

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th January 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

- Present:** Mr Tony Erbes (in the Chair).
Mrs Margaret Boadella Mr Bob David
Mr Ian Mitchell Mrs Dorothy Reeve
- In attendance:** Mr John Sandiford (Clerk) and 1 parishioner.
- Apologies:** Mrs W Maddison, Mr David Wood, Mrs Tina Fry (TD Councillor) and Mr Harry Pettifor (SC Councillor).

1. Minutes

The minutes of the meeting held on the 13th December 2001 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) Paragraph 5 (b)(2): the substitution in the second line of "Road" for "Land";
- (b) Paragraph 8(a): the substitution in the first line of "Responder" for "Transponder";
- (c) Paragraph 8(b): the deletion in the first line of "to";
- (d) Paragraph 12: the insertion in the heading of "Downs" after "South";
- (e) Paragraph 13(d): the insertion in the second line after "on" of "a date to be arranged".

2. Matters Arising:

- (a) **Crossways Court:** Bob David regretted that he had still not been able to progress the matter.
- (b) **Emergency List:** This had now been revised and copies distributed to all members. It was pointed out that more volunteers with 4 wheel drive vehicles would be very welcome.
- (c) **Ambulance Responder Scheme:** Bob David reported that a recent article in the Caterham Advertiser had expressed doubts about the adequacy of training of the volunteers. He emphasised that all volunteers had undergone extensive training by Surrey Ambulance and were able to provide initial care for patients until the ambulance arrived. This had been pointed out to the newspaper concerned and it had agreed to run a further feature when the next training course commenced.
- (d) **Queen's Jubilee:** The Chairman indicated that a meeting would be held in the coming week and proposals would then be placed before the Parish Council.

3. Planning Matters

- (a) **Planning Matters:** In the absence of Wendy Maddison, Margaret Boadella reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:** After discussion, it was agreed that the Parish Council would not appear at the TDC Planning Committee when the application No.01/1459 – Denver, Ricketts Hill Road was considered.
- (c) **Planning Councillor:** Ian Mitchell

5. Finance

- (a) **Payments:** as at Appendix B were approved.
- (b) **Grants:**
 - (1) **Play Equipment:** The Clerk confirmed that he had written to Mrs Anne Chapman asking for further details about the play equipment and the cost of installation (including a path) but had not yet received any reply.
 - (2) **Composting Scheme:** Bob David indicated that the Scheme was now incurring expenditure and it was agreed that the grant of £100 previously agreed, should be paid. It was also agreed that a shredder would be purchased for which a grant would be forthcoming from Tandridge.

6. Highways & Rights of Way

- (a) **Sundry Highway Matters:**
 - (1) **Westmore Green:** It had not yet been possible to arrange a meeting with the licensees of The Ship. The Chairman indicated that he would look into the matter.



- (2) **Titsey Hill Roundabout:** There were still no developments.
 - (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David indicated that there would be a meeting in the near future with SCC Engineers to go over the roads that contributed to the surface rainwater in Old Lane.
 - (4) **Speed Limits:** Bob David indicated that, at the last meeting, Harry Pettifor had suggested that Tatsfield should combine with Chelsham & Farleigh and Warlingham Parish Councils to exert pressure for a blanket 30 m.p.h. limit. This suggestion had not so far been taken up. It was agreed that this should be pursued but, at the Clerk's suggestion, it was agreed that this could well be progressed in conjunction with the CPRE initiative (see paragraph 13(a)).
 - (5) **Road Salting:** Bob David indicated that the road salting had been very good except for one occasion when it appeared that Tatsfield had been overlooked. He had taken the matter up with Surrey Highways.
- (b) **Rights of Way:**
- (1) **Tatsfield Green:** The clerk indicated that he had written to Mrs Savery, the owner of the right of access across the Green, pointing out that consent was required if a water supply was to be laid. No reply had been received. It was agreed that no further action was required.
 - (2) **Bridleway, Old Lane:** The Clerk had circulated details of the responses received by Surrey CC from frontagers. After discussion, it was agreed that no further action would be taken in the matter as it was felt that the status quo should be maintained. Bob David indicated that he considered that the views of frontagers should be obtained before any decision was made. The Clerk was asked to notify the Tatsfield Bridleways Association accordingly.

7. Reports

- (a) **County Councillor:** No report.
- (b) **District Councillor:** No report.
- (c) **Police Matters:** The Clerk confirmed that, as instructed, he had responded to the recent letter from the Surrey Police Authority with regard to next year's policing plan. Ian Mitchell indicated that the Parish Council had been invited to comment on the Tandridge DC Crime & Disorder Audit 2002 and he outlined the questions to be answered. It was agreed that he would respond in accordance with the views expressed.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that he had nothing to report. There would be a meeting of the Joint Consultative Committee in the next week.
- (e) **Transport matters:** The report of Denis Hayes was circulated at the meeting and was noted. Margaret Boadella queried whether fares were collected from passengers at all times and Denis Hayes indicated that there were many reasons why a fare should not be paid on every journey e.g. weekly or monthly permits. Each passenger journey should nevertheless be recorded and he would take the matter up with the Bus Operators as failure to record each passenger journey meant that the traffic figures were under-recorded.

8. Council Aims & Objectives

- (a) **Parish Appraisal:** Bob David reported that he had publicised the matter in the Parish Magazine and had also advised SVSC of the proposed timetable. Four local residents had so far volunteered their help.
- (b) **L-shaped Field Committee:** Nothing to report

9. Notified Items

- (a) **DEFRA Consultation on Quality Parish Councils:** The Clerk indicated that he had placed in circulation a copy of the agreed response to this Consultation.
- (b) **Code of Conduct:** It was agreed that this matter would be dealt with at the beginning of the next meeting. If any members had any points arising from the Code, it was agreed that they should raise these matters with the Clerk before the next meeting.
- (c) **SCC Countryside Strategy Review:** The Clerk indicated that he had written to Surrey CC indicating that the consultation period was far too short and that it would not be possible to respond in the time scale requested. In reply, Surrey had indicated that it would welcome comments from the Parish Council and if these comments were received by the end of

January, this would enable them to be taken into account. It was agreed that the matter would be considered on 16 January at 4.00 p.m.

- (d) **Countryside Rights of Way Act 2000:** The Clerk pointed that the consultation period ran for 3 months from 12 November and so responses had to be made by 12 February 2002 at the latest. It was agreed that there were no responses required.
- (e) **Surrey Hills AONB Boundary Project:** The Clerk indicated that a response had been received to the comments lodged by the Parish Council and he distributed copies to all members. It was agreed that no further action was required at the present time.
- (f) **Waste Disposal Group (Eastern Surrey):** It was agreed that this matter would also be discussed on 16 January.

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that it was believed that Southern Builders had ceased trading but no official confirmation of this was as yet forthcoming. The Architect was already in the process of drawing up a detailed claim and a meeting of the Building Project Committee would be held as soon as this could be arranged.
- (b) **Management Committee:** Bob David reported that the internal redecoration had been completed. He also indicated that the Management was considering the purchase of a new sound system and an air conditioning system for use in the hot weather.
- (c) **Lease of Hall:** The Clerk circulated copies of the response received from the Village Hall Management Committee. He pointed out that the Committee accepted all the Parish Council responses on the Committee's earlier responses except in one case relating to the matter of internal decoration. After discussion it was agreed that the Committee's offer to redecorate internally every seven years should be accepted.

11. Property & Land Maintenance

- (a) **Property:**
 - (1) **Newlyn, Ricketts Hill Road:** The Clerk drew attention to a letter received from Mr K W Munday alleging that roots from trees growing on land belonging to the Parish Council were undermining his drive. The letter indicated that representatives of Tandridge had indicated that the trees in question were at the end of their natural life. The Clerk had spoken to TDC Tree Officer who indicated that no one from his department had given any such opinion. The Clerk had notified Cornhill of the claim and was awaiting its instructions. The Clerk pointed out that it was not clear from the letter whether Mr Munday was making any claim against the Parish Council or whether he was simply asking for the trees to be removed. It was agreed that no further action should be taken until the requirements of Cornhill in the matter were known.
 - (2) **Police House:** Bob David indicated that Mr & Mrs Carr had asked if the boundary hedge could be cut and the Chairman indicated that the arrangements were already in hand.
- (b) **Land:**
 - (1) **Tatsfield in Bloom:** Bob David indicated that the Clerk was processing the insurance claim in respect of the stolen plough and potato ridger. The organising committee was meeting on 16 January.
 - (2) **Pond:** The Clerk indicated that the signs had been produced and installed by Colin Davis Associates and the insurance company notified.
 - (3) **Horse Trough, Village Centre:** The Chairman indicated that he believed that it would be an improvement if the trough was moved from its present position to a position outside the shops approximately where the bench seat was at present. It was agreed that the views of the TIB Committee would be sought at the coming meeting and that members would also consider their views so that the matter could be discussed at the next meeting.
 - (4) **The Square:** Bob David reported that three corners of the central grass area had been badly torn up by service vehicles. The matter had been reported to Tandridge and repair of these areas was in hand.

12. Meetings to attend:

- (a) **SCAPTC General Meeting:** 23 February 2002 at 2.30 p.m. at Claygate Village Hall – Chairman to attend.

13. Correspondence

- (a) **CPRE Initiative on Local Issues:** The Clerk drew attention to a letter dated 20 November from CPRE (a copy of which had been distributed to all members) indicating an intention to hold a meeting in February with all local Parish Councils to discuss issues that needed to be highlighted for action on a district or national basis. It was agreed that this initiative should be supported and that a representative would attend the meeting when the date was known.
- (b) **Youth Worker:** The Clerk drew attention to a letter from Whyteleafe Parish Council proposing that a full-time Youth Worker be employed to cover those areas where Parish Councils contributed towards the cost. After discussion, it was agreed that the matter should be supported in principle. It was further agreed that details would have to be discussed and that a meeting with those interested was required. The Clerk was requested to write accordingly.
- (c) **Tandridge LA21 Consultation:** The Clerk indicated that the Parish Council's views had been requested to the Tandridge D C Blueprint for a Better Tandridge 2002. Ian Mitchell outlined the matters that were under discussion. These included the appointment of a Waste Warden and a research project to monitor the use of green boxes. It was agreed that Ian Mitchell would respond on the Parish Council's behalf.

14. Any Other Business

- (a) **Designated Rural Areas:** Bob David indicated that there had been reports in the local press suggesting that Tatsfield had lost its rural village status for rating purposes. He had ~~made~~ spoken to the Department concerned to clarify the position and was pleased to confirm that this was not the case and the press report had been wrong. ✓
- (b) **Tatsfield Fun Run:** It was agreed that Westmore Green could be used for the Fun Run on 17 March. It was agreed that the organisers could station a refreshment caravan on the edge of the Green provided that damage to the daffodils was avoided and that any damage to the surface of the Green was reinstated.
- (c) **TDC Anti-Graffiti Campaign:** Bob David indicated that he had attended a demonstration of methods of removing graffiti and was in possession of a kit that could be used should the need arise.
- (d) **Village Signs:** It was thought that the sign to Tatsfield at the junction of Church Hill and the main road required re-positioning. Bob David agreed to check the matter out.

The meeting closed at 11.16 p.m.



RESULTS:-

Approved:	01/1352 01/1400 01/826 01/1459 01/1445 01/1531	The Haven, Kemsley Road Porziuncula, Parkwood Road Plumtrees, Hillside Road (revised garage design and fence) Denver, Ricketts Hill Road Wayback, Ricketts Hill Road Ashview, Paynesfield Road
Refused:	00/1476 01/1411	Brindlewood, Rag Hill Road (appeal) Nettlewood, Greenway
Appeals:	01/792 01/108 01/501	Plumtrees, Hillside Road (bungalow) (exchange of written statements) The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements)

CURRENT APPLICATIONS:-

App. No.	Property & Details of Proposed Development
¹⁶¹⁵ 01/1425	Kemscott Farm, Lusted Hall Lane Demolition of Buildings B, D & E, conversion of buildings A & C to B1 (Offices) with provision for 12 parking spaces, together with landscaping, turning and alterations to vehicular access. Recommendation: Objection to be lodged based upon concern over increased traffic levels in Lusted Hall Lane.
01/1674	White Oak, Ricketts Hill Road Selective reduction of side branches of oak tree in front garden by up to 3 metres Recommendation: No objection.
¹⁶⁷⁵ 01/676	31 Paynesfield Road Demolition of existing bungalow and erection of 2 detached 4 bedroomed houses (consent given under 92/308 having lapsed). Recommendation: Objection to be lodged based on overcrowding and out of character development.
01/1587	3 Kent Cottages, Pilgrims Lane, Westerham Extensions to existing dormer on side elevation. Recommendation: Query to be raised as to possible loss of small dwelling.
¹⁶⁹⁸ 01/1968	Plumtrees, Hillside Road Erection of front porch and formation of two bay windows to front elevation and new chimney to side elevation. Recommendation: Objection to be lodged to major extension that is out of scale and unneighbourly.
01/1720	Ship Hill House East, Ship Hill Erection of dormer extension in flank roof slope to provide additional accommodation (application for certificate of lawfulness for a proposed use or development). Recommendation: To be considered by next Planning Councillor.

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

TATSFIELD PARISH COUNCIL

2002/6

APPENDIX B January 2002

Expenditure to be authorised:-

Payee	Description	Details	VAT	Total
J Sandiford	Clerk's Salary	(December)		437.43
	Telephone			5.00
	Postage & Fax	5.71		
	Photocopying	11.75		
	Stationery			
	Travel	15.00		32.46
				<u>474.89</u>
Mrs G Miles	Cleaner	(December)		26.00
Tatsfield Horticultural Soc	Grant			100.00
I. Mitchell	Company Records fee for Southern Builders			12.50
SERPA	Annual Subscription			20.00
R G Miriam	Repairs to Surgery			43.16
CDA	Supplying & erecting signs for Village Pond	325.00	56.88	381.88
HSBC	Bank Charges			26.88

1,085.31

Receipts:

Biggin Hill Drs	Surgery rent	December	1,043.22	
Westerham Drs	Ditto	Jan - Mar	3,129.00	
Tatsfield Hort Soc	Parish Room Hire		7.00	
Tatsfield Parish Magazine	Ditto		7.00	
Seaboard	Easement (Westmore Green) - 5 yrs		5.75	
Surrey Police	Aerial rent to 31/3/02		458.63	
				<u>4,650.60</u>
				<u>3,565.29</u>
Balances at Bank:-				
	01/01/02 Current Account No.01123688		3,105.97	
	Deposit Account No.31123823		22,642.87	25,948.84

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th February 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr Tony Erbes (in the Chair).
Mrs Margaret Boadella Mr Bob David
Mrs W Maddison Mr Ian Mitchell
Mrs Dorothy Reeve Mr David Wood

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor), and 2 parishioners

Apologies: Mrs Tina Fry (TD Councillor)

1. Minutes

The minutes of the meeting held on the 14th January 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) The deletion of "made" at the end of the second line of Paragraph 14(a);
- (b) The amendment of certain Application Numbers in Appendix A to read 01/1615, 01/1675 and 01/1698.

2. Matters Arising:

- (a) **Crossways Court:** Bob David reported that he had been unable to progress the matter.
- (b) **Rural Rate Relief:** The Clerk drew attention to the letter from Tandridge DC confirming that Tatsfield would not and never had been affected by this matter.
- (c) **Youth Worker:** The Clerk confirmed he had written to Whyteleafe Parish Council indicating interest in this matter but had, as yet, heard nothing further.
- (d) **Village Signs:** Bob David confirmed that action to correct the signs at the junction of Church Hill and the main road was in hand. He also agreed to check the signs in Approach Road.
- (e) **Ambulance Responder Scheme:** Bob David indicated that the training course would not now start until 6 March and the instructor would be a fully qualified St John Ambulance member. He indicated that the Scheme had certain incidental administration expenses and it was agreed to make a grant of £50 for this purpose.

3. Code Of Conduct

In view of the fact that the Clerk had only just received certain forms from the acting Monitoring Officer appointed by Tandridge DC, it was agreed to adjourn this matter to be dealt with at the next meeting.

4. Planning Matters

- (a) **Planning Matters:** Ian Mitchell reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:** Ian Mitchell indicated that he had placed a copy of the TDC District Plan in circulation.
- (c) **Planning Councillor:** Dorothy Reeve.

5. Finance

- (a) **Payments:** as at Appendix B were approved.
- (b) **Grants:**
 - (1) **Westmore Green Play Area:** The Clerk indicated that there was nothing further to report.
 - (2) **Old Lane:** A letter had just been received from the Old Lane Residents Association and it was agreed to adjourn consideration of the contents until the next meeting.
- (c) **Audit 2000/2001:** The Clerk reported that the Audit of the accounts for the ending 31 March 2001 would take place on 26 March 2002.
- (d) **Composting Scheme:** The Clerk indicated that, as shown on Appendix A, cheques had been signed for the purchase of a shredder and a temperature probe in accordance with Appendix B.

6. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Westmore Green:** The Chairman indicated that The Ship was willing to attend a meeting and this would be arranged. Bob David indicated that the bus stop area had been marked out again and he hoped that this would encourage car owners not to park there. He also indicated that an ambulance had had difficulty in turning when collecting someone from one of the houses in Lusted Hall Lane that fronted on to the Green. This was largely due to parked vehicles and it was agreed that an appeal would be made to residents to leave an area free for vehicles to turn. Bob David agreed to obtain a letter from Surrey Ambulance about the difficulty and the Chairman indicated that he would personally visit the residents concerned. It was also noted that certain posts required attention.
- (2) **Titsey Hill Roundabout:** There were still no developments. It was noted that the plans had been approved but no details had been provided to the Parish Council. Bob David agreed to chase this up.
- (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David indicated that he and the Chairman had met SCC Technical Officers involved in the survey of the surrounding area. They were looking at the matter with a completely open mind and would be submitting a report to Surrey Highways shortly.
- (4) **Speed Limits:** This was a matter to be pursued through the CPRE initiative.
- (5) **Road Salting:** Bob David indicated that he had raised the matter and there appeared to be no real explanation why Tatsfield had been missed on one occasion.
- (6) **General Maintenance:** Bob David indicated that he found the fast track reporting system very effective in dealing with potholes and other small wants of repair.

(b) Rights of Way:

- (1) **Old Lane:** The Clerk confirmed that he had written to the Bridleways Association advising it of the Parish Council's decision in relation to a permissive bridleway over Old Lane and Tatsfield Common.
- (2) **High Mead Mead, Ricketts Hill Road:** The Clerk reported that the District Valuer had recommended the payment of £250 for the grant of rights to lay and maintain services. The District Valuer had also suggested certain conditions. Mr & Mrs Warren had accepted all the terms and conditions and the Clerk had agreed the form of the deed. It was agreed that The Chairman and Ian Mitchell be authorised to sign the Deed of Grant on the Council's behalf.

7. Reports

(a) County Councillor: Harry Pettifor reported on the following matters:

- (1) **Hospitals:** He indicated that there was a plan to build a new hi-tech hospital at Pease Pottage. This would effectively mean that East Surrey Hospital was down-graded. Surrey CC was interested in knowing what the reaction was to such a scheme. He indicated that so far all bodies had given the plan a firm "thumbs down" and he had assumed that this would be the reaction from Tatsfield. This was agreed.
- (2) **Old Lane:** Surrey expected to make some contribution to help solve the drainage problem in due course.
- (3) **Police:** He would be visiting the new Caterham Police Station that had opened that day. He hoped to know more about the role it would play in the County Police set-up after his coming visit. He was pleased to note that arrests had been made following the recent murders at the Good Companions, Hamsey Green and had been informed that the Police would also be investigating matters at The White Lion, Warlingham, where the incident had started.
- (4) **Travellers:** He indicated that there was considerable disquiet about the continued trouble caused by travellers camping on local lay-byes and land. He had reason to believe that there were changes in the pipeline that would enable stronger and more effective action to be taken.
- (5) **Project Pegasus:** This was a dedicated, high quality and secure school-transport service that was to be introduced in West Surrey. He hoped that it would eventually come to this area.
- (6) **Parish Councils:** He indicated that there was anxiety throughout the County over the new developments.



- (b) **District Councillor:** In the absence of Tina Fry, there was no report.
- (c) **Police Matters:** Ian Mitchell confirmed that the new Caterham Police Station was not open to the public 24 hours a day as had previously been the case. Plans for the Station were constantly being reviewed. Crime figures were now being produced on a district basis and these showed a general reduction but it was important to note that figures for burglary from dwellinghouses had risen by some 17+%.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that, at the last meeting of the Consultative Committee, it had been reported that traffic levels were increasing and were approaching the 1998 level. The dispute with London Borough of Bromley over the restrictions imposed by the lease was continuing and it appeared that Bromley were endeavouring to tighten the restrictions and a legal battle could be looming. The Airport operators had joined the Freedom to Fly campaign to lobby Government to improve smaller airports.
- (e) **Transport matters:** The report from Denis Hayes was noted. Ian Mitchell commented that it was good to know that the rumour that the 411 service might be withdrawn was not true.

8. Council Aims & Objectives

- (a) **Parish Appraisal:** Bob David indicated that as a result of a further article in the Parish Magazine, further volunteers had come forward. He now had some 9-10 names and it was suggested that he should hold a meeting with these volunteers before the Annual Parish Meeting as this might encourage them to obtain further volunteers. He also drew attention to the fact that Surrey CC was considering cutting funding for Surrey VSC and he had written protesting at this proposal. The Government was encouraging parish councils to embark on appraisals and the help and assistance given by SVSC was invaluable.
- (b) **L-shaped Field Committee:** There was nothing to report with regard to the development of the Field as a recreational facility but the Chairman indicated that he had asked Bob David to investigate the possibility of leveling and cutting the Field so that it could be used by youngsters for informal games. Bob David indicated that Nick Dance was willing to flail and roll the field once all hardcore had been removed and the ruts filled in. He would investigate this aspect and report back.

9. Notified Items

- (a) **SCC Countryside Strategy Review:** The Clerk indicated that he had written to Surrey CC setting out the Parish Council's comments.
- (b) **Joint Parish Councils Conservation Areas Committee:** The Clerk drew attention to a letter from Blethingley Parish Council asking if Tatsfield was interested in proceeding along lines suggested by Tandridge as outlined in a letter dated 4 January. Ian Mitchell commented that Tatsfield did not have any conservation areas and only a few listed buildings. It was agreed that the Clerk should indicate a willingness to attend an initial meeting to see whether there was any point in Tatsfield appointing a representative.

