure:

- To cut the thorn hedge in Maesmaur Road and strim down grass and weeds – to be carried out in June 2018 - £186.00
- To cut the thorn hedge in Maesmaur Road – to be carried out in November 2018 - £106.00
- To trim hedge between the Village Hall and the Old Police House and to rear of the Old Police House – to be carried out in June 2018 and November 2018 - £120.00 each cut
- Replacement of expansion valve and pressure relief valve on boiler in AMB - £290.00

1514/0318 It was resolved to approve all items requiring expenditure.

(c) Finance Team for March: Nichola Stokoe and Niall Kells

1515/0318 It was resolved that the Finance Team for March would be Nichola Stokoe and Niall Kells.

8. Notified Items

(a) Co-Option of new Parish Councillor – consider applications received and select a candidate by majority vote

The Chair noted that only one application had been received. This was from Kim Jennings. This application had been circulated by the Clerk and was now considered by the members.

1516/0318 The Chair proposed that Kim Jennings be co-opted on to the Parish Council to fill the vacancy and it was resolved to accept this by a unanimous vote (show of hands).

Mrs Jennings then took her place at the council table and participated in the remainder of the meeting. The Chairman and others welcomed her to the Parish Council.

(b) Legionella Risk Assessment

Niall Kells and the Clerk had attended training along with Carol Jordan and Peter Maynard from the VHMC. It was very informative and all four were now certified to carry out the required monitoring. The report had been received on the day of the meeting and the Clerk noted that there were a couple of issues which needed rectifying. The Clerk would scan and forward the Village Hall assessment and offer to order the temperature monitoring equipment on their behalf. Both the AMB and VH would need to purchase the equipment. The Clerk had sourced these from RS Components. It would be in two parts, priced at £46 and £36.41 respectively.

1517/0318 It was resolved to order the monitoring equipment.

(c) New noticeboard on Ricketts Hill Road – paving at base of noticeboard – update

Dave Mitchell had advised that paving slabs may not be particularly safe as they could be a slip hazard in wet weather. He had suggested concrete with a roughened surface which would be safer. The Clerk had emailed members who had agreed to this modification.

(d) Tree Survey

The Clerk had received three quotes. PJC had not visited to survey for the quote and the Clerk felt that they had under quoted as they had not included all areas. ACS (the company who had carried out the previous survey in 2013) had quoted a figure felt by members to be very high. Down to Earth had carried out an extensive recce of the parish to produce their quote.

1518/0318 It was resolved to accept the quote from Down to Earth. The Clerk was requested to make arrangements for the survey to be carried out.

(e) CCTV

The Clerk and Niall Kells had met with three companies and received quotes from all for phase one of CCTV in the village centre. One quote was from a company which specialised more in security alarms than CCTV and it was felt that they could not offer the network facilities required. Due to this, the Clerk and Niall Kells had recently met with another company. This meeting had gone very well and it was felt that this new quote could be a better comparison to the two quotes left on the table. The Clerk believed that the details of this quote would be available to the members before the next meeting. A decision on this item was deferred until the supplementary meeting.

(f) New Gateway and signage on Approach Road

The Clerk had circulated details of the gateway designs, wording and installation costs to members prior to the meeting. The gateway design had been approved at a previous meeting. Anita Guy at SCC had provided mock ups of the wording layout.

1519/0318 Option 4 had been selected as it would provide the most symmetrical appearance on both sides of Approach Road.

It was agreed to accept the quote for installation from Nick Knox who was licenced to work on the highways.

(g) Johns Road Residents Association – concerns regarding parking in the village

The Clerk had received an email from JRRA stating that there had been several near misses by residents in the village due to vehicles being parked near bends and junctions. JRRA had decided to contact the Parish Council and TDC to see if parking rules could be enforced.

1520/0318 It was resolved that the Clerk would respond to JRRA to say that this has already been raised with Cllr David Hodge and he had agreed to add it to the assessment schedule.