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that Southern Builders had now officially ceased trading but no communication had as yet been received from the acting Receiver. The Committee had met to discuss matters with the Architect and he was preparing the detailed claim for submission to the Receiver. The specialists that had carried out the damp-proofing treatment to the Green Room had recently re-inspected and their report was awaited. There was undoubtedly dampness caused by condensation from the cold water main pipe that ran across the Green Room but whether this was the sole cause had yet to be determined. Cracks had also opened up in the Hall floor and this was a cause for concern and consideration was being given to some emergency action.
- (b) **Management Committee:** Bob David indicated that a party had been held on the occasion of Liza Player's retirement from the Committee to express thanks to her for many years devoted service. There had also been a Committee to discuss the new Constitution and a copy of the final draft would be submitted to the Parish Council for comment.
- (c) **Lease of Hall:** The Clerk indicated that the amendments accepted by the Parish Council had been agreed by Mr Taylor. The Clerk had also arranged for the Lease to contain rights of access and rights of car parking in order to avert difficulties in the future. These rights had also been accepted by the Hall Committee and it was now for the Hall Committee to obtain approval from the Charity Commission.

- (d) **Car Park** : The Chairman indicated that Mrs Cooper had complained at noise created when young people played games and, in particular, skateboarded in the car park immediately adjoining her bungalow. The Parish Constable had been called to move the youngsters away but he had indicated that he was restricted in what he could do because there was no notice up prohibiting the playing of games and/or skateboarding. The Chairman therefore proposed that suitable notices should be put up. At his request, the Clerk had obtained an estimate from CDA for signs and he gave details. It was agreed that two signs should be put up, one on the Parish Room facing the entrance and one on the side of the Hall adjacent to the main entrance because this was where skateboarding was concentrated. It was felt that suitable signs could be purchased at a lesser cost than that quoted by CDA and David Wood indicated that he would investigate. It was also noted that arrangements had been put in hand for the Police House hedge to be cut and that one of the security lights required attention.

11. Property & Land Maintenance

(a) Property:

- (1) **Newlyn, Ricketts Hill Road**: The Clerk indicated that Cornhill had asked for details of any arboriculturalist report obtained and for details of regular maintenance. It was agreed that he should indicate that there was no definite boundary line between Newlyn and the common, that there had been no previous complaint about the roots of these trees and that there had been a report in February 1999 although these trees were not mentioned in it.

(b) Land:

- (1) **Tatsfield in Bloom**: The Clerk indicated that the insurance claim had been submitted and some further details were required from George Farmer in respect of his hoe. Bob David reported that there had been two meetings of the TIB Committee and he had placed notes of the meetings in circulation. The theme of this year's displays would be the Queen's Golden Jubilee. It was also intended to give help to Tatsfield School and to sheltered housing with their individual displays.
- (2) **Pond**: It was agreed that the Contractor should be instructed to carry out the routine Spring maintenance and to provide an estimate of the cost.
- (3) **Horse Trough Village Centre**: Bob David indicated that, as requested, the TIB Committee had considered the matter. They had considered three possible sites but had concluded that the best option would be to re-locate the trough to The Square. The Committee were of the view that a Norwegian spruce should then be planted in the place of the trough in the Village centre. As it was apparent that there were conflicting views on this matter, the Chairman suggested that further discussion be adjourned to the next meeting to give members an opportunity to consider the matter properly. This was agreed.

12. Meetings to attend:

- (a) **Oxted PC Annual Parish Meeting**: 20 March 2002 at St Michael's Church Hall, Oxted.
- (b) **CPRE Meeting with Parish Councils**: Tuesday 12th February 2002 at 2.30 p.m. at Tandridge DC Offices, Oxted. As no one was able to attend, the Clerk was asked to give apologies and to emphasise the Parish Council's interest in and approval for the imposition of global speed limits in villages throughout the district.

13. Correspondence

- (a) **Scout Hut Lay-by**: The Clerk read out a letter from Derek Gibbons suggesting that the Parish Council should commemorate the Queen's Jubilee by the construction of a lay-by outside the Scout Hut in Approach Road. It was agreed that the matter should be adjourned for consideration at the next meeting.
- (b) **Surrey Village of the Year**: Bob David indicated that SVSC had written giving details of this year's competition. He suggested that consideration should be given to entering this competition but there was no support for his suggestion.

14. Any Other Business

- (a) **Queen's Golden Jubilee Celebration**: The Chairman indicated that there was a distinct lack of support from local organisations to assist with events. He and Denis Hayes had discussed the matter at length and suggested that a party should be held in the Village on Saturday 1 June for the children of the village. The Church was holding its Flower Festival that weekend

and would welcome involvement by the village. Discussion took place as result of which it was agreed to ask the Parish Magazine to include a questionnaire with its next issue to canvass local opinion and to ask for ideas. It was also suggested that there might be a Village Picnic on Westmore Green with, possibly, entertainment for the children. Those attending would bring their own refreshments.

- (b) **St Mary's Flower Festival:** It was agreed that signs could be put up on Westmore and Tatsfield Greens advertising the Festival.
- (c) **Annual Parish Meeting:** It was agreed that the date for this would be fixed for this at the next meeting.
- (d) **London Electric:** Margaret Boadella drew attention to a campaign by this company that involved representatives calling at local houses asking for participation in a "survey". In fact, the intention was to get householders to sign up for electricity supplies. It was agreed that the Parish Magazine should publish a warning.
- (e) **Death of HRH Princess Margaret:** It was agreed that the Union flag should be flown at half-mast outside the Village Hall on the day of her funeral.

The meeting closed at 10.13 p.m.



RESULTS:-

Approved:	01/1531 01/1615	Ashview, Paynesfield Road Kemscott Farm, Lusted Hall Lane
Refused:	01/1571 01/1589 01/1566 01/1675	Robin Lodge, Old Lane 88 Westmore Road Beacon Shaw, Approach Road 31 Paynesfield Road
Appeals:	01/792 01/108 01/501 01/852	Plumtrees, Hillside Road (bungalow) (exchange of written statements) - REFUSED The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements)

CURRENT APPLICATIONS:-

App. No.	Property & Details of Proposed Development
01/1720	Ship Hill House East, Ship Hill Erection of dormer extension in flank roof slope to provide additional accommodation (application for certificate of lawfulness for a proposed use or development). Recommendation: Objection lodged based on possibility of the loss of a small dwelling.
01/1722	Deepdene, Lusted Hall Lane Demolition of existing dwelling and erection of a 4 bedroomed house with closure of existing access and construction of new access on to Ricketts Hill Road Recommendation: Objection lodged based on (1) development in MGB and (2) development significantly larger and consequently contrary to District Plan.
02/83	Neville House, Edgar Road Erection of new pitched roofs over existing singley storey rear projection and over existing flat roofed areas and 2 storey front section Recommendation: No objection.
02/107	16 The Square, Paynesfield Road Demolition of existing addition and erection of 2 storey side extension Recommendation: To be considered by next Planning Councillor.

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

TATSFIELD PARISH COUNCIL

2002/13

APPENDIX B February 2002

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>	<u>Details</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Clerk's Salary	(January)		437.43
	Telephone			5.00
	Postage & Fax	5.53		
	Photocopying	13.47		
	Stationery			
	Travel	15.00		34.00
				<u>476.43</u>
Mrs G Miles	Cleaner	(January)		26.00
St Mary's Social Committee	Flower Festival donation			40.00
South East in Bloom	Entry fee			35.00
Valuation Office Agency Administration	Valuation Services	150.00	26.25	176.25
Godfreys**	Purchase of Shredder & screen	914.89	160.10	1,074.99
Waste to Compost UK**	Purchase of Temperature Probe	88.15	15.43	103.58
Mrs J South	Grant towards expenses of Ambulance Responder Scheme			50.00

** cheques already drawn and signed

1,982.25

Receipts:

Biggin Hill Drs	Surgery rent	January	1,043.22
Tatsfield Bridge Club	Parish Room Hire		78.00

1,121.22

-861.03

Balances at Bank:-

01/02/02 Current Account No.01123688	8,091.24	
Deposit Account No.31123823	• 22,908.28	30,999.52

*Including interest of £31.86

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th March 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr Tony Erbes (in the Chair).
Mrs Margaret Boadella Mr Bob David
Mrs W Maddison Mr Ian Mitchell
Mrs Dorothy Reeve Mr David Wood

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor) and one parishioner.

Apologies: None

1. Minutes

The minutes of the meeting held on the 11th February 2002 were approved and signed by the Chairman as a correct record.

2. Matters Arising:

(a) **Crossways Court:** Bob David reported that he regretted that he had still not been able to deal with this matter.

(b) **Youth Worker:** The Clerk confirmed that he had still heard nothing further.

3. Code Of Conduct

It was resolved that the Code of Conduct (a copy of which is attached to these Minutes) be adopted by this Council. All councillors present then signed a Declaration of Acceptance in the form prescribed by the Local Elections (Declaration of Acceptance of Office) Order 2001

The Clerk then drew attention to the need for each councillor to complete a Notification of Interests and Messrs Erbes, Mitchell and David handed their Declarations to the Clerk.

The Clerk drew attention to the fact that the Chairman Tandridge DC was hosting a seminar for councillors on the Code on Friday 22 March.

4. Planning Matters

(a) **Planning Matters:** Dorothy Reeve reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.

(b) **Sundry Planning Matters:** None

(c) **Planning Councillor:** David Wood

5. Finance**(a) Grants:**

(1) **St Mary's Church:** The Clerk reported that a letter of thanks had been received from St Mary's Church for the donation.

(2) **Crossroads Care Attendant Scheme:** The Clerk had circulated a copy of an appeal letter from the Crossroads Care Attendant Scheme as to the possible withdrawal of financial support Surrey Social Services. It was agreed that the Clerk should contact the Organiser to ascertain whether the Scheme dealt with any cases locally. If it did, it was agreed that a letter of support should be sent to Sue Fiennes of Surrey CC.

(3) **Old Lane:** After discussion, it was agreed to make an initial grant of £500 in the financial year commencing 1 April and to review the possibility of a further grant at a later date. Prior to any discussion, Wendy Maddison declared an interest in the matter by reason of the fact that her daughter lived in Old Lane.

(b) **Insurance:** The Clerk had circulated details of an enquiry received from Cornhill Insurance with regard to the regular inspection and maintenance of trees owned by the Council. After discussion, it was agreed that the Clerk should instruct Down to Earth Tree Management to obtain a quotation as to the cost of a report similar to that which it carried out in February 1999 to include Ashen Shaw and Kemsley Woods.

(c) **NALC Direct Information Service:** It was agreed that this would be renewed.

- (d) **Parish Room & Surgery:** The Clerk reported that the non-domestic rates for the premises would amount to £502.55 for year commencing 1 April. This compared to £520.28 for the current year. The Clerk also drew attention to a booking for the Parish Room for 9 and 12 April.
- (e) **Payments:** as at Appendix B were approved.

6. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Westmore Green:** The Chairman indicated that he had been unable to progress this matter.
 - (2) **Titsey Hill Roundabout:** There were still no developments.
 - (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David indicated that he understood that the report would be submitted to Stephen Childs of Surrey Highways in the very near future but he was not optimistic that it would be helpful.
 - (4) **Roadside signs:** Bob David reported that all matters had either been dealt with or were in hand.
 - (5) **Scout Hut Lay-by:** The Clerk had circulated copies of a further letter from Mr Gibbons with plans of his proposals. After discussion, it was agreed that The Clerk should send details of Mr Gibbons' proposals to Surrey Highways and ask for their comments. He was also asked to thank Mr Gibbons for his detailed work on the matter and to indicate what action was being taken.
 - (6) **Grove Road/Westmore Road:** The Clerk reported the receipt of a copy letter from Mr A Andrew to TDC about damage caused by TDC refuse vehicles. Bob David indicated he had also reported the matter.
 - (7) **Speed Limits:** As no one had been able to attend the CPRE Meeting, there was nothing further to report on this matter.
 - (8) **Safe Routes to School:** Bob David reported that he and Dorothy Reeve had attended a meeting recently when the County Highways proposals were outlined. A detailed report setting out these proposals would be available before the next meeting. There would be a public exhibition of the proposals in the Village Hall on 6 April. Bob David also indicated that Metrobus was offering in some places a special fare of 50p for schoolchildren on journeys to school, with a parent being allowed to travel free. It was agreed that enquiries should be instituted to see if Metrobus could introduce a similar scheme for Tatsfield School.
 - (9) **Hedgerows, Westmore Green:** It was noted that a new vehicular entrance may have been made to this property off Approach Road. Bob David agreed to investigate.
- (b) **Rights of Way:** Ian Mitchell indicated that there was to be a DEFRA consultation as to procedure for the making of and the resolution of disputes over public footpaths and bridleways
- (c) **High Mead, Ricketts Hill Road:** The Clerk reported that, following the last meeting, this matter had now been completed and the consideration of £250 and all costs paid to the Council.

7. Reports

(a) County Councillor: Harry Pettifor reported on the following matters:-

- (1) **Fire Service:** He had ensured that the new Chief Officer was aware that Tatsfield was part of Surrey.
- (2) **Old Lane:** He was pressing for progress in this matter and would ensure that the report was available as quickly as possible. He asked that the Frontagers Committee should write him direct with details of the work that they were intending to carry out as he hoped he might be able to get some financial assistance.
- (3) **Police:** He was conscious that there was considerable public disquiet about the lack of response to calls for assistance and he had faxed the Police with details of several matters that had come to his attention. He was aware that the Chairman had been involved in such an incident.
- (4) **Safe Routes to School:** He had attended the recent meeting and fully supported the matter.



- (5) **Hospitals:** He understood that Surrey CC would be officially expressing its total disagreement with the proposals for a new hospital at Pease Pottage and the consequent down-grading of East Surrey Hospital.
- (b) **District Councillor:** In the absence of Tina Fry, there was no report.
- (c) **Police Matters:** A wide ranging discussion took place during which widespread concern was expressed at the lack of a police presence in the village. It was agreed that copies of the correspondence relating to the recent incident with the Chairman should be sent to the Police, that Ian Mitchell and David Wood should have an early meeting with the Parish Constable and that consideration should be given to strong representations being made at the next PCPG Meeting to be held in Woldingham on 23 April.
- (f) **Biggin Hill Airport:** Ian Mitchell had nothing to report.
- (g) **Transport matters:** Nothing to report.

8. Council Aims & Objectives

- (a) **Parish Appraisal:** Bob David indicated that he was planning to call a public meeting of those local residents who were interested in assisting. He already had 9/10 names.
- (b) **L-shaped Field Committee:** Bob David indicated that he had not yet been able to obtain quotations for removing rubble etc from the Field. The Clerk indicated that a letter had been received from Mr Greg Carr complaining that he had not been consulted about the proposal to level the Field so that it could be used for informal games by local young people. His comments were noted and the Clerk was asked to acknowledge the letter and at the same request Mr Carr to remove two cars from the car park that it was believed belonging to him or members of his family.

9. Notified Items

- (a) **Commission for Racial Equality Consultation:** The Clerk indicated that a response to this Consultation was requested by 25 February, the date on which the documents had been received. On telephoning the Commission, he was advised that the Commission would like a response as soon as possible. After discussion, Margaret Boadella volunteered to deal with the matter.
- (b) **DTLR Planning Green Paper:** The Clerk had circulated copies of a letter from the Chairman of SCAPTC and copies of the SCAPTC response to this Green Paper. Ian Mitchell had prepared a draft response by the Parish Council, copies of which he had distributed to members prior to the meeting. The terms of the draft were generally acceptable and it was agreed that this response should be discussed between Ian Mitchell and Bob David before it was submitted to DTLR.

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that the Architect had now produced a Schedule of Outstanding Work for the Hall and this would form the basis of the claim to be submitted to the Liquidator. The work comprised in this Schedule would have to be priced and for this purpose it was necessary to appoint a Quantity Surveyor. It was agreed that the Building Project Committee should be empowered to appoint Terry Cartwright as the Quantity Surveyor. A Meeting of the Project Committee would be held on 22 March if this date was convenient for the Architect and the Quantity Surveyor. If it was not, a meeting would be arranged as soon as possible.
- There had still been no formal contact with the Liquidator and efforts to establish contact were continuing. The Architect had found an expert to advise on the Hall floor and the Architect and this expert would be inspecting the floor in the next few days. There had been a water leak in the Green Room and this had been dealt with. The damp proofing treatment was complete and the firm that had carried it out were satisfied that it was successful.
- (b) **Management Committee:** Bob David reported that the Management Committee had met on 4 March and serious concern had been voiced about the Green Room and the Hall floor. He was pleased to announce that Mr Martin Bennett had donated three CCTV cameras for use around the outside of the Hall.
- (c) **Review of Constitution:** The Clerk indicated that he had circulated a memorandum to all members about the draft Scheme that had been submitted to the Parish Council for comment. He did not consider that the Scheme required any detailed comment. This was agreed.
- (d) **Car Park:** It was noted that two signs had now been purchased and would be installed shortly.

11. Property & Land Maintenance**(a) Property:**

- (1) **Newlyn, Ricketts Hill Road:** The Clerk indicated that he had replied to the Cornhill Insurance as agreed at the last meeting and there was nothing further to report on this matter.
- (2) **Miscellaneous:** The Chairman indicated that the security light had been vandalised once again and he had arranged for it to be removed temporarily as it was not required in the lighter evenings. It would be replaced in due course.

(b) Land:

- (1) **Tatsfield in Bloom:** The Clerk indicated that insurance claim in respect of the Council's potato ridger had been settled subject to the excess of £75. The claim in respect of the hoe belonging to George Farmer was still outstanding but he had been told that the claim would be settled. Bob David indicated that the TIB Committee had been given some milk churns and these would need to be insured. He was obtaining a valuation.
- (2) **Illegal Dumping:** Earth and other waste material had been dumped on land under the Council's control at the corner of Barnfield Road and Maesmaur Road. The owner of "Hillcrest" Old Lane who was undertaking extensive building work to his property was carrying out the dumping. It was agreed that the Clerk should write as soon as possible demanding that the dumping ceased.
- (3) **Pond:** Wendy Maddison reported that Waterside Aquatics would be carrying out maintenance immediately after Easter.
- (4) **Horse Trough Village Centre:** The Chairman asked for views of members now that they had time to consider the matter. After discussion, it was clear that the majority of members were not in favour of moving the trough and the Chairman indicated that he did not wish to pursue the matter.

12. Meetings to attend:

- (a) **East Surrey Parishes LG:** 17 April 2002 at Council Offices, Oxted at 7.30-8.00 p.m. -
- (b) **Limpsfield Parish Council APM:** 20 March at St Peter's Church Hall, Limpsfield at 8.15 p.m. - Chairman and Clerk invited.

13. Correspondence

- (a) **Westmore Green:** The Clerk reported that Tatsfield Women's Institute wished to use the green for a cake and bodystall monthly commencing in May. This was agreed.
- (b) **DEFRA Campaign against Illegal Poisoning of Wildlife:** The Clerk drew attention to the campaign and indicated that the Department was open to suggestions on ways of disseminating information about the campaign. It was agreed that Mrs Doris Mitchell be asked to consider the matter.

14. Any Other Business

- (a) **Annual Parish Meeting:** It was agreed that this would be held in the Village Hall on Tuesday 21st May and that details of the arrangements would be dealt with at the next meeting.
- (b) **Electoral Register:** The Clerk was asked to obtain copies of the latest Register.
- (c) **Community Responders Scheme:** Bob David reported that 7 people were undergoing training.
- (d) **Vital Villages Transport Grants:** Bob David drew attention to the availability of grants for approved projects. It was agreed that this was a matter to be dealt with following the appraisal.
- (e) **Poop-a-Scoop:** Wendy Maddison suggested that further provision should be made in Ship Hill and Bob David agreed to look into the matter.
- (f) **Rubbish:** The Chairman indicated that there seemed to be an increase in the amount of litter in the village and appealed for everyone to endeavour to stop this.
- (g) **Woldingham PC:** The Chairman indicated that he had received a letter of thanks from the Chairman of Woldingham PC following his visit to the last Council meeting.
- (h) **Queen's Golden Jubilee Celebration:** The Chairman outlined the events being organised to celebrate the Jubilee. These included a concert by the Lewisham Concert Band on Saturday, a Children's party on Sunday and the Flower Festival at the Church on Monday.

The meeting closed at 11.05 p.m.



RESULTS:-

Approved:		
Refused:	01/1720 01/1675 01/1722	Ship Hill House East, Ship Hill 31 Paynesfield Road Deepdene, Lusted Hall Lane
Appeals:	01/108 01/501 01/852	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements)

CURRENT APPLICATIONS:-

App. No.	Property & Details of Proposed Development
02/107	16 The Square, Paynesfield Road Demolition of existing addition and erection of 2 storey side extension Recommendation: No objection to be lodged.
02/148	6 The Square, Paynesfield Road Change of use of land to residential garden Recommendation: No objection to be lodged.
02/125	Heath House, Ricketts Hill Road, Erection of single storey side extension Recommendation: No objection to be lodged.
02/222	Sunnydene, Crossways Erection of two storey side extension Recommendation: No objection to be lodged.
02/241	6 Parkside Cottages, Rag Hill Road Demolition of existing garage/store and erection of single storey side extension. Recommendation: No objection to be lodged.
02/47	The Haven, Kemsley Road Demolition of existing dwelling and erection of 4 bedroomed bungalow (revised scheme to permission 2001/1352) Recommendation: No objection to be lodged.
02/291	Longreach, Ricketts Hill Road Erection of single storey rear extension. Recommendation: No objection to be lodged.
02/191	April Cottage, 1 Grove Road Erection of rear conservatory Recommendation: No objection to be lodged.

GROUNDINGS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

2

TATSFIELD PARISH COUNCIL

2002/19

APPENDIX B March 2002

Expenditure to be authorised:-

Payee	Description	Details	VAT	Total
J Sandiford	Clerk's Salary	(February)		437.43
	Telephone			5.00
	Postage & Fax	2.16		
	Photocopying	12.00		
	Stationery			
	Travel	15.00		29.16
				<u>471.59</u>
Mrs G Miles D Wood Post Office Ltd J Sandiford	Cleaner	(February)		26.00
	Signs for Village Hall Car park			56.40
	Telephone charges	47.27	8.27	55.54
	Reimbursement of Costs			150.00
● HSBC	Bank charges			19.20
	Public Works Loan Board Repayment of Loan (payable 1/4/02)			2,596.28

3,375.01

Receipts:

● Biggin Hill Drs	Surgery rent	February	1,043.22	
Cornhill Insurance	Insurance Claim for Potato ridger		175.00	
Hepburns	Payment for easement	250.00		
	Valuer's fees	176.25		
	Clerk's costs	150.00	576.25	
				<u>1,794.47</u>
				<u>-1,580.54</u>
Balances at Bank -				
01/03/02	Current Account No.01123688		7,599.58	
	Deposit Account No.31123823		22,940.19	30,539.77

*Including interest of 31.91

The sum of £5,000 has been transferred to the Deposit Account since 1/3/02

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th April 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr Tony Erbes (in the Chair).
Mrs Margaret Boadella Mr Bob David
Mrs W Maddison Mr David Wood

In attendance: Mr John Sandiford (Clerk), and 5 parishioners

Apologies: Mr Ian Mitchell, Mrs Dorothy Reeve, Mrs Tina Fry (TD Councillor), Mr Harry Pettifor (SC Councillor)

Before the meeting commenced, there was a minute's silence to commemorate the death of HM The Queen Mother on 30 March.

1. Minutes

The minutes of the meeting held on the 11th March 2002 were approved and signed by the Chairman as a correct record subject to the amendment of the second line of Paragraph 13(a) to read "cake and book stall".

2. Matters Arising:

- (a) **Crossways Court:** Nothing to report
- (b) **DTLR Control of Noise from Civil Aircraft Consultation:** The Clerk indicated that a summary of the responses had been received and this indicated that the Government would announce its conclusions in the forthcoming White Paper. The Department would write again at that time.
- (c) **Grants – Westmore Green Play Area:** The Clerk reported that a letter had been received from Mrs Chapman indicating that a grant of £6,000 had been received from Tandridge DC. This amount had totally funded the equipment purchased to date and the work of installation. Further equipment costing £5,000 was needed and fundraising was in progress and the Parish Council would be advised of the progress. Mrs Chapman hoped that the Parish Council would make a financial contribution in due course.

3. Code Of Conduct

The Clerk indicated that Ian Mitchell and himself had attended the seminar for councillors on the Code on Friday 22 March. He had since distributed a copy of a letter from the Monitoring Officer dealing with some points raised at the meeting.

4. Planning Matters

- (a) **Planning Matters:** David Wood reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed. Wendy Maddison declared an interest in Application 02/419 – 8A & 8B Westmore Road and took no part in the discussion of that application.
- (b) **Sundry Planning Matters:**
 - (1) **Surrey Design:** The Clerk reported that a copy of this document had been received. Further copies could be obtained at a cost of £12.50 each and it was agreed to purchase one further copy.
- (c) **Planning Councillor:** Margaret Boadella

5. Finance

- (a) **Grants:**
 - (1) **Crossroads Care Attendant Scheme:** The Clerk indicated that he had contacted the Organiser who had indicated that no local Tatsfield residents were benefiting from the Scheme at the present time and she had been unable to furnish details of any past recipients. It was agreed that no further action would be taken.



- (2) **Tandridge VSC:** The Clerk had circulated a copy of a letter appealing for financial support. It was agreed that this matter required further consideration discussion would be deferred to the next meeting.
- (3) **Insurance:** The Clerk reported that he had contacted Down to Earth Tree Management to update the Survey report that it carried out in February 1999. Bob David would be showing its representative the exact extent of the areas to be included in the report on 18 April and a quotation of the cost would then be forthcoming. The Clerk reported that Cornhill Insurance had indicated that it would require sight of an up-to-date report and confirmation that any necessary work had been carried out. The Chairman indicated that Mr Munday had supplied a copy of a letter from his solicitors with a copy of the plan on his Land Certificate showing the front boundary.
- (b) **Audit:** The Clerk indicated that audit for 2000/2001 had not taken place as scheduled on 26 March. It had been re-scheduled for 23 April at 10.00 a.m. The Clerk also indicated that, as from this month, new arrangements for the audit process had been introduced. This involved the appointment of external auditors, Burnett Swayne, by the Audit Commission. It also involved a simplified process of external auditing but a more complicated process of "internal" auditing. The Commission wanted answers to certain questions by 3 May. These involved the appointment of Burnett Swayne as the external auditor and whether there was any objection and/or conflict of interest. The Clerk indicated that he could not foresee any difficulties and he was authorised to deal with the questionnaire accordingly. He indicated that he would be circulating a note giving details of the new procedure in due course and drew attention to the purchase of an explanatory book that was included in Appendix B.
- (c) **Society of Local Council Clerks:** The Chairman drew attention to a letter from the Society and suggested that the letter should be considered by the Finance Committee to ensure that the Clerk's remuneration was at a proper level.
- (d) **Payments:** as at Appendix B were approved.

6. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Westmore Green:** The Chairman indicated that The Ship had indicated its willingness to attend a meeting and this would be arranged.
- (2) **Titsey Hill Roundabout:** There were still no developments.
- (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David indicated that as yet nothing had been heard from Surrey Highways following the report by the Environmental Agency. He pointed out that all the Surrey CC officers had changed and he intended to make contact with the new officers to ensure that progress was made.
- (4) **Scout Hut Lay-by:** The Clerk indicated that he had written to Surrey Highways and had sent copies of the correspondence to the Scouts and to Derek Gibbons. The Scouts had indicated that they had approached SCC about a lay-by on three occasions over the past 15 years. The Scouts favoured Scheme 1 proposed by Mr Gibbons. They had, however, indicated that the real problem was the excessive speed of vehicles travelling in both directions. Wendy Maddison indicated that Mr Ray Goldsmith had indicated to her that the Golf Club would like to make a donation to the village on the occasion of the Queen's Golden Jubilee. She had suggested that the Club might donate a piece of land to form a car park for the Scouts and she believed that this would be acceptable to the Club. The Clerk was asked to write to Mr Goldsmith accordingly.
- (5) **Barnfield and Maesmaur Road:** The Clerk reported that he had written to Mr F Viera about the illegal dumping and the damage to Barnfield Road and Maesmaur Road. In the course of a telephone conversation with Mr Viera, he had received a promise to reinstate the roads and to remove the waste material and he had written to confirm these statements. Bob David reported that the damage to the roads had ceased due to the fact that lorries were not using it any longer. There had been no attempt to reinstate the roads and the dumping was still continuing. It was agreed that the Clerk should write again demanding that the waste material was removed.
- (6) **Ship Hill:** It was noted that the pavements in this area ^{are dangerous} due to fallen leaves. Bob David promised to report the matter to Tandridge DC.

✓
SW

(7) **Vern d'Anjou:** The Chairman indicated that he felt it would be appropriate to name a road in the village in honour of Vern d'Anjou as Vern d'Anjou had already paid Tatsfield the compliment of naming a road after Tatsfield in their village. He suggested that Approach Road might be a suitable road to rename as it was the main access to the village and there were very few residents that would be affected by the change. It was agreed that the matter should be discussed at the Annual Parish Meeting and that, before that discussion, the Clerk should write to all residents of Approach Road to obtain their reactions.

(8) **Hedgerows, Approach Road:** Bob David confirmed that he had inspected the site and it was clear that no new vehicular access had been formed

(b) **Rights of Way:** Nothing to report.

7. Reports

(a) **County Councillor:** In the absence of Harry Pettifor, there was no report.

(b) **District Councillor:** In the absence of Tina Fry, there was no report.

(c) **Police Matters:** David Wood confirmed that he and Ian Mitchell had met the Parish Constable and had requested to keep a high profile in the village. There was no report in the absence of Ian Mitchell

(e) **Biggin Hill Airport:** There was no report in the absence of Ian Mitchell but it was noted that there were two Accident Reports in circulation. The next Consultative Committee meeting was 25 April.

(f) **Transport matters:** The report of Denis Hayes on various matters was noted. The Chairman thanked Denis Hayes for his report.

(g) **Vern d'Anjou Easter Visit:** The Chairman reported that the visit to Vern over the Easter holiday had been very successful. Everyone who had travelled from Tatsfield had been treated with great hospitality. He indicated that he wished to suggest that the sum of £50 that had been voted to provide a presentation gift should be used to provide a young oak tree and 12 Queen Mother rose bushes. The tree would not have to be purchased as a suitable young tree could be found in the Millennium Wood. Both the tree and the rose bushes would be planted in a new Retirement Home recently opened in Vern d'Anjou as a permanent reminder of the link with Tatsfield. This suggestion met with unanimous approval.

8. Council Aims & Objectives

(a) **Parish Appraisal:** Bob David reported that a meeting of those interested would be held on 18 April.

(b) **L-shaped Field Committee:** The Clerk reported that he had replied to Mr Carr as requested at the last meeting. No reply had been received but the two cars had been removed from the car park. The Chairman reported that there had been further difficulties in the car park and he felt that it essential to try and level the Field so that it was possible for informal games to be played. Bob David indicated that Paul Monk had inspected the Field and had indicated that it was necessary to remove the largest humps and fill the ruts before rolling with a heavy roller. He had quoted the sum of £200 for this work and it was agreed to proceed. Wendy Maddison indicated that she considered that the hedges required trimming back as they were very overgrown but it was agreed that this was something to be left for the time being. The Clerk reminded members that the Field was in the Green Belt and consideration had to be given to the possible need for planning approval.

9. Notified Items

(a) **Commission for Racial Equality Consultation:** Margaret Boadella indicated that she had been through the papers and considered that the Council was not affected but that there was a section that could be used in the forthcoming Appraisal.

(b) **DTLR Planning Green Paper:** It was noted that the response had been submitted and a copy was in circulation.

(c) **Safe Routes to School:** Bob David had circulated to all councillors details of the proposals by SCC consultants. He pointed out that the Parish Council was being asked for its opinion on various aspects. Where the proposals affected land owned by the Parish Council, it had the right to object and, if that was the case, the work would not proceed. Where it was not on Parish Land, the work would proceed and any comments from the Parish Council would be considered. The recommendations of the report were discussed and the following decisions were reached on the proposals contained in Paragraph 7 of the SCC report:-

- 7.1 New Footpath from Playing Field/Pre-School nursery to Village Centre: After discussion, it was agreed by virtue of the Chairman's casting vote that Option 2 was to be preferred even though this would involve the removal of vegetation.
- 7.2 New Footway between The Bakery and Ship Hill; After discussion, it was agreed that Option 2 was to be preferred.
- 7.3 Footway along Ship Hill and Church Hill between Paynesfield Road and Tatsfield School: The detailed proposals were accept except that object was made to the provision of steps in the roadside bank opposite Borough Road.
- 7.4 Slip Road between Church Hill and Rag Hill Road: The detailed proposals were accepted.
- 7.5 Footpath from Rag Hill Road to Junction of Old Lane and Edgar Road: After discussion, it was agreed that Option 2 was to be preferred if it could be achieved without the removal of the tree. If this was not possible, then it was felt that Option 1 was to be preferred.
- 7.6 Footpath Extension between Edgar Road to Manor Road: It was agreed that Option 2 was to be preferred.

It was agreed that, in all cases, it should be made clear that the works should be carried out with the minimum possible number of signs and lights consistent with safety and with statutory requirements.

(d) Annual Parish Meeting: Tuesday 21st May: The following arrangements were agreed:-

1. The guest list should be as for last year.
2. The Chairman of Tandridge DC should be invited to say a few words.
3. The seat layout to be the same as last year.
4. The subjects to be raised would be:-
 - The Village Appraisal
 - Safe Routes to School
 - Tatsfield/Vern and possible road renaming.
 - Finance
 - Reports from Tatsfield School, Police, County Councillor and District Councillor
5. Tea, coffee & refreshments to be provided – (Chairman to arrange)
6. Councillors to have identification badges.

(e) Queens Golden Jubilee Celebration: The Chairman reported that the Lewisham Concert Band would be playing on the Westmore Green for 2/3 hours on Saturday 1 June – times to be arranged. The Ship was organising a Barbecue and people would be free to bring a picnic. There would be no Children's Picnic as there had been insufficient support for such a venture. On Monday 3 June, the Parish Council would host a Reception as part of the Church Flower Festival. An amount of money would be required for the wine and David Wood offered to supply this on a sale or return basis.

10. Village Hall

- (a) Building Project Committee:** In the absence of Ian Mitchell, the Clerk reported that a report had now been received from the Liquidator that showed that there was very little likelihood of any meaningful recovery from Southern Builders. Some quotations had already been obtained and further quotations were being obtained to complete the work in the Hall and the Green Room. A further meeting of the Committee was scheduled for 25 April when it was hoped that the Committee would be able to give instructions for work to proceed.
- (b) Management Committee:** There was nothing to report as the meeting of the Hall Management Committee had been postponed until 15 April due to the Bank Holiday.
- (c) Lease:** There was nothing further to report.
- (d) Car Park :** The Chairman reported that, as already mentioned, there had been further problems with young people. He felt that the installation of CCTV cameras might be a solution as it could provide positive identification of those involved. The Clerk drew attention to a letter from Tandridge DC indicating that the Council had allocated £60,000 in the current financial towards the joint provision of CCTV in town and village centres. He reported that, at the Chairman's request, he had already indicated, by telephone, the Parish Council's interest and this had been noted. A written confirmation was required once the Council had discussed the matter and decided it wished to submit a proposal. Full details would be required of the need, the location and the costs involved. Details of possible cameras had been obtained. Although there were doubts as to whether

such expense was necessary, it was agreed that the Clerk should write and notify the Council of an intention to submit an application.

11. Property & Land Maintenance

- (a) **Property:** The Chairman reported that certain window glass required replacement as vandals had damaged it. This could be the subject of an insurance claim and a written estimate would be obtained and the matter reported to Police. The Chairman also drew attention to the opening of the Tandridge Border Path on 13 April at Tatsfield Church. He had enquired as to why the Parish Council had not been informed of what was happening and had not received a satisfactory explanation.
- (b) **Land:**
- (1) **Tatsfield in Bloom:** The Clerk indicated that insurance claim in respect of the Council's claim in respect of the hoe belonging to George Farmer had now been settled in full. Bob David indicated that he had still to provide details of the churns that required insurance cover.
 - (2) **Claimed Land:** It was agreed that an application should be lodged for a possessory title in respect of one piece of land.
 - (3) **Pond:** Wendy Maddison reported that Waterside Aquatics would be carrying out 4/5 maintenance during the year at a cost of £750. The first visit would take place shortly and an attempt made to reduce the pervasive weed that existed in the Pond. There were now two mallards residing on the Pond and this would assist eradicate or reduce the weed.

12. Meetings to attend:

- (a) **East Surrey District Scouts AGM:** Saturday 15 June at 3.00 for 3.30 p.m. at the Orpheus Centre, North Park Lane, Godstone.
- (b) **CPRE Tandridge Networking Initiative:** 16 April at 7.30 p.m. at the White Hart Barn, Godstone. – Ian Mitchell had agreed to attend and report.
- (c) **Surrey Police Open Day of Junior Citizen:** Thursday 25 April at Lingfield Park Racecourse – Chairman to attend.
- (d) **Surrey CC Heritage Conference:** 14 May at St Saviour's Church, Woodbridge Road, Guildford from 10.00 – 4.30 p.m.

13. Correspondence

- (a) **East Surrey Parishes Liaison Group:** The Clerk indicated that a request had been received to host the October/November Meeting of the Group. He suggested Wednesday 23 October in the Parish Room and this was agreed.
- (b) **DEFRA Vital Villages:** The Clerk drew attention to the letter from the Minister for Rural Affairs, a copy of which had been circulated to members.

14. Any Other Business

- (a) **Vern d'Anjou Internet Connection:** The Chairman indicated that Vern would like to establish a connection with both the Parish Council and with Tatsfield School. It was suggested that Ian Mitchell might be able to help in this regard.

The meeting closed at 11.40 p.m.

D. V. Wood

RESULTS:-

Approved:		
Refused:		
Appeals:	01/108 01/501 01/852 01/2727 01/1722	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane

CURRENT APPLICATIONS:-

App No.	Details
02/235	Plumtrees, Hillside Road Retention of two porches, front bay, single storey side extension and roof over rear addition together with revised front and rear dormers and erection of additional bay to front elevation. Recommendation: Objection based on (1) retrospective nature of application including details objected to in previous applications (2) reference to be made to enforcement appeal against works applied for and refused but still carried out
02/419	8A and 8B Westmore Roadcrossways Erection of identical first floor extensions to both properties Recommendation: Objection to be lodged based upon (a) unneighbourly development and (b) overdevelopment of a small site.
02/470/1	Kemscott Farm, Lusted Hall Lane Construction of new access road from existing access off Lusted Hall Lane and upgrade existing drive to approved replacement dwelling. Recommendation: Objection to be lodged on the grounds that the proposals were beyond what was necessary and make the building more prominent in a sensitive area. Beacon Shaw, Approach Road Erection of two storey side extension Recommendation: To be considered by next Planning Councillor

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

de

TATSFIELD PARISH COUNCIL

2002/26

APPENDIX B April 2002

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Details</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Clerk's Salary	(March)			437.43
	Telephone				5.00
	Postage & Fax		6.68		
	Photocopying		18.94		
	Stationery		29.60		
	Travel		15.00		70.22
					<u>512.65</u>
Mrs G Miles	Cleaner	(March)			26.00
R David	Postages				9.84
G Farmer	Re-imbusement of value of Hoe				400.00
NALC	Subscription for Direct Information Service				87.00
Tandridge VSCouncil	Annual Membership Subscription				10.00
D Hayes	Expenses in attending East Surrey Transport on 10 December 2001 and 9 Febraury 2002				
	- 44 miles @ 32p per mile		9.68		
	Photocopying of reports		0.60		10.28
SCAPTC	Annual Affiliation fee for NALC		53.00		
	Annual Affiliation fee for SCAPTC		424.00	83.48	560.48
SLCC Publications	Purchase of Practitioner's Guide for Accounting				9.95
Surrey CC	Purchase of additional copy of Surrey Design				12.50

1,638.70

Receipts:

Biggin Hill Drs	Surgery rent	March	1,043.22
Cornhill Insurance	Insurance Claim for Hoe		400.00
Tatsfield Conservatives	Hire of Parish Room		7.50
Ibbett Moseley	Sponsorship for Tatsfield in Bloom		800.00

2,250.72

612.02

Balances at Bank:-

01/04/02 Current Account No.01123688	3,319.47	
Deposit Account No.31123823	27,985.62	31,305.09

*Including interest of 45.43

AD

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th April 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr Tony Erbes (in the Chair).
Mrs Margaret Boadella Mr Bob David
Mrs W Maddison Mr David Wood

In attendance: Mr John Sandiford (Clerk), and 5 parishioners

Apologies: Mr Ian Mitchell, Mrs Dorothy Reeve, Mrs Tina Fry (TD Councillor), Mr Harry Pettifor (SC Councillor)

Before the meeting commenced, there was a minute's silence to commemorate the death of HM The Queen Mother on 30 March.

1. Minutes

The minutes of the meeting held on the 11th March 2002 were approved and signed by the Chairman as a correct record subject to the amendment of the second line of Paragraph 13(a) to read "cake and book stall".

2. Matters Arising:

- (a) **Crossways Court:** Nothing to report
- (b) **DTLR Control of Noise from Civil Aircraft Consultation:** The Clerk indicated that a summary of the responses had been received and this indicated that the Government would announce its conclusions in the forthcoming White Paper. The Department would write again at that time.
- (c) **Grants – Westmore Green Play Area:** The Clerk reported that a letter had been received from Mrs Chapman indicating that a grant of £6,000 had been received from Tandridge DC. This amount had totally funded the equipment purchased to date and the work of installation. Further equipment costing £5,000 was needed and fundraising was in progress and the Parish Council would be advised of the progress. Mrs Chapman hoped that the Parish Council would make a financial contribution in due course.

3. Code Of Conduct

The Clerk indicated that Ian Mitchell and himself had attended the seminar for councillors on the Code on Friday 22 March. He had since distributed a copy of a letter from the Monitoring Officer dealing with some points raised at the meeting.

4. Planning Matters

- (a) **Planning Matters:** David Wood reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed. Wendy Maddison declared an interest in Application 02/419 – 8A & 8B Westmore Road and took no part in the discussion of that application.
- (b) **Sundry Planning Matters:**
 - (1) **Surrey Design:** The Clerk reported that a copy of this document had been received. Further copies could be obtained at a cost of £12.50 each and it was agreed to purchase one further copy.
- (c) **Planning Councillor:** Margaret Boadella

5. Finance

- (a) **Grants:**
 - (1) **Crossroads Care Attendant Scheme:** The Clerk indicated that he had contacted the Organiser who had indicated that no local Tatsfield residents were benefiting from the Scheme at the present time and she had been unable to furnish details of any past recipients. It was agreed that no further action would be taken.

- (2) **Tandridge VSC:** The Clerk had circulated a copy of a letter appealing for financial support. It was agreed that this matter required further consideration discussion would be deferred to the next meeting.
- (3) **Insurance:** The Clerk reported that he had contacted Down to Earth Tree Management to update the Survey report that it carried out in February 1999. Bob David would be showing its representative the exact extent of the areas to be included in the report on 18 April and a quotation of the cost would then be forthcoming. The Clerk reported that Cornhill Insurance had indicated that it would require sight of an up-to-date report and confirmation that any necessary work had been carried out. The Chairman indicated that Mr Munday had supplied a copy of a letter from his solicitors with a copy of the plan on his Land Certificate showing the front boundary.
- (b) **Audit:** The Clerk indicated that audit for 2000/2001 had not taken place as scheduled on 26 March. It had been re-scheduled for 23 April at 10.00 a.m. The Clerk also indicated that, as from this month, new arrangements for the audit process had been introduced. This involved the appointment of external auditors, Burnett Swayne, by the Audit Commission. It also involved a simplified process of external auditing but a more complicated process of "internal" auditing. The Commission wanted answers to certain questions by 3 May. These involved the appointment of Burnett Swayne as the external auditor and whether there was any objection and/or conflict of interest. The Clerk indicated that he could not foresee any difficulties and he was authorised to deal with the questionnaire accordingly. He indicated that he would be circulating a note giving details of the new procedure in due course and drew attention to the purchase of an explanatory book that was included in Appendix B.
- (c) **Society of Local Council Clerks:** The Chairman drew attention to a letter from the Society and suggested that the letter should be considered by the Finance Committee to ensure that the Clerk's remuneration was at a proper level.
- (d) **Payments:** as at Appendix B were approved.

6. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Westmore Green:** The Chairman indicated that The Ship had indicated its willingness to attend a meeting and this would be arranged.
- (2) **Titsey Hill Roundabout:** There were still no developments.
- (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David indicated that as yet nothing had been heard from Surrey Highways following the report by the Environmental Agency. He pointed out that all the Surrey CC officers had changed and he intended to make contact with the new officers to ensure that progress was made.
- (4) **Scout Hut Lay-by:** The Clerk indicated that he had written to Surrey Highways and had sent copies of the correspondence to the Scouts and to Derek Gibbons. The Scouts had indicated that they had approached SCC about a lay-by on three occasions over the past 15 years. The Scouts favoured Scheme 1 proposed by Mr Gibbons. They had, however, indicated that the real problem was the excessive speed of vehicles travelling in both directions. Wendy Maddison indicated that Mr Ray Goldsmith had indicated to her that the Golf Club would like to make a donation to the village on the occasion of the Queen's Golden Jubilee. She had suggested that the Club might donate a piece of land to form a car park for the Scouts and she believed that this would be acceptable to the Club. The Clerk was asked to write to Mr Goldsmith accordingly.
- (5) **Barnfield and Maesmaur Road:** The Clerk reported that he had written to Mr F Viera about the illegal dumping and the damage to Barnfield Road and Maesmaur Road. In the course of a telephone conversation with Mr Viera, he had received a promise to reinstate the roads and to remove the waste material and he had written to confirm these statements. Bob David reported that the damage to the roads had ceased due to the fact that lorries were not using it any longer. There had been no attempt to reinstate the roads and the dumping was still continuing. It was agreed that the Clerk should write again demanding that the waste material was removed.
- (6) **Ship Hill:** It was noted that the pavements in this area due to fallen leaves. Bob David promised to report the matter to Tandridge DC.