(h) Lusted Hall Lane – request to improve road surface

The Clerk had received a request from a resident in Lusted Hall Lane who says that the section outside numbers 1-4 (unmade) becomes so muddy during the winter months that it is dangerous. Having consulted with near neighbours, they would like to work together to put down plainings. A local resident has offered the use of his digger to flatten the area for a small fee and other residents have volunteered their time to assist.

It was noted that a previous Parish Council had written to this group of residents to invite them to attend a meeting to discuss the 'Lusted Hall track'. Very few had turned up. It was established that the 'track' was actually common land.

1521/0318 It was resolved to invite the residents to discuss further at a meeting with the Parish Councillors. The Clerk would ask for availability on Saturday mornings.

(i) Japanese Knotweed

At the last meeting, the Clerk had made members aware of several clumps of Japanese Knotweed on a Thames Water owned plot of land in Tatsfield. Jon Allbutt also noted that there was Japanese Knotweed in Millennium Wood. Subsequently, Althea Davies had noticed Japanese Knotweed in woodland near her home.

1522/0318 It was resolved the Mike Sarll and Althea Davies would walk round Tatsfield and attempt to identify locations where Japanese Knotweed was growing. It was further agreed that an article would be put in the Parish Magazine and on Tatsfield Talk asking for residents to indicate areas of Japanese Knotweed. This information would then be collated and passed to Jon Allbutt for advice.

(j) Tandridge Neighbourhood Watch grant request

Tandridge Neighbourhood Watch Steering Group is seeking a funding grant of £100 from each Parish Council within the District to help with cycle marking and NW scheme signage.

1523/0318 It was resolved to grant £100 to the Steering Group. The Clerk was asked to request whether these services would be offered in Tatsfield.

(k) Scout Hut Footpath

Additional to the original quote of £20k provided last year when SCC were going to fund and undertake this project, the Clerk has obtained two further quotes. One from iPave for £11,498 plus £2,100 for the timber edging and another from Nick Knox for £10,600 for the 208m stretch and £1,800 for the shorter stretch leading from the Scout Hut to Furze Corner.

The Parish Council currently has around £4,500 of CIL monies which could be used for this project. The Clerk had also recently received news that a further £4,500 of CIL monies was due to be received. The Clerk had also confirmed with a TDC officer that the Council could press ahead with the project and later reimburse the Parish Council with the additional CIL monies.

1524/0318 It was resolved to accept the quote from Nick Knox and the Clerk was asked to arrange for the works to be carried out.

(l) Dave Bishop – Chairman's Volunteer Awards

Dave Bishop had been awarded the Chairman's Volunteer Award. This will be presented to him at County Hall on 28th March. The Chairman offered formal congratulations on this well-deserved award.

(m) Emergency Plan – revision of action in event of snow

It had been noted that during the recent adverse weather, the Emergency Plan contained insufficient information. Jon Allbutt had kindly volunteered to review the plan and offer advice on improvements that can be made to it.

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

a) County Councillor

Cllr. David Hodge was absent and no report was given.

b) District Councillor

Cllr. Allen provided the following updates:

- TDC was working through the Customer First scheme and employers were reapplying for their positions. Of the 4x recent suspensions, 1x had now resigned and 3x had returned to their jobs.
- At a recent Civic Reception, Cllr Allen had been accompanied by Barry Bull.

- Dog Fouling – Cllr Allen was continuing to chase the additional cleaning services and noted more signs had been put up.
- Community Transport – update. An officer from TDC had visited the WI and Not So Young group.
- A25 – plan to reduce the speed limit had been confirmed but no cameras would be installed.
- All TDC meetings would now be streamed online.
- TDC had voted to approve a 2.99% increase in Council Tax for 2018/19.
- Cllr Allen had been contacted by the Surrey Mirror to ask how Tatsfield had fared in the recent snow. An article had been written up for the paper and put on Tatsfield Talk.
- **c) Tatsfield in Bloom**

It was reported that TiB was in the final stages of planning for this year. A date had been fixed in April for John Waller to teach willow butterflies etc to be displayed around the village. The bad weather had had an impact. TiB had been very busy in the car park/ community orchard. It was noted that there was an issue with the condition of the fence on the FP21 side of the orchard. Jon Allbutt has applied for a grant for hedging whips (English Country Hedge).