(7) **Vern d'Anjou:** The Chairman indicated that he felt it would be appropriate to name a road in the village in honour of Vern d'Anjou as Vern d'Anjou had already paid Tatsfield the compliment of naming a road after Tatsfield in their village. He suggested that Approach Road might be a suitable road to rename as it was the main access to the village and there were very few residents that would be affected by the change. It was agreed that the matter should be discussed at the Annual Parish Meeting and that, before that discussion, the Clerk should write to all residents of Approach Road to obtain their reactions.

(8) **Hedgerows, Approach Road:** Bob David confirmed that he had inspected the site and it was clear that no new vehicular access had been formed

(b) **Rights of Way:** Nothing to report.

7. Reports

(a) **County Councillor:** In the absence of Harry Pettifor, there was no report.

(b) **District Councillor:** In the absence of Tina Fry, there was no report.

(c) **Police Matters:** David Wood confirmed that he and Ian Mitchell had met the Parish Constable and had requested to keep a high profile in the village. There was no report in the absence of Ian Mitchell

(e) **Biggin Hill Airport:** There was no report in the absence of Ian Mitchell but it was noted that there were two Accident Reports in circulation. The next Consultative Committee meeting was 25 April.

(f) **Transport matters:** The report of Denis Hayes on various matters was noted. The Chairman thanked Denis Hayes for his report.

(g) **Vern d'Anjou Easter Visit:** The Chairman reported that the visit to Vern over the Easter holiday had been very successful. Everyone who had travelled from Tatsfield had been treated with great hospitality. He indicated that he wished to suggest that the sum of £50 that had been voted to provide a presentation gift should be used to provide a young oak tree and 12 Queen Mother rose bushes. The tree would not have to be purchased as a suitable young tree could be found in the Millennium Wood. Both the tree and the rose bushes would be planted in a new Retirement Home recently opened in Vern d'Anjou as a permanent reminder of the link with Tatsfield. This suggestion met with unanimous approval.

8. Council Aims & Objectives

(a) **Parish Appraisal:** Bob David reported that a meeting of those interested would be held on 18 April.

(b) **L-shaped Field Committee:** The Clerk reported that he had replied to Mr Carr as requested at the last meeting. No reply had been received but the two cars had been removed from the car park. The Chairman reported that there had been further difficulties in the car park and he felt that it essential to try and level the Field so that it was possible for informal games to be played. Bob David indicated that Paul Monk had inspected the Field and had indicated that it was necessary to remove the largest humps and fill the ruts before rolling with a heavy roller. He had quoted the sum of £200 for this work and it was agreed to proceed. Wendy Maddison indicated that she considered that the hedges required trimming back as they were very overgrown but it was agreed that this was something to be left for the time being. The Clerk reminded members that the Field was in the Green Belt and consideration had to be given to the possible need for planning approval.

9. Notified Items

(a) **Commission for Racial Equality Consultation:** Margaret Boadella indicated that she had been through the papers and considered that the Council was not affected but that there was a section that could be used in the forthcoming Appraisal.

(b) **DTLR Planning Green Paper:** It was noted that the response had been submitted and a copy was in circulation.

(c) **Safe Routes to School:** Bob David had circulated to all councillors details of the proposals by SCC consultants. He pointed out that the Parish Council was being asked for its opinion on various aspects. Where the proposals affected land owned by the Parish Council, it had the right to object and, if that was the case, the work would not proceed. Where it was not on Parish Land, the work would proceed and any comments from the Parish Council would be considered. The recommendations of the report were discussed and the following decisions were reached on the proposals contained in Paragraph 7 of the SCC report:-

- 7.1 New Footpath from Playing Field/Pre-School nursery to Village Centre: After discussion, it was agreed by virtue of the Chairman's casting vote that Option 2 was to be preferred even though this would involve the removal of vegetation.
- 7.2 New Footway between The Bakery and Ship Hill; After discussion, it was agreed that Option 2 was to be preferred.
- 7.3 Footway along Ship Hill and Church Hill between Paynesfield Road and Tatsfield School: The detailed proposals were accepted except that object was made to the provision of steps in the roadside bank opposite Borough Road.
- 7.4 Slip Road between Church Hill and Rag Hill Road: The detailed proposals were accepted.
- 7.5 Footpath from Rag Hill Road to Junction of Old Lane and Edgar Road: After discussion, it was agreed that Option 2 was to be preferred if it could be achieved without the removal of the tree. If this was not possible, then it was felt that Option 1 was to be preferred.
- 7.6 Footpath Extension between Edgar Road to Manor Road: It was agreed that Option 2 was to be preferred.

It was agreed that, in all cases, it should be made clear that the works should be carried out with the minimum possible number of signs and lights consistent with safety and with statutory requirements.

(d) Annual Parish Meeting: Tuesday 21st May: The following arrangements were agreed:-

1. The guest list should be as for last year.
2. The Chairman of Tandridge DC should be invited to say a few words.
3. The seat layout to be the same as last year.
4. The subjects to be raised would be:-
 - The Village Appraisal
 - Safe Routes to School
 - Tatsfield/Vern and possible road renaming.
 - Finance
 - Reports from Tatsfield School, Police, County Councillor and District Councillor
5. Tea, coffee & refreshments to be provided – (Chairman to arrange).
6. Councillors to have identification badges.

(e) Queens Golden Jubilee Celebration: The Chairman reported that the Lewisham Concert Band would be playing on the Westmore Green for 2/3 hours on Saturday 1 June – times to be arranged. The Ship was organising a Barbecue and people would be free to bring a picnic. There would be no Children's Picnic as there had been insufficient support for such a venture. On Monday 3 June, the Parish Council would host a Reception as part of the Church Flower Festival. An amount of money would be required for the wine and David Wood offered to supply this on a sale or return basis.

10. Village Hall

- (a) Building Project Committee:** In the absence of Ian Mitchell, the Clerk reported that a report had now been received from the Liquidator that showed that there was very little likelihood of any meaningful recovery from Southern Builders. Some quotations had already been obtained and further quotations were being obtained to complete the work in the Hall and the Green Room. A further meeting of the Committee was scheduled for 25 April when it was hoped that the Committee would be able to give instructions for work to proceed.
- (b) Management Committee:** There was nothing to report as the meeting of the Hall Management Committee had been postponed until 15 April due to the Bank Holiday.
- (c) Lease:** There was nothing further to report.
- (d) Car Park :** The Chairman reported that, as already mentioned, there had been further problems with young people. He felt that the installation of CCTV cameras might be a solution as it could provide positive identification of those involved.
The Clerk drew attention to a letter from Tandridge DC indicating that the Council had allocated £60,000 in the current financial towards the joint provision of CCTV in town and village centres. He reported that, at the Chairman's request, he had already indicated, by telephone, the Parish Council's interest and this had been noted. A written confirmation was required once the Council had discussed the matter and decided it wished to submit a proposal. Full details would be required of the need, the location and the costs involved. Details of possible cameras had been obtained. Although there were doubts as to whether

such expense was necessary, it was agreed that the Clerk should write and notify the Council of an intention to submit an application.

11. Property & Land Maintenance

- (a) **Property:** The Chairman reported that certain window glass required replacement as vandals had damaged it. This could be the subject of an insurance claim and a written estimate would be obtained and the matter reported to Police. The Chairman also drew attention to the opening of the Tandridge Border Path on 13 April at Tatsfield Church. He had enquired as to why the Parish Council had not been informed of what was happening and had not received a satisfactory explanation.
- (b) **Land:**
- (1) **Tatsfield in Bloom:** The Clerk indicated that insurance claim in respect of the Council's claim in respect of the hoe belonging to George Farmer had now been settled in full. Bob David indicated that he had still to provide details of the churns that required insurance cover.
 - (2) **Claimed Land:** It was agreed that an application should be lodged for a possessory title in respect of one piece of land.
 - (3) **Pond:** Wendy Maddison reported that Waterside Aquatics would be carrying out 4/5 maintenance during the year at a cost of £750. The first visit would take place shortly and an attempt made to reduce the pervasive weed that existed in the Pond. There were now two mallards residing on the Pond and this would assist eradicate or reduce the weed.

12. Meetings to attend:

- (a) **East Surrey District Scouts AGM:** Saturday 15 June at 3.00 for 3.30 p.m. at the Orpheus Centre, North Park Lane, Godstone.
- (b) **CPRE Tandridge Networking Initiative:** 16 April at 7.30 p.m. at the White Hart Barn, Godstone. – Ian Mitchell had agreed to attend and report.
- (c) **Surrey Police Open Day of Junior Citizen:** Thursday 25 April at Lingfield Park Racecourse – Chairman to attend.
- (d) **Surrey CC Heritage Conference:** 14 May at St Saviour's Church, Woodbridge Road, Guildford from 10.00 – 4.30 p.m.

13. Correspondence

- (a) **East Surrey Parishes Liaison Group:** The Clerk indicated that a request had been received to host the October/November Meeting of the Group. He suggested Wednesday 23 October in the Parish Room and this was agreed.
- (b) **DEFRA Vital Villages:** The Clerk drew attention to the letter from the Minister for Rural Affairs, a copy of which had been circulated to members.

14. Any Other Business

- (a) **Vern d'Anjou Internet Connection:** The Chairman indicated that Vern would like to establish a connection with both the Parish Council and with Tatsfield School. It was suggested that Ian Mitchell might be able to help in this regard.

The meeting closed at 11.40 p.m.

RESULTS:-

Approved:		
Refused:		
Appeals:	01/108 01/501 01/852 01/2727 01/1722	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane

CURRENT APPLICATIONS:-

App No.	Details
02/235	Plumtrees, Hillside Road Retention of two porches, front bat, single storey side extension and roof over rear addition together with revised front and rear dormers and erection of additional bay to front elevation. Recommendation: Objection based on (1) retrospective nature of application including details objected to in previous applications (2) reference to be made to enforcement appeal against works applied for and refused but still carried out
02/419	8A and 8B Westmore Roadcrossways Erection of identical first floor extensions to both properties Recommendation: Objection to be lodged based upon (a) unneighbourly development and (b) overdevelopment of a small site.
02/470/1	Kemscott Farm, Lusted Hall Lane Construction of new access road from existing access off Lusted Hall Lane and upgrade existing drive to approved replacement dwelling. Recommendation: Objection to be lodged on the grounds that the proposals were beyond what was necessary and make the building more prominent in a sensitive area. Beacon Shaw, Approach Road Erection of two storey side extension Recommendation: To be considered by next Planning Councillor

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

TATSFIELD PARISH COUNCIL

2002/26

APPENDIX B April 2002

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>	<u>Details</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Clerk's Salary	(March)		437.43
	Telephone			5.00
	Postage & Fax	6.68		
	Photocopying	18.94		
	Stationery	29.60		
	Travel	15.00		70.22
				<u>512.65</u>
Mrs G Miles	Cleaner	(March)		26.00
R David	Postages			9.84
G Farmer	Re-imburement of value of Hoe			400.00
NALC	Subscription for Direct Information Service			87.00
Tandridge VSCouncil	Annual Membership Subscription			10.00
D Hayes	Expenses in attending East Surrey Transport on 10 December 2001 and 9 Febraury 2002			
	- 44 miles @ 32p per mile	9.68		
	Photocopying of reports	0.60		10.28
SCAPTC	Annual Affiliation fee for NALC	53.00		
	Annual Affiliation fee for SCAPTC	424.00	83.48	560.48
SLCC Publications	Purchase of Practitioner's Guide for Accounting			9.95
Surrey CC	Purchase of additional copy of Surrey Design			12.50

1,638.70

Receipts:

Biggin Hill Drs	Surgery rent	March	1,043.22
Cornhill Insurance	Insurance Claim for Hoe		400.00
Tatsfield Conservatives	Hire of Parish Room		7.50
Ibbett Moseley	Sponsorship for Tatsfield in Bloom		800.00

2,250.72

612.02

Balances at Bank:-

01/04/02 Current Account No.01123688	3,319.47	
Deposit Account No.31123823	• 27,985.62	31,305.09

*Including interest of 45.43

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th May 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present:

Mr David Wood (in the Chair)	
Mrs M Boadella	Mr Bob David
Mr Tony Erbes	Mrs W Maddison
Mr Ian Mitchell	Mrs D Reeve

In attendance: Mr John Sandiford (Clerk), Mrs Tina Fry (TD Councillor) and 4 parishioners

Apologies:), Mr Harry Pettifor (SC Councillor)

1. Election of Chairman and Vice-Chairman

Before proceeding to the election of Chairman, the retiring Chairman, Tony Erbes, expressed his thanks and appreciation to all members for their support. David Wood proposed a unanimous vote of thanks to Tony Erbes for his work on behalf of the Parish Council during his chairmanship.

- (a) **Chairman:** Tony Erbes, as the outgoing chairman, asked for nominations for the office of chairman for the coming year. David Wood was proposed by Dorothy Reeve and seconded by Wendy Maddison and Ian Mitchell was proposed by Bob David and seconded by Tony Erbes. There were 4 votes in favour of David Wood and 3 votes in favour of Ian Mitchell. The retiring Chairman then declared David Wood elected as chairman and he immediately vacated the chair in favour of David Wood.
- (b) **Vice-Chairman:** The Chairman asked for nominations and the only nomination was Margaret Boadella proposed by Wendy Maddison and seconded by David Wood. As there was no other nomination, the Chairman declared Margaret Boadella duly elected as Vice-Chairman.

2. Minutes

The minutes of the meeting held on the 8th April 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) In paragraph 6(b) the insertion of "were dangerous" after "in this area";
(b) In paragraph 9(d) the amendment of &.2 to read "Option 1 was to be preferred".

3. Matters Arising:

- (a) **Death of Queen Mother:** The Clerk reported that a letter of sympathy had been sent to H M The Queen and a letter of thanks had been received. It was agreed that this should be placed in the archives.
- (b) **Crossways Court:** Bob David apologised for the fact that he had still not dealt with this matter.
- (c) **Westmore Green Play Area:** Bob David drew attention to the fact that work to extend and improve the play area had commenced. He commented that, whilst he was sure that there would not be any objection by the Parish Council, he was somewhat surprised that there had been no formal approach to the Parish Council for permission to carry out the work bearing in mind the fact that the Parish Council was the owner of the Green. It was agreed that the Clerk should write appropriately to Tandridge DC to draw attention to what was obviously an oversight.
- (d) **Vern d'Anjou Website:** Ian Mitchell indicated that he had not been able to trace the site and Tony Erbes agreed to obtain the exact website address.

4. Appointment of Committees and Delegation of Responsibilities

The Clerk had circulated a list showing the appointments for the year ending 31 March 2002 and suggested that this matter be deferred to the next meeting. This was agreed.

5. Planning Matters

- (a) **Planning Matters:** Margaret Boadella reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed. Before discussion of application 02/657 took place, Margaret Boadella, Wendy Maddison and Dorothy all declared interest as members of the local Conservative Association and Tony

Reeve



Erbes declared an interest as the owner of a neighbouring property to the application site. None of them took part in the discussion or voted on the action to be taken.

- (b) **Sundry Planning Matters:** Ian Mitchell mentioned that the Government was intending to toughen up the law affecting unauthorised travellers and was also intending to speed up the hearing of Planning Enquiries.
- (c) **Planning Councillor:** Tony Erbes (substituting for Bob David).

6. Finance

(a) Grants:

- (1) **Tandridge VSC:** The Clerk indicated that this matter had been deferred from the last meeting. After discussion, it was agreed that a donation of £50 would be made.
- (2) **Westmore Green Play Area:** There was nothing further to report but it was noted that financial help might still be required.
- (3) **Old Lane Improvement Fund:** The Clerk drew attention to the fact that it had been agreed at the March 2002 meeting that a grant of £500 would be made at the beginning of the financial year commencing 1 April 2002. He had therefore included such a payment in Appendix A. He drew attention to the fact that the Council had indicated that it would consider the possibility of a further grant later in the year. It was agreed that the Fund Secretary would be asked to report on the financial situation in September.
- (4) **Ninehams Road:** The Clerk drew attention to a letter from Mr K A Goodchild requesting a grant for Ninehams Road. It was agreed that the Clerk should reply indicating that the basis on which grants were made.

At the beginning of this matter, Bob David declared an interest as the owner of a property that could benefit from the matter and he left the room.

- (b) **Insurance:** Bob David reported that he met a representative of Down to Earth Tree Management and he had circulated a report of this meeting. After discussion, it was agreed that the Clerk should inform Cornhill of the progress of the matter. He would also inform Down to Earth of Cornhill's exact requirements so as to ensure that Down to Earth provided a quotation for a suitable report.
- (c) **Audit:** The Clerk indicated that audit for 2000/2001 had taken place as scheduled on 26 March. The Auditor had requested that certain amendments should be made to the accounts but, as the Clerk had indicated in a note to all councillors, there appeared to be doubt as to whether these were correct and he had written asking for clarification. No reply had as yet been received. Until the matter was clarified, he was not able to submit the amended accounts for approval or to publish them at the forthcoming Annual Parish meeting.
- (d) **Audit Procedures for 2001/2:** The Clerk had circulated a memorandum outlining the new procedures to be adopted. These included the appointment of an internal auditor who was required to carry out specific periodic checks and give a certificate accordingly as part of the Annual Return. It was agreed that the matter would require detailed consideration and the matter was referred to the Finance Committee, when appointed, to make recommendations.
- (e) **Society of Local Council Clerks:** Tony Erbes indicated that this matter was outstanding and it was agreed that this matter would also be referred to the Finance Committee.
- (f) **Payments:** as at Appendix B were approved.

7. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Westmore Green:** Tony Erbes indicated that a meeting had to be arranged with The Ship. The Chairman agreed to deal with this matter.
- (2) **Titsey Hill Roundabout:** Bob David reported that work had commenced that day.
- (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David reported that the report had been submitted to Surrey Highways in February. Thereafter there had been changes of staff and Harry Pettifor had arranged a meeting with Surrey Highways to discuss the report. He had asked for the Parish Council's comments on it but unfortunately a copy of the report had not been sent to the Parish Council. He intended to try and get a copy of the report as soon as possible.
- (4) **Scout Hut Lay-by:** The Clerk indicated that he circulated a copy of the reply received from Surrey Highways and a copy of a further letter from Derek Gibbons. It was agreed that the informal offer by Ray Goldsmith should be investigated before any further



progress was made on the proposals made by Derek Gibbons. The Clerk was asked to write.

(5) **Clarks Lane:** Tony Erbes indicated that this road did not have a name plate and Bob David agreed to take the matter up with Tandridge D C. It was noted that "Slow" signs in the area of The Forge had not been replaced after recent road works.

(6) **Safe Routes to School:** Bob David reported that this matter was now being placed before the newly created SCC Tandridge Local Committee for approval. All the preferences expressed by the Parish Council had been accepted and incorporated into the proposal being put before the Committee. The proposal now was that the work should be spread over two years and, again, the suggestion by the Parish Council as to which work should be carried out in the first year had been accepted. It was agreed that he should request that the Parish Council was consulted again when the final details were being settled.

(b) **Road Renaming:** The Clerk had circulated a copy of the reply received from Tandridge D C and, after discussion, it was agreed that the Clerk should write to all residents and businesses to obtain their views.

(c) **Rights of Way:**

(1) **Old Lane/Tatsfield Green:** The Clerk read a letter from Ann Hayes, the Secretary of the Bridleways Association, indicating that some frontagers were now challenging the right of horse riders to use the route. She therefore hoped that the Council would re-consider its decision. It was agreed that the Clerk should write and request details of those frontagers involved.

8. Reports

(a) **County Councillor:** In the absence of Harry Pettifor, there was no report.

(b) **District Councillor:** Tina Fry indicated that, unfortunately, the Annual Parish Meeting clashed with a Tandridge Development Control meeting but she was endeavouring to arrange matters so that she could attend both meetings, if only for a limited period. She highlighted the fundraising efforts taking place with the object of providing better equipment for the Westmore Green play area. Due to the elections, she had nothing to report.

(c) **Police Matters:** Ian Mitchell reported that crime figures were down generally although burglary was the exception. P C Kevin Smith had returned and was again the officer responsible for the village. There was no longer any specific officer responsible for Neighbourhood Watch and there had therefore been a breakdown in communication but he hoped that this would be put right. It was noted that there had recently been some vandalism to the local football pitch and that police had failed to respond to a local burglary.

(c) **Biggin Hill Airport:** Ian Mitchell reported that, during the winter period, traffic had been at its lowest level for many years but it had now recovered to normal level. Noise complaints were well down. He indicated that he would be invited to the forthcoming Air Fair over the Jubilee weekend.

(d) **Transport matters:** Nothing to report.

(e) **East Surrey Parishes LG:** Bob David had circulated a written report to all members detailing the matters dealt with at the meeting. Arrangements for the Group meeting to be hosted by Tatsfield were discussed and the following arrangements were agreed :-

Date: Wednesday 23 October 2002

Venue: Tatsfield Village Hall

Time: 7 for 7.30 p.m.

Refreshments: To be decided

Organisation: Clerked by JNS and chaired by Chairman.

Bob David expressed disappointment at the way meeting that he had attended had been chaired. Those attending had not been given an opportunity to debate or express opinions on matters that were raised. He hoped that this would not be the case with the forthcoming meeting. The Chairman said he would ensure that those attending were able to discuss matters properly. It was agreed that a group comprising the Chairman, Tony Erbes and Bob David would discuss the general arrangements, including a display of Tatsfield matters.

9. Council Aims & Objectives

(a) **Future Aims & Objects:** It was agreed that members would put forward suggestions to the Clerk for consideration at the next meeting.



- (b) **Parish Appraisal:** Bob David had circulated all councillors with a report on the public meetings held on 18 and 25 April. It was agreed that a Steering Group should be set up chaired by Gerald South and comprising the fourteen other residents who had volunteered to be members. It was further agreed that an application would be submitted to the Countryside Agency for a grant. The Steering Group would prepare this application.
- (c) **L-shaped Field Committee:** Bob David apologised for misleading members as to the cost of levelling the Field. The cost would be £600, not £200 as he had reported at the last meeting. On discovering his error, he had spoken to some members and, as a result he had instructed Paul Monk to proceed and work was due to commence next week. This action was confirmed unanimously.