- d) Tatsfield Fairtrade Group

The wine tasting event had been cancelled. A new date (7th April) had been arranged. Tatsfield Primary School had spent a fortnight learning about Fairtrade. There had been a big push by the school to show how Fairtrade worked in a practical way. This culminated in a tea made from Fairtrade products and served to grandparents of the school children.

- e) Horticultural Society

The following report was received from Martin Allen:

- Gardening Club would meet on 13th March in the WI Hall.
- THS would be meeting this week to discuss plans for the future.
- THS was losing support as some of the older members scaled back their activities but it was hoped that membership would remain relatively stable.
- Composting – the first weekend was cancelled due to the snow. The coming weekend would see the volunteers begin to build the new bins. The scheme would open on 7th April
- **f) Village Hall Management Committee**

The VHMC had reported that cracks had appeared in the floor. The Clerk was asked to contact the company who had recently resealed the floor to ask their advice.

The drain along the path down to the village centre was blocked. The Clerk noted that this had only recently been cleared and she was requested to ask the contractor to confirm when this was done and why it had become blocked so quickly.

The gutter above the front porch was blocked. The Clerk was requested to ask Terry Waite to unblock the gutters when he cleaned the windows and look into the possibility of installing 'hedgehogs'.

- **g) Airport**

No report.

- **h) Speedwatch**

No report.

10. Parish Council Land/Property

- **a) Village Hall**
- - Porches

Niall Kells had spoken to Jonnie Panther and ascertained the spec for the new porch. Niall Kells had sought further quotes for the porch and doors. These were due to be sent to the Clerk but she confirmed that she yet to receive them.

- Air Conditioning Units

Nichola Stokoe had raised this at the recent VHMC meeting. The overwhelming consensus was that the proposal to move the air conditioning units to the other side of the hall should be parked until new units were needed. It was generally felt that the high cost of moving the units was prohibitive.

- Play area – tarmac

It had been noted that there was a 5-10cm gap between the new kerb and the fence. It was suggested that this be concreted otherwise weeds would grow and this would be an ongoing maintenance issue.

1525/0318 It was resolved that the Clerk would ask Dave Mitchell for a quote to concrete this gap.

The old tarmac was threadbare in places and the uneven surface was causing water to pool. This was particularly worrying along the basement wall where water ingress had already caused damp issues. It was noted that Little Acorns may wish to replace the tarmac with a soft play surface. It was agreed to wait on a decision by LA.

- Cleaning

There was silt and debris build up following the removal of the hedge and installation of new fence.

1526/0318 It was resolved to ask Derek Rose to clean down this area.

• **b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

The Clerk confirmed that she was still waiting on the third quote. Nichola Stokoe agreed to chase this up.

c) -VOA

The clerk had received formal confirmation of the new valuation rate. However, the VIA was being very slow to respond to the Clerk's request for confirmation that the plan to swap the office with the front room would not impact on the current zero business rate. The Clerk could see no reason why it would and proposed that members proceed with the plans for the refurbishment.

The Clerk and Kim Jennings to meet with Nicole Lafone on site to discuss.

11. Meetings to attend/ correspondence

- Parish Assemblies 2018

These would be held on the following dates: 28th March, 27th June, 19th September and 5th December.

The

Clerk indicated that she would be unable to attend the 28th March meeting and asked if one or more of the Parish Councilors could attend instead.

- Request to amend minutes for Supplementary Meeting held on 22/01/18

The Chair noted that a request to amend the minutes from the meeting held on 22/01/18 (as in item 11) had been received. The Clerk stated that whilst she was unable to alter the contents of the minutes, it was accepted that the correspondence received was solely from Mrs Rudd and not her husband.