10. Notified Items

- (a) **Annual Parish Meeting:** The Clerk outlined the draft agenda that he had prepared and this was approved, subject to certain small amendments.
- (b) **Queen's Golden Jubilee Celebrations:** Tony Erbes indicated that all arrangements were in hand for the Concert and for the Reception. He considered that the costs would not exceed the sum of £500 and this was agreed. The publicity for the events was in hand and all invitations had already been sent out. In answer to a question, Tony Erbes indicated that there not be a beacon.

11. Village Hall

- (a) **Building Project Committee:** Ian Mitchell indicated that work on the Hall would be carried out 5 June and should be possible to use the floor immediately thereafter. The Green Room work had been scheduled for the school summer holidays but the contractor could not now do this. It would be carried out as soon as possible. It was anticipated that the costs would be approximately £2,000 over the contract sum. Confirmation had now been received that Southern Builders was in liquidation and it was clear from the information obtained that it was certain that there was no prospect of any meaningful recovery.
- (b) **Management Committee:** Bob David reported that the Management Committee had met in April and in May and consideration was being given to a number of matters including whether to keep a public telephone, to install additional ventilation, to install a new sound system and to hold an IT familiarisation course.
- (c) **Lease:** There was nothing further to report.
- (d) **Car Park CCTV:** The Clerk reported that a formal letter had been sent to Tandridge indicating an interest in installing such a system. It was agreed that the Chairman, Ian Mitchell and Margaret Boadella would make enquiries about the various installations available. The Chairman agreed to gather the information together and report back in due course.

12. Property & Land Maintenance

(a) Property:

- (1) **Tatsfield Cottage, Ricketts Hill Road:** Ian Mitchell had circulated a report on the boundary dispute relating to this property and the meeting that had taken place between himself, Tony Erbes, the owners and their solicitor. It was agreed that the arrangements proposed in the report should be adopted. The Clerk was instructed to write to the owner, Carl Westney, accordingly.
- (2) **Lusted Hall Lane Garages:** Bob David indicated that he had received a letter from Mrs Laura Ashworth about the problem of dumping that was occurring in the garage area. It was felt that this was a matter to be referred to Tandridge D C and the Clerk was requested to pass the letter to Councillor Tina Fry.
- (3) **Barnfield/Maesmaur Road Dumping:** Bob David reported that the dumping had been cleared completely from the land on the corner of these two roads. Discussion took place as to whether any further action was required and it was decided to leave matters in abeyance for the time being.
- (4) **Notice Boards:** Bob David indicated that the three public notice boards were all in need of repair and maintenance and he was authorised to instruct Desmond Bishop to proceed with the necessary repair and maintenance and to provide a quotation for replacing the glass with polycarbonate.

(b) Land:

- (1) **Tatsfield in Bloom:** It was agreed that the milk churns that had been donated for Tatsfield in Bloom and that would be on display should not be insured as their value of £15 each did not warrant it.
- (2) **Pond:** Wendy Maddison indicated that Waterside Aquatics had carried out the first maintenance visit but she was not satisfied with what had been done. She suggested that she should seek another contractor and, if she was successful, consideration could then be given to terminating the present contract and paying for the work so far carried out. Bob David suggested that the Pond signs were unsightly and that the posts and surrounds needed to be either painted or encased in some way to make them more visually acceptable. It was agreed to leave the matter in abeyance until the next meeting.

13. Meetings to attend:

- (a) **East Surrey District Scouts AGM:** Saturday 15 June at 3.00 for 3.30 p.m. at the Orpheus Centre, North Park Lane, Godstone.
- (b) **SCC County Service of Thanksgiving for HM Queen Mother:** 2 June 2002 at 3 p.m. at Guildford Cathedral
- (c) **SCAPTC AGM and General Meeting:** Saturday 6 July 2002 at 2.30 p.m. at East Horsley – Margaret Boadella agreed to attend.
- (d) **North Tandridge Local History Centre AGM:** Monday 27 May at 7.00 for 7.30 at Caterham Valley Library – Ian Mitchell to attend.
- (e) **Woldingham PC APM:** 23 May at 7.30 for 8.00 p.m. in the Village Hall Woldingham – Chairman to attend.

14. Correspondence

- (a) **SCC Tandridge Local Committee:** The Clerk drew attention to the inaugural meeting that had taken place on 8 May when the Committee members had been appointed. These included Surrey Councillor Harry Pettifor. The first full meeting was due take place at TDC Offices on 22 May. Details of the constitution of the Committee were available if required.
- (b) **CPRE Networking Initiative:** The Clerk drew attention to the notes of the meeting held on 16 April, copies of which had been circulated.
- (c) **Shared Youth Worker:** The Clerk drew attention to the further letter from Whyteleafe Parish Council, copies of which had been circulated. It was agreed that this matter required further consideration at the next meeting. Margaret Boadella said she would make some further enquiries and would also discuss the matter with Tina Fry.

15. Any Other Business

- (a) **DEFRA Campaign against Illegal Poisoning of Wildlife:** Ian Mitchell confirmed that the publicity material had been placed on notice boards.
- (b) **Scout Charity Run:** It was noted that there had been no prior notification of the use of Westmore Green as a staging post but it was agreed that no action should be taken.
- (c) **E Surrey Primary Care Trust:** Ian Mitchell noted that he had noticed mistakes in the statutory instrument setting up this Trust and, as a consequence, it was to be re-published.

The meeting closed at 11.35 p.m.



TATSFIELD PARISH COUNCIL
PLANNING LIST

APPENDIX A

2002/32
MAY 2002

RESULTS:-

Approved:	02/47 02/117 02/222 02/291 02/148	The Haven, Kemsley Road April Cottage, 1 Grove Road Sunnydene, Crossways Longreach, Ricketts Hill Road Land rear of 6 The Square
Refused:	02/239	6 Parkside Cottages, Rag Hill Road Kemscoot Farm, Lusted Hall Lane (new access)
Appeals:	01/108 01/501 01/852 01/2727 01/172 01/1566	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane Beacon Shaw, Approach Road

CURRENT APPLICATIONS:-

02/499	Beacon Shaw, Approach Road Erection of two storey side extension Recommendation: No objection to be lodged
02/514	3 Whitewood Cottages, Crossways Erection of 2 storey side extension Recommendation: No objection to be lodged
02/616	The Laurels, Hillside Road Demolition of existing garage and side addition and erection of single/two storey extension with first floor balcony to rear. Recommendation: No objection to be lodged
02/532	The Old Granary Forge, Clarks Lane Erection of first floor rear extension and replacement external staircase, and rebuilding of front first floor wall and re-roofing. Recommendation: No objection to be lodged
02/583	Barleyfields Barn, Park Farm, Rag Hill Road. Erection of single storey link between two converted barns. Recommendation: No objection to be lodged
02/657	But-an-Ben, Ricketts Hill Road Demolition of existing conservatory and covered area and erection of side/rear conservatory Recommendation: No objection
02/627	Willow Tree House, Ricketts Hill Road Demolition of existing flat roof side extension; erection of single storey side extension providing garage and erection of new roof to whole property including dormer windows to provide first floor accommodation. Recommendation: To be considered by next Planning Councillor

GROUNDINGS FOR OBJECTIONS:-

A Situated in MGB/AGLV	D Overcrowding/Overuse	G Increase in house category
B Outside development core	E Development precedent	H Access/Unmade Road problem
C Unneighbourly development	F Out of character with area	

TATSFIELD PARISH COUNCIL

2002/33

APPENDIX B May 2002

Expenditure to be authorised:-

Payee	Description	(April)	Details	VAT	Total
J Sandiford	Clerk's Salary				452.83
	Telephone				5.00
	Postage & Fax		9.05		
	Photocopying		17.47		
	Stationery		12.49		
	Travel		15.00		54.01
					<u>511.84</u>
Mrs G Miles	Cleaning	(April)			27.00
Cornhill Insurance	Renewal premium (see details attached)				1,280.60
Surrey Crimestoppers	Subscription				30.00
R David	Reimbursement of expenditure for Tatsfield in Bloom:				
	Hanging Baskets Liners and other supplies				178.00
O/d Lane Imp Fund	Grant				500.00
T Erbes	Jubilee Celebration Postages				4.75
I Mitchell	Photocopying of documents for APM and Library and Boundary dispute				10.50
Chubb Fire Ltd	Fire extinguisher service		324.00	56.70	380.70
Tandridge VS Council	Donation				50.00

2,973.39

Receipts:

Biggin Hill Drs	Surgery rent	(April)		1,043.22
TDC	Precept (1st instalment)			9,250.00
Westerham Drs	Surgery rent			3,129.00
Bridge Club	Hire of Parish Room			78.00

13,500.22

10,526.83

Balances at Bank:-

01/05/02 Current Account No.01123688		13,701.66	
Deposit Account No.31123823 ****		28,047.89	41,749.55

**** includes Interest for February amounting to 62.27

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th June 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr David Wood (in the Chair).
Mrs M Boadella Mr Bob David
Mr Tony Erbes
Mr Ian Mitchell Mrs D Reeve

In attendance: Mr John Sandiford (Clerk) and 5 parishioners.

Apologies: Mrs W Maddison (ill health), Mr Harry Pettifor (SC Councillor) and Mrs Tina Fry (TD Councillor).

1. Minutes

The minutes of the meeting held on the 13th May 2002 were approved and signed by the Chairman as a correct record subject to the addition of "Reeve" after "Dorothy" in the fourth line of Paragraph 5(a).

2. Matters Arising:

SCC Consultation on Rural Issues: The Clerk indicated that he had received a letter of thanks for the responses made to this Consultation. Copies of the responses running to over 100 pages were available on request.

3. Appointment of Committees and Delegation of Responsibilities

The Chairman had circulated a list showing the appointments for the year that had just ended and his suggestions for the coming year. After amendment, this was agreed (copy attached to Minutes).

4. Planning Matters

(a) **Planning Matters:** Tony Erbes reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.

(b) **Sundry Planning Matters:**

(1) **Orange Base Station at Park Farm:** The Clerk reported that Orange was carrying out a pre-application consultation about the preferred location for a new telecommunications site comprising a monopole at Park Farm. Comments were invited by 21 June and it was agreed that Ian Mitchell should deal with the matter.

(2) **Airwave Radio Service:** Ian Mitchell drew attention to this service that was being promoted by the Police. He indicated that this would undoubtedly involve more telecommunications masts being erected in the future.

(c) **Planning Councillor:** Bob David

5. Finance

(a) **Grants:**

(1) **Tandridge VSC:** The Clerk reported that a letter of thanks had been received.

(2) **Westmore Green Play Area:** The Clerk circulated a copy of a letter from Mrs Anne Chapman indicating that it was proposed to hold a Teddy Bear's Picnic on Westmore Green on Friday 9 August from noon until 2.30 p.m. The use of the Green for that purpose was agreed. The letter also requested the release of £500 as requested by Councillor Tina Fry. After discussion, it was agreed that a grant in the region of £500 would be made as and when the fundraising had been completed and the exact financial position was clear. The Clerk was asked to write Mrs Chapman accordingly.

The Clerk indicated that he had enquired about the question of approval by the Parish Council of the work of installing the new equipment. He had suggested that a formal letter of explanation would be appropriate. As no formal response had been forthcoming, it was agreed that the Clerk should raise the matter by letter.

(3) **Old Lane Improvement Fund:** The Clerk reported that the cheque for £500 had been sent but



no acknowledgment had been received.

- (4) **Ninehams Road:** The Clerk confirmed that he had written to Mr K A Goodchild indicating the basis on which the Parish Council would be prepared to consider a grant.
- (5) **Winged Fellowship Trust:** The Clerk drew attention to the letter asking for a donation. It was agreed that the matter would be deferred to the next meeting to allow members time to consider the matter.
- (c) **Insurance:** The Clerk indicated that he had written to both Cornhill Insurance and to Down to Earth Tree Management indicating the position in this matter. He had had no response as yet from Cornhill Insurance. He had heard from Down to Earth Tree Management and arrangements were being made for Glen Morris to visit the sites and give an estimate of the cost involved in providing the report as required by Cornhill.
The Clerk then asked that the Parish Council should consider its policy over the land that it had "claimed" and in respect of which it wanted to obtain possessory title. He indicated that if it did obtain such a title, it must accept that it had a duty to insure against public liability arising from any possible claims in relation to those pieces of land. He also suggested that that some action should be taken to establish claimed ownership in a more positive way e.g. by defining the boundaries by posts placed at intervals that would allow pedestrian access but not vehicular access. It was agreed to consider this suggestion but, in the meantime, the Clerk was asked to lodge an application in respect of Hayes Pasture.
- (d) **Audit:** The Clerk indicated that, following the last meeting, he had received a reply from District Audit and he had made the amendments that had been requested. A copy of the amended account had been sent for approval but as yet he had not heard anything further. He had also queried another item that had come to light when drawing up the figures for the Annual Parish Meeting. He had also received formal notification that Messrs Burnett Swayre had been appointed as external auditors.
- (e) **Audit Procedures for 2001/2:** This matter would, as decided at the previous meeting, require detailed consideration and it was agreed that the newly formed Finance Committee would meet to discuss this and other matters.
- (f) **Society of Local Council Clerks:** This was another matter to be discussed by the Finance Committee.
- (g) **Community Responders Scheme:** Bob David indicated that it was desirable that two more bags to carry equipment should be purchased as the existing bag was already showing signs of wear. All equipment would be provided by Surrey Ambulance apart from digital thermometers that the volunteers felt were important. The cost of the bags was £160 each and the digital thermometers £75 each. It was agreed that two bags and two thermometers should be purchased. In answer to a question from Margaret Boadella, Bob David reiterated that the volunteers were acting on behalf of Surrey Ambulance and that there was no responsibility on the Parish Council for their actions.
- (h) **Payments:** as at Appendix B were approved.

6. Highways & Rights of Way

- (a) **Sundry Highway Matters:**
- (1) **Westmore Green:** Nothing to report.
- (2) **Titsey Hill Roundabout:** It was noted that work was progressing.
- (3) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. Bob David reported that he had obtained a copy of the report and had subsequently discussed it with Charlie Marsh of Surrey Highways. It appeared that Surrey Highways accepted the report and would be carrying out work as proposed by the concerned.
- (4) **Scout Hut Lay-by:** Nothing to report.
- (5) **Clarks Lane:** Bob David reported that he was pursuing the matter.
- (b) **Road Renaming:** The Clerk read the draft letter to all residents and businesses that he had prepared. In the light of known objections to the proposal, it was agreed not to proceed with the matter.
- (c) **Rights of Way:**
- (1) **Old Lane/Tatsfield Green:** The Clerk indicated that he had heard from Mrs Hayes and a copy of the reply was circulated to all members. After discussion, it was agreed by 4 votes to 1 (with 1

[Handwritten signature]

abstention) that the Council's previous decision not to grant a permissive bridleway should be adhered to. The Clerk reported that the SCC Tandridge Local Committee had agreed to the making of a Map Modification order declaring Hillside Road, The Avenue, Manor Road and FP18 (Cudham Road) as bridleways.

7. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, there was no report. The Clerk drew attention to the agenda for the SCC Tandridge Local Committee meeting to be held on 14 June.
- (b) **District Councillor:** In the absence of Tina Fry, there was no report.
- (c) **Police Matters:** Nothing to report.
- (d) **Biggin Hill Airport:** Nothing to report.
- (e) **Transport matters:** Nothing to report.

8. Council Aims & Objectives

- (a) **Future Aims & Objects:** The Clerk indicated that the only suggestion submitted to him was from Margaret Boadella and that was that the sole objective should be to complete the Village Hall.
- (b) **Parish Appraisal:** It was noted that the application for a grant had been lodged and a decision on the grant would be forthcoming in a short while. Regular meetings were continuing.
- (c) **L-shaped Field Committee:** Bob David reported that the levelling of the Field had been delayed by the recent wet weather. The work of rolling the field would be carried out as soon as conditions permitted.

9. Notified Items

- (a) **Safe Routes to School:** Bob David reported that the scheme had been approved and seemed likely that £50,000 would be spent in the first year and £40,000 in the second year.
- (b) **Annual Parish Meeting:** It was generally agreed that the meeting had been successful.
- (c) **Queen's Golden Jubilee Celebrations:** The Chairman congratulated everybody concerned in holding such a successful Concert and Reception. A unanimous vote of thanks was passed to all of those individuals and organisations involved in the Jubilee celebrations. It was suggested that there might be an annual event because it had been so successful in bringing the village together.
- (d) **East Surrey Parishes LG:** It was agreed that the Chairman and the Clerk should put in hand the arrangements for the forthcoming meeting.
- (e) **Shared Youth Worker:** Margaret Boadella indicated that she had not been able to discuss the matter with Tina Fry. It was agreed that the Parish Council wished to be associated with the project and that the Clerk should contact Whyteleafe PC to indicate that this was the case and that the Council wished to attend the preliminary meetings.

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that Hall floor had been repaired last week. The work to the Green Room would be carried out in the School holidays and, in the meantime, a close watch was being kept to see if the damp proofing was effective.
- (b) **Management Committee:** Bob David reported that it was hoped that there would be an exhibition open to everyone to experience an Introduction to IT. This was yet to be confirmed but the proposed dates were 4-6 September.
- (c) **Lease:** There was nothing further to report.
- (d) **Car Park CCTV:** The Chairman indicated that he contacted three companies all of whom needed to be told what coverage was required before a quotation of the cost could be given. Ian Mitchell indicated that his enquiries showed that suitable cameras cost £150 each, the control unit £200 and the recorder £200 approximately + cost of installation. It was agreed that coverage of both the front and the back of the Hall was required and the Chairman agreed to obtain more specific costings.

11. Property & Land Maintenance

- (a) **Property:**
 - (1) **Tatsfield Cottage, Ricketts Hill Road:** Ian Mitchell reported that he had been informed that the fence would be erected on the agreed line towards the end of the month and he would attend to

agree the exact position with the owners and their contractor.

- (2) **Notice Boards:** Bob David indicated that the cost of supplying and fitting polycarbonate was £116 per board as compared to £86 per board for acrylic. It was agreed that acrylic would be fitted to all three boards.
- (3) **Lusted Hall Lane Garages:** Bob David reported that Tandridge DC had removed the rubbish and had supplied notices indicating that the dumping of rubbish was an offence. Mrs Ashworth had delivered these to all adjoining properties.
- (4) **Barnfield/Maesmaur Road Dumping:** The Clerk confirmed that he had written to the owner of the abandoned car.

(b) Land:

- (1) **Tatsfield in Bloom:** Bob David reported that the judging would take place on 9 July.

Pond: It was noted that the contractor had recently carried out further work to the Pond. Discussion took place about the signs and it was agreed that the posts and framework should be painted green. It was further agreed that the exact requirements of Cornhill Insurance would be re-considered to see whether it would be possible to replace the existing signs with more acceptable ones.

12. Meetings to attend:

- (a) **East Surrey District Scouts AGM:** Saturday 15 June at 3.00 for 3.30 p.m. at the Orpheus Centre, North Park Lane, Godstone.
- (b) **SCAPTC AGM and General Meeting:** Saturday 6 July 2002 at 2.30 p.m. at East Horsley – Margaret Boadella to attend.
- (c) **TDC Annual Civic Service:** 14 July at St Mary's Church Church Lane Oxted at 10.00 a.m. – Chairman and Clerk invited.
- (d) **CAB AGM:** 19 June 2002 at 8.00 p.m. at Limpsfield School Hall, Limpsfield – Bob David to attend.
- (e) **SVSC Open Forum & AGM:** Tuesday 16 July at 10.00 a.m. at Charterhouse School, Godalming. – Denis Hayes to attend as the Council's representative.

13. Correspondence

- (a) **Surrey Hills Boundary Marking:** The Clerk drew attention to a letter circulated to all members giving details of the boundary marking locations.
- (b) **Race Relations (Amendment) Act:** The Clerk drew attention to the Note on this matter circulated by NALC, copies of which had been circulated. It was unanimously agreed that the Parish Council acknowledged its general duty placed upon it by this Act and that it would continue within its functions and policies to have due regard to the need to eliminate discrimination, promote equality of opportunity and promote racial equality between people of different racial groups.
- (c) **DTLR Consultation on Local Investigation of Misconduct Allegations:** The Clerk drew attention to this Consultation, comments on which were sought by 1 July. It was agreed that insofar as the Consultation directly affected the Parish Council, there were no comments to be made.
- (d) **Paynesfield Road Speed Reduction Campaign:** The Clerk drew attention to a letter from Mr & Mrs Harper expressing their views about a campaign by Mr & Mrs Lukes to introduce speed reduction measures in this road. The Clerk indicated that no direct approach from Mr & Mrs Lukes about the matter. It was agreed that no action would be taken. *had been received*
- (e) **NALC Briefing on Regionalisation White Paper:** The Clerk drew attention to this briefing copies of which had been circulated to all councillors. *had been received*

14. Any Other Business

- (a) **Golden Jubilee:** Tony Erbes indicated that, at the Chairman's request, he had refrained from pursuing negotiations with Ray Goldsmith as to the possibility of a gift to the village to commemorate the Jubilee. He outlined the position and indicated that he did not wish to be involved in the matter any longer. The Chairman indicated that he intended to look into the matter and would report back to members in due course.

The meeting closed at 11.10 p.m.




Tatsfield Parish Council

PLANNING LIST

APPENDIX A

**2002/38
JUNE 2002**

RESULTS:-

Approved:	02/499	Beacon Shaw, Approach Road
	02/471	Kemscott Farm, Lusted Hall Lane (Pitched roof)
	02/514	3 Whitewood Cottages
	02/419	8A & 8B Westmore Road (deferred for inspection and recommended for approval)
	02/657	But an Ben, Ricketts Hill Road (recommended)
Refused:	02/470	Kemscott Farm, Lusted Hall Lane (New access etc).
Appeals:	01/108	The Limes, Maesmaur Road (exchange of written statements)
	01/501	Blencathra, 47 Paynesfield Road (exchange of written statements)
	01/852	3 The Square (exchange of written statements)
	01/2727	Great South Street Farm, Tatsfield Lane, Westerham (LBB)
	01/172	Deepdene, Lusted Hall Lane - 10/10/02
	01/1566	Beacon Shaw, Approach Road - WITHDRAWN
	02/470	Kemscott Farm, Lusted Hall Lane (new access road)
	01/1205	The Laurels, Hillside Road

CURRENT APPLICATIONS:-

App. No.	Property and Details of Proposed Development
02/740	Willow Tree House, Ricketts Hill Road Demolition of existing flat roof side extension; erection of single storey side extension providing garage and erection of new roof to whole property including dormer windows to provide first floor accommodation. Recommendation: Objection to be lodged based on (1) Loss of small dwelling (2) Disproportionate increase in size (3) Unneighbourly by reason of bulk
02/765	Trevena, Chestnut Avenue Erection of rear conservatory Recommendation: No objection.
02/699	25 Paynesfield Road Demolition of existing carport and erection of single storey side extension, incorporating garage with conversion of existing garage to accommodation, erection of rear conservatory. Recommendation: No objection.
02/804	My Ladys Cottage, Hillside Road (formerly Joiners). Erection of single storey side extension for parking of vehicle and storage of equipment in connection with Heating Engineer's business. Recommendation: Concern to be expressed about substance of development and possible change of use.
	The White House, Lusted Hall Lane Conversion of existing storage barn to provide 2 bedroom bungalow with erection of dormer window to front & rear elevations and widening of existing vehicular access on to Lusted Hall Lane. To be considered by the next Planning Councillor

GROUND FOR OBJECTIONS:-

- | | | |
|-----------------------------|------------------------------|------------------------------|
| A Situated in MGB/AGLV | D Overcrowding/Overuse | G Increase in house category |
| B Outside development core | E Development precedent | H Access/Unmade Road problem |
| C Unneighbourly development | F Out of character with area | |

TATSFIELD PARISH COUNCIL

2002/39

APPENDIX B June 2002

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Details</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Clerk's Salary	(May)			452.83
	Telephone				5.00
	Postage & Fax		5.83		
	Photocopying		17.40		
	Stationery				
	Travel		15.00		38.23
					<u>496.06</u>
Mrs G Miles	Cleaning (May)				27.00
I Mitchell	Photocopying expenses for Appraisal			4.85	
	Photocopying for Jubilee			3.35	
	Bulb for Village Hall			7.03	15.23
A Erbes	Purchase of wine for Jubilee				233.00
Post Office Ltd	Telephone account				55.29
Lewisham Concert Band	Jubilee Concert Donation.				200.00
Mrs E Pearce	Jubilee reception refreshments				50.00

1,076.58

Receipts:

Biggin Hill Drs	Surgery rent	(MAy)		1,043.22	
Badminton Club	Hire of Parish Room			7.50	

1,050.72

-25.86

Balances at Bank:-

01/06/02	Current Account No.01123688			12,041.74	
	Deposit Account No.31123823	****		28,108.29	40,150.03

**** includes Interest for February amounting to 60.40

A transfer of £9,000 has been effected since the beginning of the month.-----

TATSFIELD PARISH COUNCIL

ACCOUNTS

FOR THE YEAR ENDING 31ST MARCH 2001

Prepared by

**JOHN SANDIFORD
CLERK TO THE PARISH COUNCIL**

TATSFIELD PARISH COUNCIL

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31ST MARCH 2001

INCOME:		1999/2000	2000/2001	EXPENDITURE:		1999/2000	2000/2001
Property:				Property:			
Surgery	25035		25035	Surgery Loan	22455		21235
Parish Room	804		666	Rates	552		530
Sundry	0	25839	0	Maintenance	364	23371	1692
			25701				23457
Land:				Land:			
Easements	225	225	1380	Maintenance	1430		820
			1380	Village Pond	620		350
Grants:				Tatsfield in Bloom	1687	3737	1255
Horticultural Soc T in Bloom	274		366	L-shaped Field			1808
Millennium Com	0		516				4233
Tandridge DC	639		890	Administration:			
Ibbett Moseley	500	1413	500	Insurance	894		966
			2272	Audit	300		431
Interest:				Telephone	348		246
Deposit Account		1489	809	Cleaning	318		312
				Election	787		0
				Clerk's Salary	5173		4886
				General Expenses (App A)	664	8484	968
							7809
VAT		16666	196	VAT:		16666	0
Precept:		18500	18500	Borrowing		5193	5193
Borrowing		0	0	Grants etc (Appendix B)		1609	1833
Miscellaneous		0	0	Capital Equipment		0	0
Village Hall				Miscellaneous		18	0
Storage charges	80						
Grants received:-				Village Hall:			
Village Hall MC	0		0	Building Costs	87493		748
SCC/TDC	0		0	Professional Fees	2916		0
ACRE	21497	21577	3125	Equipment	2454		0
			3125	Storage Charges	393		0
TOTAL INCOME		85709	51983	Miscellaneous	99	93355	0
							748
Excess of Expenditure over Income		66722		TOTAL EXPENDITURE		152431	43273
		152431	51983	Excess of Income over Expenditure			8110
						152431	51983

The above statement fairly represents the financial position of the Parish Council as at the 31st March 2001 and reflects its income and expenditure during the year

John Saunders
Responsible Financial Officer

Approved by the Parish Council on *8th July 2002*

Chairman *D.V. Wood*

TATSFIELD PARISH COUNCIL
BALANCE SHEET AS AT 31ST MARCH 2001

1999/2000		2000/01	
£		£	£
	LONG TERM ASSETS		
NIL	Long Term Investments		NIL
	CURRENT ASSETS		
NIL	Stock		NIL
3246	Debtors		1142
NIL	Payments in advance		NIL
16010	Cash at Bank		28003
<u>NIL</u>	Cash in hand	<u>NIL</u>	<u>29145</u>
19256	TOTAL ASSETS		29145
	CURRENT LIABILITIES		
<u>300</u>	Creditors		<u>1479</u>
<u>18956</u>	NET ASSETS		<u>27666</u>
	REPRESENTED BY:		
85678	General Reserve at 1 April	18956	
<u>-66722</u>	Add Net Surplus	<u>8710</u>	<u>27666</u>
<u>18956</u>			<u>27666</u>

TATSFIELD PARISH COUNCIL

APPENDIX A - GENERAL EXPENSES 2000-01

Details of the amounts expended on this item are as follows:-

	1999/2000
Travel - Clerk	165
Councillors	59
Postages	75
Photocopying	257
Stationery	91
Publications etc	88
Projects	108
Miscellaneous	39
Bank Charges	£86
	<u>£968</u>

APPENDIX B - GRANTS ETC

The following are the details of this item:-

1. Grants to local organisations

Tatsfield/Vern d'Anjou Association	200	
Millennium Committee	610	
Not So Young	110	
Road Crossing	100	
Citizens Advice Bureau	145	
Tatsfield Parish Magazine	40	
SE Surrey Care	50	1255

2. Subscriptions/Affiliation fees

East Surrey Transport Committee	15	
Parish Councils	446	
Council for the Protection of Rural England	17	
Surrey Voluntary Service Council	25	
Tandridge Voluntary Service Council	10	
South East Regional Play Association	20	533

3. Sundry

National Association of Local Councils Information Service	20	
Surrey Crimestoppers	25	45

TOTAL 1833

TATSFIELD PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2001

ASSETS

Movements in the Year:

(A) During the year no assets were purchased.

(B) During the year no assets were disposed of.

(C) At 31 March the following assets were held:-

(1) Freehold land forming Westmore Green and Tatsfield Green both of which are registered as commons and cannot be used for any other purpose and will be held in perpetuity by the Parish Council.

The title to this land is unregistered and was conveyed to the Parish Council on 29 August 1976 for the purpose or purposes authorised by the Local Government Acts 1894 and 1933.

Nominal Value £1.00

(2) Freehold land adjoining Tatsfield Green known as the King Edward VII Memorial Garden which is held by the Parish Council as Trustee of the King Edward VII Garden Charity (Registered No 282915). The land is subject to covenants which restrict the use of the land to that of a public park or garden and recreation ground for use by the public. The land is maintained as a natural woodland.

The title to this land is unregistered and was conveyed to the Parish Council on 25 February 1981 by Tandridge District Council, the then Trustee.

Nominal Value £1.00

(3) Freehold land having a frontage to Ship Hill, Tatsfield, on which is built the Village Hall. The Village Hall is held by the Parish Council as custodian trustee for Tatsfield Village Hall Management Committee which is a registered charity.

The title to this property is unregistered and was conveyed to the Parish Council on 10 August 1966 for £3,000.

Current insurance Value £450,000

(4) Freehold land immediately to the rear of the Village Hall on which the Surgery/Parish Room is built the ground floor purpose-built Surgery. This is leased for a term of 20 years from 25 March 1990 at a rent equivalent to the maximum by which the Family Practitioner Committee will re-imburse the Tenants on an annual basis in connection with the Tenants' occupation of the Surgery. The rent is reviewable every 3 years and the current rent payable is £25,035.00 per annum.

Current Insurance Value £351,648

(5) Freehold land known as the L-shaped Field, Ship Hill, Tatsfield, two boundaries of which are contiguous with the land and buildings mentioned (3) and (4) above. This land is within the Metropolitan Green Belt and, as such, cannot be developed for purposes other than sports or leisure activities. At present, the whole area is grassed and without any buildings upon it. It is intended to retain the land in perpetuity for the benefit of the community.

The title to this land and that referred to in Paragraph (5) is registered at HM Land Registry under Title No.SY527242 and was purchased by the Parish Council on 26 September 1983 for £3,750.00.

Nominal Value £1.00

(6) Freehold land situate at the end of Kemsley Road, Tatsfield, known as Kemsley Woods which is maintained as natural woodland to which the public are allowed access. It is intended to retain this land in perpetuity for the benefit of the community.

The title to this land is registered at HM Land Registry under Title No.SY527242 and was purchased by the Parish Council on 3 November 1967 for £50.00.

Nominal Value £1.00

(7) Freehold land known as Ashen Shaw situate on the east side of Manor Road and the north-west side of Manor Road, Tatsfield which is maintained as natural woodland to which the public are allowed access. It is intended to retain this land in perpetuity for the benefit of the community.

The title to this land is registered at HM Land Registry under Title No.SY64810 and was purchased by the Parish Council on 1 April 1975 for £65.00.

Nominal Value £1.00

(8) 4 Noticeboards	-	Insurance Value	£2142
1 Sign Post	-	Ditto	428
1 Carved Oak Bench	-	Ditto	3213
1 Bus Shelter	-	Ditto	1713
10 Litter Bins	-	Ditto	3213

BORROWINGS:

At the close of business on 31 March the following loans were outstanding:-

(1) A loan by Capital Bank plc (formerly NW Bank plc) in respect of the building of the Surgery/Parish Room (Para (4) Assets) which was completed in 1990.

The original loan was for £206,624.81 which was repayable over 15 years by equal instalments of £13,781.87 payable on 30

TATSFIELD PARISH COUNCIL

October in each year. The balance outstanding after payment of the repayment made in October 2000 was £68,806.11.

Five further instalments remain to be paid and payment of the loan will be complete in October 2005.

In addition to the capital repayment, interest at 1% above LIBOR rate is payable. The amount of interest at 9% for the current year amounted to £7,453.28. The total annual interest reduces by approximately £1,240 per annum provided that the LIBOR interest rate does not increase above 8%.

(2) A loan of £40,000 by Public Works Loans Board taken out on 1 October 1998.

This loan is repayable over a period of 10 years with interest at 5.25% by equal half yearly annuity payments of £2,596.28 on 1 April and 1 October. Two repayments were made during this year and the balance outstanding as at 31 March 2001 was £33,567.05.

LEASES

At the year end there were no leases in operation.

DEBTS OUTSTANDING

At the year end there were the following debts outstanding:-

Customs & Excise - VAT - £1142

At the year end the following creditors were outstanding:-

Audit Commission	679
Ibbett Moseley	800

TENANCIES

During the year no tenancies were entered into.

S.137 PAYMENTS

The limit for expenditure in the year of account was £4,882.50 (1395 electors x £3.50) and the payments made were :-

Tatsfield Vern d'Anjou Association	Grant towards expenses of Twinning visit	200
Tatsfield Not So Young	Grant towards general expenses of administration	110
Tatsfield Parish Magazine	Grant towards general expenses	40
Citizens Advice Bureau	Ditto	145
Surrey County Council	Grant towards provision of road crossing	100
Millennium Committee	Grant towards administrative costs	610
South East Surrey Care Council for the Preservation of Rural England	Grant towards general expenses	50
Surrey Voluntary Service Council	Subscription	17
Surrey County Association of Parish & Town Councils	Subscription	25
East Surrey Transport Committee	ditto	446
National Association of Local Council	ditto	15
Surrey Crimestoppers	Information Service	20
Tandridge Voluntary Service Council	Donation	25
South East Regional Play Association	Subscription	10
	Subscription	20

£1833

AGENCY WORK)
 ADVERTISING)
 SUPERANNUATION)

Nothing spent on these items

Signed

D.V. Wood
 Chairman

Signed

John Sandiford
 Clerk

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th July 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present:

Mr David Wood (in the Chair)	
Mrs M Boadella	Mr Bob David
Mr Tony Erbes	Mrs W Maddison
Mr Ian Mitchell	Mrs D Reeve

In attendance: Mr John Sandiford (Clerk), Mrs Tina Fry (TD Councillor), and 6 parishioners.

Apologies: Mr Harry Pettifor (SC Councillor) and Philip Clark (Parish Constable)

1. Minutes

The minutes of the meeting held on the 10th June 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) Paragraph 5(e): the deletion of "on" in the second line;
- (b) Paragraph 6(a)(3): insert in the fourth line "part of" after "accepted" and substitute "concerned" for "as proposed by it" in the last line;
- (c) Paragraph 13(d): insert in the third line "had been received" after "approach".

2. Matters Arising:

- (a) **Queen's Golden Jubilee Celebrations:** The Clerk confirmed that a letter of thanks had been received from the Lewisham Concert indicating how much they had enjoyed playing.

3. Planning Matters

- (a) **Planning Matters:** Bob David reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.

(b) Sundry Planning Matters:

- (1) **Orange Base Station at Park Farm:** Ian Mitchell indicated that the application was not proceeding due to the fact that the site owner had withdrawn.
- (2) **Horse Pasture Management Project:** The Clerk circulated copies of a letter from the Project Officer indicating concerns over the spread of horse pastures in Surrey. It was agreed that the letter needed proper consideration to see whether any response was called for.
- (3) **TDC Consultation on Draft Supplementary Planning Guidance:** Ian Mitchell indicated that the Parish Council was about to be consulted on this matter. The consultation was in respect of Extensions to Dwellings in the Green Belt and Conversion of Buildings in the Green Belt where Tandridge was proposing that the policy on these matters should be tightened. It was agreed that when the documents were received, Councillors Mitchell, Maddison, Reeve, David and Wood would meet to consider whether a response was required.

- (c) **Planning Councillor:** Wendy Maddison (August) and Ian Mitchell (September).

4. Finance

(a) Grants:

- (1) **Westmore Green Play Area:** The Clerk indicated that he had had no further communication from Mrs Chapman as yet. He had also not had any reply from Tandridge DC about the matter of consent for the extension. It was agreed that the Clerk should write again.
- (2) **Old Lane Improvement Fund:** The Clerk reported he had still not received any acknowledgment. This had been chased up.
- (3) **Winged Fellowship Trust:** It was agreed not to make any donation.
- (4) **WRVS:** The Clerk indicated that he had received a request from WRVS for financial support. It was unanimously agreed to make a grant of £100.



- (5) **St Mary's Church:** The Clerk drew attention to the application for a donation and indicated that £120 had been approved in the Budget and had been included in Appendix B. This was agreed.
- (6) **Oxted CAB:** The Clerk also drew attention to the application for a donation and indicated that £150 had been approved in the Budget and had been included in Appendix B. This was agreed.
- (7) **Tatsfield Vern Association:** The Clerk also drew attention to the application for a donation and indicated that £250 had been approved in the Budget and had been included in Appendix B. This was agreed.
- (b) **Insurance:** The Clerk indicated that Cornhill had indicated that the tree inspection could be delayed until August/September. Bob David indicated that he had arranged for an inspection to take place on 16 July to assess the cost involved.
- (c) **Audit:** The Clerk had circulated an amended copy of the accounts for the year ending 31 March 2002 as approved by District Audit. He had also circulated a note explaining the changes made. It was agreed that these accounts be approved.
- (d) **Audit Procedures for 2001/2:** The Clerk had also circulated a note concerning the appointment of an internal auditor. It was clear that this matter was causing considerable concern with a lot of Parish Councils and that the Finance Committee should meet to consider how best to deal with the matter.
- (e) **Payments:** as at Appendix B were approved.

5. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Old Lane:** There was nothing to report.
- (2) **Scout Hut Lay-by:** There had been no further developments but it was agreed that the Clerk should write to Derek Gibbons to explain why the matter was not making progress.
- (3) **Clarks Lane:** Bob David reported that he had requested Tandridge to provide signs.
- (4) **Public Utility Works:** The Clerk drew attention to a letter written by Tandridge DC to organisations carrying out road works pointing out that action would be taken if all rubbish and spoil is not removed after road works are completed.
- (5) **Unauthorised Travellers Encampments:** Ian Mitchell indicated that increased powers were to be made available to local authorities to move travellers on but only if proper sites were provided.

(b) Rights of Way:

- (1) **Old Lane/Tatsfield Green:** The Clerk indicated that he had heard from Mrs Hayes asking if a "No Horse Riding" sign that had recently been erected in Old Lane, had been authorised by the Parish Council. The Clerk was requested to write indicating that the sign had not been authorised or erected by the Parish Council. It was also agreed that the sign would be removed.
- (2) **Rights of Way over Greens:** Ian Mitchell drew attention to the fact that the new regulations had now been brought into force.

6. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, there was no report.
- (b) **District Councillor:** Tina Fry indicated that she had nothing to report. In answer to questions, she indicated that the District Council was desperately short of funds and this situation was unlikely to improve. It was a question of prioritizing all expenditure and support for local organisations was low on the list of priorities.
- (c) **Police Matters:** Ian Mitchell indicated that there had been two recent incidents involving a break-in and vandalism at Beaver Farm and theft of milk churns from the Village Hall. It was hoped that arrests would be made of those responsible. *for the forces*
- (d) **Biggin Hill Airport:** Ian Mitchell said he had nothing to report as there had been no meeting.
- Tatsfield Vern Association:** There would be a meeting on 24 July.
- (e) **Transport matters:** There was nothing to report.
- (f) **SCAPTC AGM & General Meeting:** Margaret Boadella reported that she had attended this meeting and it was clear that there many councils concerned about the new regime for audit and it had been suggested that councils should protest to the Deputy Prime Minister. An appeal had also been made for all councils to comment on the Regionalisation proposals and

send copies to SCAPTC. She also drew attention to the fact that the new provisions involving declarations of interest had been requested by NALC.

7. Council Aims & Objectives

- (a) **Parish Appraisal:** It was noted that the grant application had been successful and a grant would be made of £4,513 or 53% of the total cost.
- (b) **L-shaped Field Committee:** Bob David indicated that he hoped that the work of clearing all rubble and other rubbish would be completed this week. This would enable the grass to be cut and then rolled.

8. Notified Items

- (a) **Safe Routes to School:** Bob David indicated that he had nothing to report. In answer to a question, he indicated that Surrey Highways had taken responsibility for cutting the hedge on Ship Hill adjoining the footpath and, as it was very overgrown, he would request that it be cut.
- (b) **Advertising on Greens:** Ian Mitchell drew attention to number of signs/posters that were appearing on the Greens without any permission being sought from the Council as the owner of the Greens. Until recently these had been by local voluntary organisations and these would doubtless meet with the Council's approval. Recently, commercial signs had appeared and he was concerned that if some action was not taken to control this, the number of signs or posters would proliferate. It was agreed that the Clerk should write to Streets Nursery requesting the immediate removal of the trade sign erected on Tatsfield Green and, in addition, write to the Parish Magazine asking local organisations to obtain the Council's consent before erecting signs.
- (c) **Surrey Parishes LG:** The Chairman was dealing with The arrangements in conjunction with the Clerk.
- (d) **Shared Youth Worker:** The Clerk reported that he indicated to Whyteleafe Parish Council that the Parish Council was interested and would like to attend any meeting to discuss the matter.

9. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that some additional damp-proofing had been carried out in the Green Room and the position would be monitored carefully until the remaining work was carried out during the Summer Holiday period.
- (b) **Management Committee:** Bob David reported that the Committee had decided to proceed with the installation of a new sound system. He agreed to ensure that full details of the installation were made known to the Building Project Committee to ensure that the matter was dealt with in accordance with the Architect's wishes. A major fund-raising function would be held on 26 October, details of which were still to be finalised. The Open Computer course would take place on 4-6 September.
- (c) **Lease:** Some queries on the Lease and Constitution had just been received from the Charity Commission. There had not been time to consider these as yet but they would be considered as soon as possible.
- (d) **Car Park CCTV:** The Chairman reported that he had contacted two companies that had promised to inspect the area and advise. They had however not done so as yet and he would chase them up.

10. Property & Land Maintenance

- (a) **Property:**
 - (1) **Doctors Surgery:** Tony Erbes reported that he had given instructions for the surgery windows damaged by vandalism to be replaced.
 - (2) **Tatsfield Cottage, Ricketts Hill Road:** It was noted that the fence had been re-erected in the agreed position but the post holes had not been filled in. The Clerk was asked to write thanking Mr Westney for his co-operation in this matter and asking if the holes could be filled in.
 - (3) **Barnfield/Maesmaur Road Dumping:** It was believed that Mr J Haynes had not so far removed the vehicle abandoned by him on this land. Bob David agreed to check the position and, if the car had not been removed, the Clerk was instructed to write and demand its removal within 28 days.

DWT

(b) Land:

- (1) **Tatsfield in Bloom:** Bob David reported that judging would take place the following day. He paid tribute to the band of volunteers that had spent a considerable amount of time generally tidying the village. A unanimous vote of thanks was passed to Bob David and everyone concerned for all the time and hard work involved in the run-up to the judging.
- (2) **Pond:** Wendy Maddison indicated that the contractor had paid a further visit to the Pond but she was still dissatisfied with the work and intended seeking another contractor. She had not terminated the present arrangement in the light of the imminent judging of Tatsfield in Bloom.

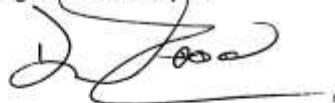
11. Meetings to attend:

- (a) **TDC Annual Civic Service:** St Mary's Church Church Lane Oxted at 10.00 a.m on 14 July – Chairman unable to attend and Vice-Chairman might deputise.
- (b) **SVSC Open Forum & AGM:** Tuesday 16 July at 10.00 a.m. at Charterhouse School, Godalming - Denis Hayes to attend

12. Correspondence - None**13 Any Other Business**

- (a) **St Mary's Church Installation of New Vicar:** The Chairman drew attention to the installation of the Reverend Catherine Wood as the new priest on 19 July at 7.30 p.m.
- (b) **Little Acorns Play Group:** Bob David indicated that the Group wished to hold a Toddle around the Pond on 19 July and had asked permission to use the Green for this purpose and to cordon off the Pond. This was agreed.
- (c) **Westmore Green Play Area:** Bob David also indicated that the organisers wished to hold a Teddy Bears Picnic on Westmore Green on 9 August. This was agreed. The event was being sponsored by Safeways who had asked that an advertisement be placed on the Green during the event. After discussion, permission for this was refused.
- (d) **Crossways Court:** Bob David drew attention to the fact that the new warden who would take up her position on 29 July would not be resident in Tatsfield and would only be visiting 3 times per week in addition to being available by telephone. He felt this was a down-grading of the warden service and it was agreed that the Clerk would write Tandridge DC to protest.