- Request for update on when rubbish at the bottom of Lusted Hall Lane will be cleared

An email received from a resident from LHL to complain about rubble that has been dumped on the grass behind house numbers 1 and 2.

It was agreed that Mike Sarll would look at the site and report back to the members.

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

- Drive Safe Initiative

- Joint Committees

Final public participation:

- Congratulations were offered to the Parish Council on what was done to help during the recent snow. The only issue was Lusted Hall Lane.

The meeting closed at 10.15pm

MINUTES of a Meeting of Tatsfield Parish Council held on the 26th March 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

In Attendance: Samantha Head (Clerk)

And 1 parishioner.

The meeting commenced at 8.02pm

1. Apologies

1528/0318 Mr Niall Kells, Mr Ian Mitchell, Mr Mike Sarll and Mrs Kim Jennings 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 12th March 2018

1529/0318 It was resolved that the minutes of the meeting held on 12th March 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.

- A parishioner raised a query about TDC's plans for parking at Crossways Court. The residents have received plans and a survey had been carried out. It appeared that, at this moment in time, only one additional parking space would be gained. The residents have contacted TDC and Cllr Martin Allen for an update but have not heard back. They would like the Parish Council to put this on a future agenda for discussion.

5. Planning

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

TA/2018/263 Colegates, Edgar Road, Tatsfield TN16 2LL

Demolition of existing rear conservatory and dormer window to rear roof slope. Erection of single storey side extension, part single/ part two storey rear extension and new roof incorporating dormer windows to west and east elevations to provide additional habitable accommodation within loft space and internal alterations.

1530/0318 Comment: No comment

TA/2018/337 Colegates, Edgar Road, Tatsfield TN16 2LL

Demolition of existing rear conservatory and dormer window to rear roof slope. Erection of single storey side extension, part single/ part two storey rear extension and new roof incorporating dormer windows to west and east elevations to provide additional habitable accommodation within loft space and internal alterations. (Listed Building Consent)

1531/0318 Comment: No comment

TA/2018/486 Russetts, Old Lane, Tatsfield TN16 2NB

Erection of side extension to existing detached garage. (Retrospective)

The members discussed the impact on the size of the garage from the proposed extension. 1532/0318 Comment: The Parish Council wishes to object as we 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/2018/491 23 Westmore Road, Tatsfield TN16 2AY

Erection of hip to gable roof extension to north elevation and dormer to west elevation in association with conversion of loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

This is permitted development, so it is for TDC to calculate if this is permissible.

1533/0318 Comment: No comment

TA/2018/506 Wayside, Ninehams Road, Tatsfield TN16 2AJ

Erection of new roof over existing building.

1534/0318 Comment: No objection

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

Use of ground floor annex for bed and breakfast accommodation.

The Clerk confirmed that TDC have sent this back to the validations team and it should be relisted in the near future.

1535/0318 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

6. Notified Items

a) CCTV

The Clerk had circulated all 4 quotes/specs and a report written by her and Niall Kells ahead of the meeting. There was a discussion on the merits and pitfalls of each of the 4 proposals.

1536/0318 The members present voted unanimously to proceed with the proposal from SECOM.

1537/0318 It was further agreed that a meeting should be convened between the Parish Council, Tatsfield Primary School, The Bakery, The Old Ship, the village shop and The Village Club.

b) Feedback from Clerk's appraisal

Nichola Stokoe had circulated a report from the Clerk's appraisal which contained some suggestions made by the Clerk as to how her and the members' time could be more efficiently managed. One of these proposals was to scale the supplementary meetings back to purely planning meetings, with the option to include emergency/ time sensitive items. Should there be no planning decisions, the supplementary meeting would not be held.

1538/0318 Members agreed to this proposal which would come into effect immediately.

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

None

8. Matters for Reporting or Inclusion in a Future Agenda

- Crossways Court – parking
- The Bakery patio proposal
- Unmade roads
- GDPR

Public Participation:

None

The meeting closed at 9.04 pm