The meeting closed at 9.32 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST APPENDIX A**

**2002/44
JULY 2002**

RESULTS:-

Approved	02/419 02/532	BA & 8B Westmore Road The Old Granary Forge, Clarks Lane.
Refused:	02/699	My Lady's Cottage, Hillside Road
Appeals	01/108 01/501 01/852 01/2727 01/172 01/1566 02/470 01/1205	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane - 10/10/02 Beacon Shaw, Approach Road - WITHDRAWN Kemscott Farm, Lusted Hall Lane (new access road) The Laurels, Hillside Road

CURRENT APPLICATIONS:-

02/804	The White House, Lusted Hall Lane Conversion of existing storage barn to provide 2 bedroom bungalow with erection of dormer window to front & rear elevations and widening of existing vehicular access on to Lusted Hall Lane. Recommendation: No objection.
02/820	Fernlea, Old Lane Erection of pitched roof over existing flat roof to rear including dormer extension to provide first floor accommodation & raised height to party wall. Recommendation: Objection based on (a) unneighbourly development and (b) undue prominence to the rear.

GROUNDS FOR OBJECTIONS:-

**A Situated in MGB/AGLV D Overcrowding/Overuse G Increase in house category
B Outside development core E Development precedent H Access/Unmade Road problem
C Unneighbourly development F Out of character with area**

TATSFIELD PARISH COUNCIL

2002/45

APPENDIX B July 2002

Expenditure to be authorised:-

Payee	Description	(May)	Details	VAT	Total
J Sandiford	Clerk's Salary				452.83
	Telephone				5.00
	Postage & Fax		3.42		
	Photocopying		9.85		
	Stationery				
	Travel		15.00		28.27
					<u>486.10</u>
Mrs G Miles	Cleaning (May) + materials				28.28
I Mitchell	Photocopying expenses for House Index				29.25
R David	TIB expenses				260.28
SCAPTC	LCR Annual Subscription				10.99
Tatsfield Vern Assoc	Grant				250.00
St Mary's Church	Graveyard maintenance				120.00
Oxted CAB	Grant				150.00
HSBC	Bank charges				21.76

1,356.66

Receipts:

Biggin Hill Drs	Surgery rent	(June)		1,043.22
Tatsfield Hort Soc	Hire of Parish Room			7.50
Linden Farm	Ditto			7.50
Westerham Drs	Surgery rent			3,129.00

4,187.22

2,830.56

Balances at Bank:-

01/06/02	Current Account No.01123688			2,673.87
	Deposit Account No.31123823	****		37,181.82
				39,855.69

**** includes Interest for February amounting to 73.53

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th September 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present:

Mr David Wood (in the Chair)	
Mrs M Boadella	Mr Bob David
Mrs W Maddison	
Mr Ian Mitchell	Mrs D Reeve

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor and 2 parishioners)

Apologies: Mr Tony Erbes and Mrs Tina Fry (TD Councillor)

1. Minutes

The minutes of the meeting held on the 8th July 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) Paragraph 6(c): the amendment of the second line to read "the theft of a milk churn" and the addition of "for the former" at the end of the third line.

2. Matters Arising:

- (a) **Surrey Horse Pasture Management Project:** The Clerk agreed to forward a copy of the letter to Tatsfield Bridleways Association for its information.
- (b) **SCAPTC:** The Clerk indicated that he had not received any minutes of the last meeting.

3. Planning Matters

- (a) **Planning Matters:** Wendy Maddison and Ian Mitchell reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
- (1) **Consultation on Draft Supplementary Guidance:** Ian Mitchell confirmed that he had, as instructed, submitted comments and a copy had been placed in circulation.
 - (2) **DEFRA Announcement:** The Clerk drew attention to the letter from DEFRA confirming that the planning role of parish councils would not be affected by any forthcoming changes.
 - (3) **Car Dumping:** Ian Mitchell drew attention to the fact that Bromley LB was taking strong action in this regard.
- (c) **Planning Councillor:** Dorothy Reeve

4. Finance

- (a) **Grants:**
- (1) **Westmore Green Play Area:** The Clerk indicated that he had had no further communication from Mrs Chapman but he had had a reply from Tandridge DC about the matter of consent for the extension and a copy of this had been circulated. The Chairman indicated that he had replied personally but there had been no response to this.
 - (2) **Old Lane Improvement Fund:** The Clerk had circulated a copy of a letter received from the Fund Secretary requesting a meeting with Parish Council representatives. This was discussed and it was agreed that, before such a meeting took place, efforts should be made to establish what action Surrey Highways would be taking following the report into the drainage problem. It was also agreed that Bob David should attend the forthcoming meeting of the Tandridge Local Committee to support Councillor Harry Pettifor in his efforts to provide funding for this matter.
- (b) **Insurance:** The Clerk indicated that he had circulated copies of a further letter from Mr Munday and of a quotation of £960 from Down To Earth Tree Management for the survey required by Cornhill. It was agreed that the quotation should be accepted and Down to Earth be requested to carry out the survey in October/November after the leaf fall. It was also agreed that the Clerk should acknowledge the letter and indicate that a copy was being passed to Cornhill for its attention. The Clerk also indicated that he would at the same time be supplying other information requested by Cornhill.



- (c) **Audit:** The Clerk reported that the audit for the year ending 31 March 2002 would take place on or after 31 October. He indicated that the draft Annual Account had been circulated to all members of the Finance Committee. It was agreed that the Account be approved. Discussion then took place with regard to the appointment of an internal auditor as required by the new regulations. Arrangements had been made for request to be published in the Parish Magazine asking for a volunteer. However, two possible volunteers had already come forward and it was agreed that the Chairman and Ian Mitchell, in company with the Clerk, would arrange an early meeting to acquaint these volunteers with the requirements of the Regulations. It was agreed that, in view of the urgency of the matter, the Chairman and Ian Mitchell should have discretion to appoint an internal auditor if they considered it appropriate to do so.
- (d) **Travelling expenses:** The Clerk reported that the motor mileage rates for members and those representing the Parish Council at official meetings was 35.8 p per mile for the first 10 miles and 10.1 p per mile thereafter.
- (e) **Payments:** as at Appendix B were approved.

5. Highways & Rights of Way

(a) Sundry Highway Matters:

- (1) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. As had been agreed earlier, it was agreed to continue to press Surrey Highways to implement as many of the report recommendations as possible and to support Councillor Harry Pettifor's efforts to secure financial funding for some of the work.
- (2) **Scout Hut Lay-by:** Nothing to report
- (3) **Clarks Lane:** Bob David had nothing to report but would be chasing the matter up.

(b) Rights of Way:

- (1) **Bridleways Association:** The Clerk reported that he had been served with a formal notice by the Tatsfield Bridleways Association that it had made formal application to Surrey CC to modify the Definitive Map by upgrading Ninehams Road, Edgar Road and Borough Road to footpath and bridleway status.
- (2) **Countryside & Rights of Way Act 2000:** The Clerk drew attention to extract from the provisional map (amended following public consultation) that had been placed in circulation.
- (3) **SCC Rights of Way Progress Report:** The Clerk had placed the copy of the report in circulation and it was noted.
- (4) **Miscellaneous:** It was noted that a hedge in Approach Road required cutting back and that BT had left tree branches in the Millennium Wood. *and AP26*

6. Reports

(a) County Councillor: Harry Pettifor reported as follows:-

- (1) The work in relation to Safe Routes to School was progressing.
- (2) The new Titsey roundabout was complete. The fence which was the subject of some complaint, had been erected to protect a hedge that had been planted and the fence would be removed when the hedge had matured sufficiently.
- (3) Surrey had basically indicated its opposition to airfield developments of any great size/
- (4) He was pessimistic about the implementation of the recommendations in the report on the drainage problems at Old Lane. He hoped to be able to persuade the Tandridge Joint Committee to vote some funds for the project.
- (5) It looked possible that Surrey would provide additional classrooms at Tatsfield School.
- (6) He drew attention to the forthcoming meeting about the Caterham By-pass and briefly outlined the possible solutions to improve road safety.
- (b) **District Councillor:** There was no report in the absence of Tina Fry.
- (c) **Police Matters:** Ian Mitchell indicated that there had been a spate of theft of horses and tack in the area. He had nothing else to report.
- (d) **Biggin Hill Airport:** Ian Mitchell drew attention to a brochure produced by Biggin Hill Airport which gave details of the the Airport's proposed development.
- (e) **Transport matters:** A report by Denis Hayes had been circulated and was noted.
- (f) **SVSC AGM:** A report by Denis Hayes had been circulated and was noted.

DJ

7. Council Aims & Objectives

- (a) **Parish Appraisal:** It was noted that the application for a grant of £4,500 from the Countryside Agency had been successful. All involved were very enthusiastic and good progress was being made. It was hoped that the questionnaire would be finalised in the coming week and that it would be printed and ready for distribution by the end of October. Thereafter, the replies would be analysed and the report prepared for publication in early Spring 2003. It was agreed that the Parish Room would be made available, free of charge, for this purpose. Thanks were expressed to those involved.
- (b) **L-shaped Field Committee:** Bob David reported that the field had at long last been cut and flailed. It was hoped that it would be rolled in the coming week.

8. Notified Items

- (a) **Safe Routes to School:** Bob David had circulated a report to all members and this was noted.
- (b) **Advertising on Greens:** It was noted that the commercial sign on Tatsfield Green had been removed without the need for any letter from the Clerk and it was agreed that no further action was required unless and until a further sign appeared. The Clerk had written to the Parish Magazine on the general matter of advertising and this had been published.
- (c) **Tatsfield/Vern d'Anjou Association:** The Chairman had received a letter from the Association criticising the Parish Council's lack of action over a possible name change for Approach Road. He had replied to this and copies were passed round. The Chairman's action was agreed.
The Chairman indicated that there were no difficulties in the way of the proposed presentation of an oak tree to Vern d'Anjou. The tree would come from the Millennium Wood and there would be a brass plaque suitably engraved. It was agreed that a sum of up to £200 be allowed to cover travel and subsistence for the Chairman and Tony Erbes to travel to Vern d'Anjou for the official presentation and planting of the tree in the grounds of an Old People's Home.
- (d) **Shared Youth Worker:** There is nothing to report.
- (e) **Christmas Decorations:** The Clerk confirmed that he had written Seeboard requesting connection of the lights to the main supply. It was agreed that a sum of up to £50 be allowed towards the cost of a Christmas Tree for the village.
- (f) **Tandridge Parish Transport Grant:** The Clerk had circulated a copy of the Letter from SVSC about the possibility of making a joint bid for a Parish Transport Grant. It was agreed that the Clerk should indicate that the Parish was interested in joining in the application for a Joint Travel Grant.
- (g) **Crime & Disorder Act 1998:** The Clerk drew attention to the fact that under section 17 Crime & Disorder Act 1998 the parish council had a duty to consider the impact of its actions on crime and disorder in its local area. Margaret Boadella volunteered to be a member of the Police Liaison Committee and would attend the next meeting on 30 October.
- (h) **Crossways Court:** The clerk had circulated a copy of the response from Tandridge DC regarding the warden cover. It was agreed to monitor the situation and then take the matter later if considered appropriate. The Clerk was asked to write accordingly.
- (i) **Surrey Parishes LG:** It was agreed that the meeting on 23 October 2002 in the Village Hall would commence at 8.00 p.m. with coffee and biscuits being served from 7.30 p.m. Dorothy Reeve agreed to be responsible for the organisation of the refreshments. It was agreed to ask all parish councils to put forward subjects for discussion and it was suggested that these might include Crime & Disorder Act, Shared Youth Worker, Audit regulations and Policing.

9. Village Hall

- (a) **Building Project Committee:** Ian Mitchell indicated the work in the Green Room was progressing but could not be completed until the drying out was complete. Certain extra ventilation had been agreed and a heater installed to improve the situation. He was disposed to allow plenty of time for the Room to dry out and to leave re-decoration for as long as possible. Everything else would be completed so that the room could be used. The Millennium Commission had carried out its routine inspection and would like to see everything completed by the end of the year, if at all possible.
- (b) **Management Committee:** Bob David reported that the public telephone had been removed but it was still possible for emergency calls to be made. The new ~~stage lighting system~~ stage lighting system had been partly installed and the installation would be complete shortly. The open Computing Course had been very successful and thanks were due to Carol Jordan for her work in



organising this. He was sorry to report that Denis Hayes had resigned as treasurer with effect from 31 March 2003.

- (c) **Lease:** The Management Committee had reported that the Charity Commission had rejected the proposed lease and it was agreed that the matter should be referred back to SCAPTC Solicitor Roger Taylor for advice.
- (d) **Car Park CCTV:** The Chairman indicated that he had obtained two quotations of £2,000 and £5,500. Considerable discussion took place as a result of which there was unanimous agreement that the likely benefit to be derived from installing such a system did not justify the cost of installation, coupled with the maintenance and running costs. It was agreed therefore that no further action would be taken.

10. Property & Land Maintenance

(a) Property:

- (1) **Barnfield/Maesmaur Road Dumping:** It was noted that Mr J Haynes had not removed the vehicle abandoned by him and Mr Viera continued to store materials on this land. It was agreed that the Clerk should write to Mr Haynes insisting that the vehicle was removed immediately and that Mr Viera should be notified that if the materials were not removed forthwith, the Parish Council would be at liberty to remove them and place them on his land. This letter would be personally delivered to Mr Viera's address, as there were doubts whether Mr Viera was in residence.
- (2) **Miscellaneous:** Arrangements had been made to cut the hedge adjoining the Village Hall and that bounding the Surgery but this would be chased up as the matter was becoming urgent. The hole in the entrance drive would also be dealt with.

(b) Land:

- (1) **Tatsfield in Bloom:** The result of the judging would be announced the following day.
- (2) **Claimed Land:** The Clerk apologised for not having made a sample application to test whether a possessory title could be obtained. He agreed to deal with the matter.
- (c) **Pond:** Wendy Maddison indicated that she was not satisfied with the service being given by Waterside Aquatics and she had therefore obtained a quotation from Aquajoy of 31 Lower Morden Lane, Morden. This firm were specialists in the maintenance of ponds. She had obtained a quotation of £350 + VAT per visit and she was satisfied that much better value would be obtained. She had been informed that after each visit a report would be submitted detailing the work carried out and with recommendations as to future treatment and maintenance. After discussion, it was agreed that Wendy Maddison would advise Waterside Aquatics that their services were no longer required. It was further agreed that Aquajoy would be employed to carry out maintenance to the Pond and the Clerk was asked to write accordingly.

11. Meetings to attend:

- (a) **Surrey Countryside & Heritage Talks:** The Clerk drew attention to these talks taking place on various dates in October & November.
- (b) **Worlds Biggest Coffee Morning:** organised by TDC Chairman on Friday 27 September 9.30-11.30
- (c) **SNAP Anti-Drugs Initiative:** organised by Surrey Police and Tandridge DC on 17 September at 9.00 a.m.

12. Correspondence

- (a) **NHS Scrutiny in Surrey:** The Clerk drew attention to this initial consultation, responses to which were required by 7 October.
- (b) **Rural Services Standard 2002:** The Clerk drew attention to the letter from DEFRA about this Government publication.
- (c) **Tandridge Community Strategy:** The Clerk drew attention to a letter from the Chairman of Godstone PC asking for information concerning issues identified by the Survey.
- (d) **NALC Development Strategy:** The Clerk drew attention to SCAPTC response in this matter, a copy of which had been circulated to all members.
- (e) **Shaping Surrey's Future our Strategy:** The clerk likewise drew attention to the SCAPTC response on this matter, copies of which had also been circulated.
- (f) **Orbit – Transport Solutions around London:** Ditto
- (g) **Your Region, Your Choice:** Ditto.
- (h) **Local Government Act 2000:** The Clerk drew attention to the SCAPTC response submitted in response to the DETR Consultation on Standards Committees.



- (i) **Surrey Wildlife Trust Community Participation Review:** Ditto
- (j) **SCC Tandridge Joint Committee:** 17 September at 2.30 p.m. at Council Offices, Oxted – Bob David to attend.

13. Any Other Business

- (a) **Code of Conduct:** In answer to a question from Margaret Boadella, the Clerk indicated that he had not had any requests to view the Register of Interests.
- (b) **Register of Electors:** Ian Mitchell drew attention to the fact that copies of this Register supplied to members were for use in relation to their Parish Council activities and for no other purpose.
- (c) **Surrey Ambulance Community Responders Scheme:** Bob David reported that all the various concerns of volunteers had been dealt with satisfactorily by Surrey Ambulance.

The meeting closed at 11.22 p.m.

A handwritten signature in black ink, appearing to be 'Bob David', written over a horizontal line.

**TATSFIELD PARISH COUNCIL
PLANNING LIST APPENDIX A**

**2002/51
SEPTEMBER 2002**

RESULTS:-

Approved	02/583 02/740	Barleyfield Barn, Rag Hill Road Trevena, Chestnut Avenue
Refused:	02/699 02/627 02/820	My Lady's Cottage, Hillside Road Willow Tree House, Ricketts Hill Road Fernlea, Old Lane – WITHDRAWN
Appeals	01/108 01/501 01/852 01/2727 01/172 02/470 01/1205 01/419 01/1245	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) 3 The Square (exchange of written statements) - DISMISSED Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane – 10/10/02 Kemscoot Farm, Lusted Hall Lane (new access road) The Laurels, Hillside Road 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

02/1091	3 The Square Erection of side conservatory Recommendation: No Objection
02/1148	Ship Hill House East, Ship Hill Erection of rear single storey conservatory. Recommendation: No objection.
02/1215	Fir Tree Cottage, Ship Hill Erection of First Floor side extension. Recommendation: No objection.
02/1226	3 Lusted Hall Lane Demolition of existing single storey rear addition and erection of single storey rear extension Recommendation: No objection.
02/687	Franklin, Ricketts Hill Road Erection of first floor over existing garage to provide bedroom/study & en suite bathroom with rear balcony (RENEWAL) Recommendation: No objection
02/1272	3 Kent Cottages, Pilgrims Lane, Westerham Enlargement of existing dormer window Recommendation: No objection.
02/1137	Broomlands Farm, Broomlands Lane Change of use to (a) industrial use normal in residential area, or (b) industrial use not normal in residential area, or (c) warehousing storage Recommendation: Objection on grounds of road safety and limit of number of caravans.

GROUND FOR OBJECTIONS:-

**A Situated in MGB/AGLV D Overcrowding/Overuse G Increase in house category
B Outside development core E Development precedent H Access/Unmade Road problem
C Unneighbourly development F Out of character with area**

TATSFIELD PARISH COUNCIL

2002/52

APPENDIX B September 2002

Expenditure to be authorised:-

Payee	Description	Details	VAT	Total	
J Sandiford	Clerk's Salary	(July & August)		905.66	
	Telephone			10.00	
	Postage & Fax	7.51			
	Photocopying	17.69			
	Stationery				
	Travel	30.00		55.20	
				<u>970.86</u>	
Mrs G Miles	Cleaning (July & August)			54.00	
Limes Glass Ltd	Repairs to Surgery windows	176.00	30.80	206.80	
D Hayes	Travelling expenses to:-				
	LT Users Conference (Rail fare)		5.00		
	Photocopying		0.85		
	E Surrey Transport C'tee (22 miles)		7.88		
	SVSC AGM (80 miles)		18.36	32.09	
R David	TIB expenses:-				
	Locks for milk churns	6.50			
	Presentation Folder	20.00			
	Photographs	20.00			
	Prize money	192.50			
	Refreshments & presentations	14.68			
	Photocopying	17.00			
	Postages	6.72		277.40	
	Post Office Ltd	Telephone Account	47.14	8.24	55.38
	D Bishop	Pond signs painting etc			295.00
PWLB	Loan repayment (payable on 1/10/02)			2,596.28	
I Mitchell	Photocopying			4.80	
Macmillan Plants	Supplies of Plants for Tatsfield in Bloom				
	Cheque drawn 22/7/02	887.45	155.86	1,043.31	
				<u>5,535.92</u>	

Receipts:

Biggin Hill Drs	Surgery rent	July	1,043.22	
	ditto	August	1,043.22	
TDC	Environmental Grant - Composting		1,010.54	
Bridge Club	Parish Room Hire		65.00	
TDC	Tatsfield in Bloom grant		800.00	
				<u>3,961.98</u>
				<u>-1,573.94</u>

Balances at Bank:-

01/09/02	Current Account No.01123688		3,445.64	
	Deposit Account No.31123823	****	43,352.13	46,797.77

**** includes Interest for July & August amounting to 170.31

NOTE: Since 1/9/02 TDC have remitted the second instalment of the precept.

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th October 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr David Wood (in the Chair).
Mrs M Boadella Mr Bob David
Mrs W Maddison Mr Tony Erbes
Mr Ian Mitchell

In attendance: Mr John Sandiford (Clerk), Mrs Tina Fry (TD Councillor) and 28 parishioners

Apologies: Mrs D Reeve, Mr Harry Pettifor (SC Councillor), Mr D Hayes and Mr P Clarke.

1. Minutes

The minutes of the meeting held on the 9th September 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) In Paragraph 5 the amendment of 5(c) to read 5(b) and the addition to sub-paragraph (4) of that renumbered paragraph at the end of the words "and FP26."
- (b) In the second line of Paragraph 9(b) the substitution of "sound" for "stage lighting".

2. Matters Arising:

- (a) **Crime & Disorder Act 1998:** The Clerk confirmed that he had indicated that Margaret Boadella was willing to be a member of the Police Liaison Committee and would attend the next meeting on 30 October.
- (b) **Crossways Court:** The Clerk confirmed that he had advised Tandridge DC that the position would be monitored.
- (c) **Surrey Ambulance Community Responders Scheme:** Bob David reported that there had been a meeting with Surrey Ambulance on 11 September. There would be similar meetings at 6 weekly intervals to ensure close contact between Surrey Ambulance and the Responders.
- (d) **SCAPTC:** The minutes of the last meeting were still not to hand. The Clerk agreed to chase them up.

3. Planning Matters

- (a) **Planning Matters:** In the absence of Dorothy Reeve, Ian Mitchell reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
 - (1) **Proposed Orange Microcell Rollout for Tatsfield Area:** Ian Mitchell indicated that Orange wished to identify three Microcell telecommunication sites in the Tatsfield area in order to improve reception. Orange was carrying out a voluntary consultation exercise and had provided details of the proposed sites in Ship Hill, Crossways and Old Lane. Details had been sent by Orange to local residents. It appeared that some of the information required amendment and the details would be re-issued. Ian Mitchell explained in detail the possible grounds for objection. General discussion took place in view of the considerable public concern at the proposals as evidenced by the large number of residents attending the meeting. It was agreed (1) that all residents who opposed the proposals should be encouraged to write to Orange to voice their views (2) that the Clerk should endeavour to ascertain the attitude of Surrey CC to the location of these aerials on roadside verges, and (3) that consideration should be given to calling a public meeting.
 - (2) **Access to Information Act:** The Clerk drew attention to the letter from Tandridge DC, copies of which had been circulated, that indicated the need for early responses to planning applications.
 - (3) **TDC Chairman's Seminar on Planning Enforcement:** The Clerk drew attention to this Seminar to be held on 19 December at the Council Offices, Oxted. Ian Mitchell, Bob David and the Chairman indicated an intention to attend. This would be confirmed at the next meeting.
 - (4) **TDC Proactive Planning Enforcement:** The Clerk drew attention to the letter from Tandridge DC on this matter, copies of which had been circulated. Views were required by 15 November as to whether the Parish Council would be willing to consider contributing to the cost of employing a Planning Enforcement Officer at a cost of £35,000 per annum. It was estimated that the cost to each Parish Council would be less than



£2,000 per annum if all 19 Parish Councils were prepared to contribute. The matter was on the agenda to be discussed at the coming ESPLG meeting. Discussion took place during which differing views were expressed as to the efficiency of the present regime of enforcement and as to the cost of the proposed additional enforcement officer. The prevailing opinion of members was, in principle, in favour of the proposal. The letter indicated that a job description would be circulated but as yet this had not been received.

- (5) **LB Bromley Unitary Development Plan:** Ian Mitchell indicated that he did not consider that there was any need for comment on the proposed revisions but he intended to discuss the matter with Tandridge Planning Department before making a final decision. It was agreed that the matter should be left to his discretion as to whether any comment was required.

- (6) **Government Consultation on Planning Enforcement:** Ian Mitchell indicated that he had placed the documents in circulation so that members could acquaint themselves with the details.

- (c) **Planning Councillor:** David Wood

4. Finance

(a) **Grants:**

- (1) **Westmore Green Play Area:** There was nothing to report.

- (2) **Old Lane Improvement Fund:** The Clerk indicated that there had been no developments as the question of possible SCC funding would not be discussed until the meeting of the Tandridge Local Committee on 16 October. Bob David indicated that he hoped to attend that meeting to support Councillor Harry Pettifor in his efforts to provide funding for this matter.

- (b) **Insurance:** The Clerk indicated that nothing further had been heard in the matter. The survey by Down To Earth Tree Management was scheduled to take place on 25 November.

- (c) **Audit:** The Chairman reported that Ian Mitchell and himself, along with the Clerk, had met David Sinclair to discuss his offer to act as the independent internal auditor. Mr Sinclair was a qualified chartered accountant who lived in Tatsfield and had a practice in Bromley. He was willing to carry out his duties without charge. The Chairman and Ian Mitchell had therefore agreed that David Sinclair be appointed as the internal auditor. It was agreed that this action be ratified.

The Clerk had circulated a note concerning the necessity to agree the responses to the Statement of Assurance in the Annual Return. After discussion it was agreed that all the responses should be in the affirmative with the exception of that to Question No.4 which should be in the negative. It was further agreed that the additional response to this question should be as follows:-

"We have carried out an assessment of risks identified by the Parish Council on individual matters as they have arisen and have taken appropriate action. It is our intention to continue this practice and, in addition, to carry out a review of general risks and take appropriate steps."

- (d) **Clerk's Salary:** The Chairman indicated that a review of the Clerk's salary had been undertaken by the Finance Committee and, as a result, it recommended that the Clerk's salary to reflect the correct number of hours in which he was engaged on the Council's business. At present, the salary was based on 12 hours per week and the Committee wished to recommend that the hours on which the salary calculation was based should be increased by 2 hours to 14 hours per week with effect from 1 April 2002 and by a further 2 hours to 16 hours with effect from 1 April 2003. This proposal was agreed unanimously.


- (e) **Budget 2003/4:** The Clerk had circulated draft proposals to members of the Finance Committee and it was agreed that it would meet on Thursday 24 October at 2.30 p.m. to discuss the proposals.

- (f) **Payments:** as at Appendix B were approved. The Chairman indicated that the cost of the trip to Vern had exceeded the sum of £200 agreed at the last meeting. It was unanimously agreed that the full cost of the trip, as set out in Appendix B, be paid.

5. Highways & Rights of Way

(a) **Sundry Highway Matters:**

- (1) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that would benefit from any improvement in the drainage in Old Lane. As previously reported under Item 5(A)(2) he would be attending the meeting on 16 October to support Councillor Harry Pettifor's efforts to secure financial funding for



some of the work. He was also continuing to press Surrey Highways to do some work at its expense.

(2) **Scout Hut Lay-by:** Nothing to report. The Clerk was asked to check whether any reply had been received from Surrey Highways.

(3) **Clarks Lane:** Bob David reported that 2 new signs were to be installed.

(b) Rights of Way:

(1) **Countryside & Rights of Way Act 2000:** The Clerk drew attention to the re-issue of the provisional map but as the map sheet for Tatsfield was not affected by the errors on the original provisional map, no action was required.

(2) **Surrey Hills AONB Boundary marking:** The Clerk drew attention to a letter from Surrey Hills, a copy of which had been circulated, pointing out that four threshold and one sculpted marker had been installed in the area.

6. Reports

(a) **County Councillor:** In the absence of Harry Pettifor, there was no report.

(b) **District Councillor:** Tina Fry reported as follows:-

(1) **Planning Enforcement:** She wished to make clear that she considered that the Enforcement Officers were very efficient and hard working.

(2) **Telecommunication Masts:** She considered that the best way of dealing with the Orange consultation was for residents to lodge their objections in writing as soon as possible and then consider the application when it was lodged. Thereafter a public meeting could be held and written objections lodged with the Planning Department.

(3) **Budget:** It appeared certain that the Government would penalise Tandridge financially because it was debt free in order that more financial assistance could be given to councils with huge debts. It was inevitable, in her opinion, that there would a large increase in Council Tax in 2003/4.

(4) **Titsey Hill:** She wished to reiterate that the fencing would be removed in due course when the hedge planted behind it had grown sufficiently high. The whole object of the fence and, subsequently, the hedge was to restrict visibility and force traffic approaching the roundabout to slow down.

(5) **Main Drainage:** She had been astonished by the extent of the drainage problem in Paynesfield Road and was chasing Thames Water daily to cure the problem. She was pleased that work was progressing but appreciated that it could not be completed quickly enough for the residents concerned.

(6) **Council Meetings:** She expressed her sincere apologies for her lack of attendance at recent Council meetings and explained that was entirely due to her commitments as Vice Chairman of Tandridge DC.

(c) **Police Matters:** Ian Mitchell indicated that a PCPG meeting would be held in the Parish Room on the following evening.

(d) **Biggin Hill Airport:** The Clerk had circulated copies of a synopsis produced by London Biggin Hill Airport dealing with Government Policy and the Future of the Airport. Ian Mitchell drew attention to the Government consultation "Future Development of Air Transport in UK/SE" and it was agreed to place the papers in circulation and that he would prepare a response, taking into account any comments he might receive from members.

(e) **Transport matters:** Nothing to report.

(f) **Parish Appraisal:** Gerald South, as chairman of the Steering Committee, reported that the questionnaire had now been delivered to all households in the Parish ahead of schedule. This was thanks to considerable effort on the part of a large number of people. He asked for permission to exhibit posters reminding residents of the need to complete the questionnaire and this was readily granted. A computer would shortly be installed in the Parish Room to facilitate the input of data and when the results were available, there would possibly be a public discussion with the Parish Council and residents as to what action should be taken, based on those results. Doubts were expressed as to the advisability of such a discussion but an assurance was given that the discussions could not influence the results and that all the data would be published.

7. Notified Items

(a) **L-shaped Field:** Bob David regretted that the field had not been rolled and was constantly chasing this up.

(b) **Safe Routes to School:** Bob David indicated that statutory notices in respect of highway changes in the Village Centre had been published. There had been an objection from Metrobus with regard to the location of bollards and this would have to be considered by



Surrey Highways. Once this aspect was dealt with, a Safety Audit would be completed followed by the tender process. It was hoped that work would commence in February 2003.

- (c) **Tatsfield/Vern d'Anjou Association:** The Chairman reported on the successful visit to Vern and indicated that the presentation had been warmly received.
- (d) **Shared Youth Worker:** the Clerk indicated that Whyteleafs were hosting a meeting on Monday 21st October As Margaret Boadella indicated she would be unable to attend, Ian Mitchell volunteered to represent the Parish Council.
- (e) **Christmas Decorations:** The Clerk indicated that he had received a reply from Seaboard Power Networks asking for detailed information. Tony Erbes agreed to deal with this.
- (f) **Tandridge Parish Transport Grant:** The Clerk confirmed that he had advised SVSC that the Parish Council was interested in joining in the application for a Joint Travel Grant.
- (g) **Surrey Parishes LG:** The Clerk indicated the agenda for the meeting on 23 October 2002 in the Village Hall at 8.00 p.m. It was agreed that wine should be provided instead of coffee as previously agreed. The Chairman agreed to see if Margaret Parsons would assist on the evening. The Clerk indicated that there were 19 member councils and there could be 30-50 attending.
- (h) **Freedom of Information Act 2000:** The Clerk had circulated copies of a letter from the Information Commissioner indicating that this Act applied to the Parish Council and consequently it had to adopt and maintain a publication scheme approved by the Information Commissioner. The Council had the alternative of adopting the model publication scheme produced by the Commissioner or producing its own scheme for approval. This scheme had to be approved and in place by 28 February 2003 and the scheme submitted for approval by 31 December 2002. It was agreed that the documents relating to the model publication scheme should be placed in circulation so that members could read and consider them prior to the next meeting. At that meeting, it was the general view that the model scheme would be adopted.

8. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that the work to the Green Room would be completed at the end of the week. It was likely that the floor would be fitted with hessian carpet tiles and the matter would then be complete apart from one or two minor items that required attention.
- (b) **Management Committee:** Bob David reported that the new sound system was now in operation. The cost of the system had depleted the reserves but it was hoped that the Barn Dance to be held on 26 October would recoup some of them.
- (c) **Lease:** The Clerk reported that Ian Mitchell and himself had found evidence in the minutes and other papers that the Parish Council purchased the freehold with funds obtained by means of a loan from PWLB in exactly the same way as the recent improvements had been funded. Copies were being sent to the SCAPTC Solicitor who had indicated that he would draft a letter to go to the Charity Commission. All members welcomed these developments and Bob David indicated that he was sure that the Hall Management Committee would welcome and support the Parish Council's efforts as the Committee's wish was to see the Lease completed.

9. Property & Land Maintenance

- (a) **Property:**
 - (1) **Barnfield/Maesmaur Road Dumping:** Bob David reported that he had fastened the letter on the site and it was still there. Mr Viera had removed the caravan in which he had been living and so he was obviously not living there. Having spoken to the postman, it appeared that he delivered letters to a shed elsewhere on the site and so he had that day been placed the letter in the shed. It was agreed to take no further action until the next meeting.
- (b) **Land:**
 - (1) **Tatsfield in Bloom:** The Chairman congratulated all concerned on being placed first in the Large Village Category of South East in Bloom and proposed a vote of thanks to all those involved. This was passed unanimously. Bob David indicated that the winter planting would be completed in the next week and the daffodil bulb planting the following week.
- (c) **Pond:** Wendy Maddison reported that Aquajoy had carried out its first maintenance visit. A large quantity of weed had been removed and Aquajoy considered that it would be necessary to pay a second visit to remove even more. It would then be left until the Spring. She considered that the firm had done a very good job.

10. Meetings to attend:

- (a) **TDC Seminar on Parish Councils, District Councils and SCC Working Together:**
Saturday 9 November 9.30-12.15 (sharp) – Ian Mitchell and Bob David to attend.

11. Correspondence

- (a) **Tatsfield Green:** The Clerk reported that he had given permission to Tatsfield Scouts to advertise its Craft Fair from 6 October for a week. The Fair was held on Sunday 13 October.

12. Any Other Business

- (a) **Winter Emergency List:** All members were requested to notify Wendy Maddison of any changes that they considered were required to the list. Availability of 4 wheel drive vehicles was necessary for this purpose and also for transporting Community Responders in times of emergency.
- (b) **~~Westons~~ ^{TATSFIELD} Green:** Bob David requested for the use of the Green by Action Research on 30 November. This was agreed.
- (c) **Main Drainage:** Ian Mitchell circulated a letter he wished to send to Thames Water complaining about the continuing problem and demanding urgent action to solve the problem.
- (d) **Bollards:** Bob David agreed to report certain damaged bollards/cones in the area.

[Handwritten signature]
✓

[Handwritten signature: D.V. Wood]

The meeting closed at 11.20 p.m.

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2002/58
OCTOBER 2002**

RESULTS:-

Approved	02/804 02/1224	The White House, Lusted Hall Lane (Conversion of Barn) 3 Lusted Hall Lane
Refused:		
Appeals	01/108 01/501 01/2727 01/172 02/470 01/1205 01/419 01/1245	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane – 10/10/02 Kemscott Farm, Lusted Hall Lane (new access road) The Laurels, Hillside Road 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

02/1447	26 Shipfield Close Demolition of existing porch and erection of new porch with pitched roof. Recommendation: No objection.
02/1439	4/5 Grove Road Erection of rear conservatory & first floor rear extension to No.4; Erection of single storey extension, front ground floor bay window and extension of roof to form gable end to No.5. Recommendation: No objection unless revised plans showed considerable variation.
02/1480	Mayfield, Ricketts Hill Road Erection of single storey infill extension between existing garage & lodge Recommendation: Objection to be lodged based on same grounds to those in previous objection for similar infill extension.

GROUND FOR OBJECTIONS:-

A Situated in MGB/AGLV **D** Overcrowding/Overuse **G** Increase in house category
B Outside development core **E** Development precedent **H** Access/Unmade Road problem
C Unneighbourly development **F** Out of character with area

TATSFIELD PARISH COUNCIL

2001/59

APPENDIX B OCTOBER 2002

Expenditure to be authorised:-

Payee	Description	(September	Details	VAT	Total
J Sandiford	Clerk's Salary				452.83
	Telephone				10.00
	Postage & Fax		13.77		
	Photocopying		21.84		
	Stationery		19.12		
	Travel		15.00		69.73
					<u>532.56</u>
Mrs G Miles	Cleaning (Sept) + materials				29.79
Shaw Preservations	Cost of damp-proofing Green Room		2,310.00	404.25	
	Less paid on account		2,000.00		714.25
Express Printing	Appraisal Questionaire printing		433.00	75.78	508.78
Awards Specialties	Cost of Presentation Oak Tree		95.00	16.63	111.63
A Erbes	Re-imbusement of expenses of journey to Vern d'Anjou:				
	Cost of ferry crossing & return		156.00		
	Additional Insurance Cover		30.00		
	Petrol		117.07		303.07
Nick Dance	Flailing of L-shaped Field		80.00	14.00	94.00
A Erbes	Drinks for Jubilee Celebrations		43.74		
	Less surplus to requirements		17.00		26.74
J Alibutt	Purchase of Hose etc for TIB				136.06
CPRE	Subscription				25.00
					<u>2,481.88</u>
Bank of Scotland	Annual repayment due on Surgery Loan				
	Capital repayment		13,781.87		
	Interest		4,952.18		
	Total due 31/10/02		18,734.05		

This leaves a further 3 annual repayments only to be made.

Receipts:

Biggin Hill Drs	Surgery rent	October		1,043.22	
Westerham Drs	Surgery rent			3,129.00	
A Erbes	Purchase of surplus wine from Jubilee			17.00	
					<u>4,189.22</u>
					<u>1,707.34</u>
Balances at Bank:-					
01/10/02	Current Account No.01123688			11,987.85	
	Deposit Account No.31123823	****		43,448.60	55,436.45

**** includes Interest for July & August amounting to 96.47

NOTE: A transfer will be made to meet the Loan payment due on 31/10/02.

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th November 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present: Mr David Wood (in the Chair).
Mrs M Boadella Mr Bob David
Mr Ian Mitchell Mrs D Reeve

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor) and 2 parishioners

Apologies: Mrs W Maddison, Mr Tony Erbes and Mrs Tina Fry (TD Councillor)

1. Minutes

The minutes of the meeting held on the 14th October 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) The amendment of the heading of Paragraph 7(g) to read "E Surrey Parishes LG", and
- (b) The amendment of the heading of paragraph 12(b) to read "Tatsfield Green".

2. Matters Arising:

- (a) **SCAPTC:** Bob David drew attention to the fact that the late distribution of the minutes of the last meeting meant that it was impossible to comment within the time required upon a number of matters upon which the Association was seeking comment. The Clerk was asked to make enquiries as to the reasons.
- (b) **Winter Emergency List:** The Chairman agreed to chase up the publication of the List. Discussion took place following a proposal by Bob David that the List should be made available to the Community Responders and to Tatsfield Helpline so that, in cases of emergency, the owners of 4-wheel drive vehicles could be contacted for assistance. It was agreed that this could be done in the case of the Community Responders as Bob David indicated that individual responders would make contact with an owner of such a vehicle who lived close to them to ensure that the vehicle owner was agreeable. In the case of the Helpline, it was agreed that the vehicle owners should be asked if they had any objection before their details were passed to the Helpline.

3. Planning Matters

- (a) **Planning Matters:** David Wood and Dorothy Reeve reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
 - (1) **Proposed Orange Microcell Rollout for Tatsfield Area:** It was noted that 8 letters of objection had been written to Orange by local residents and copies given to the Parish Council. There had as yet been no response from Orange to the Public Meeting held on 28 October that had been chaired by the Chairman.
 - (2) **Review of Planning Enforcement:** Ian Mitchell indicated that he had not received any comments from members in this matter. He would now prepare a Response for submission to NALC by 15 December.
 - (3) **Mayfield, Ricketts Hill Road:** Ian Mitchell indicated that he had received a letter from the owner of this property asking if there was a possibility of the Parish Council modifying its comments to Tandridge DC on this application. As the letter did not reveal any fresh information, he indicated that he considered that the comments could not be altered or modified. This was agreed.
 - (4) **TDC Proactive Planning Enforcement:** It was noted that the discussion at the ESPLG meeting revealed that a number of councils had not yet discussed the matter. The view of those that had, seemed to be either that they were not in favour or that they could not afford it. After discussion, it was agreed that the Clerk should write to Tandridge DC indicating that, subject to clarification on a number of points, the Parish Council was in principle in favour of the proposal. The Clerk was asked to point out that the Job Description had not been forthcoming.
- (c) **Planning Councillor:** Margaret Boadella



5. Finance**(a) Grants:**

- (1) **Westmore Green Play Area:** The letter from Councillor Mrs Tina Fry was considered and it was agreed that a grant of £500 would be made. Payment would be delayed until such time as certain details were clarified as to whom payment was to be made.
- (2) **Tatsfield Not So Young Club:** The Clerk reported that he had received an application for a grant. He indicated that provision had been in the Budget for a grant of £120 and it was agreed to make a grant of that amount.
- (3) **Old Lane Improvement Fund:** See Under Highways.

(b) Insurance Claim: The Clerk indicated that he and Ian Mitchell had met a representative of Cornhill (Maidstone branch) on 1 November and she had inspected the site. She would now be reporting to the Working office.

(c) Audit: The Clerk confirmed that the Annual Return had been completed and returned to the Auditor. David Sinclair, the newly appointed Internal Auditor, had felt able to complete his part of the Return and had written stating that, although he had been unable to undertake contemporaneous checks, checking and reviewing of the records suggested that they had been properly and timelessly maintained throughout the year.

The Clerk had circulated a note summarising the details of a consultation by ODPM concerning further amendments to be made to the Audit Regulations. Responses to the consultation were required by 2 December 2002. It was agreed that the Clerk submit a response based on the Note that he had circulated to all members.

The Clerk also drew attention to a letter from Surrey CC offering the possibility of providing an internal auditing service. Details had still to be agreed but it seemed that the cost was likely to be in the region of £250+VAT per day. It was agreed that there was no point in pursuing the matter.

(d) Budget 2003/4: The Clerk had circulated a draft budget that had been agreed by the Finance Committee. In the course of drawing up this Budget, the Finance Committee had made certain recommendations as follows:-

1. **Clerk's Salary:** In accordance with the National Salary Award for 2002 and 2003 and taking into account the increased hours agreed at the October meeting, the Finance Committee proposed that the Clerk's salary be increased:
 - (a) with effect from 1 April 2002 to £6,590 per annum;
 - (b) with effect from 1 October 2002 to £6,656 per annum, and
 - (c) with effect from 1 April 2003 to £7,804 per annum.

As a result of the increase that was back-dated to 1 April 2002, the sum of £578.17 was payable to the Clerk.

2. **Cleaner's Remuneration:** The Committee recommended that this be raised to £28 per calendar month with effect from 1 April 2003.
3. **Property Maintenance:** Provision had been made in the current year's Budget for the redecoration of the Parish Room and the Committee recommended that tenders should be invited for this. The intention was to have the work completed by the end of February 2003.
4. **Capital Equipment:** The Committee recommended that a new telephone fax machine be purchased at a cost not exceeding £300.

It was unanimously agreed that these recommendations be implemented.

The Committee had made a majority recommendation that the precept for 2003/4 should be £18,500. The Chairman indicated that the intention was to reach a decision on this at the next meeting but if members wished to have a preliminary discussion, they were welcome to do so. It was unanimously agreed to defer all discussion on the precept recommendation until the December meeting.

(e) Standing Orders: It was proposed that:

- (1) Standing Order 27(a) be amended by the substitution of "£500" for "£250";
- (2) Standing Order 27(b) be amended by the substitution of "£500 and £1500 for "£250 and £1500".

In accordance with Standing Order 29 the matter was adjourned to the next meeting.

(f) Payments: as at Appendix B were approved.

6. Highways & Rights of Way**(a) Sundry Highway Matters:**

- (1) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that might benefit from any improvement in the drainage in Old Lane. He indicated that he had attended the SCC Tandridge Joint Committee meeting on 16 October to support Councillor Harry Pettifor in his efforts to secure financial funding for some of the work. He regretted that these had not been successful. Harry Pettifor had



continued to press for Surrey Highways to carry out some of the work under its normal Highways Budget and it appeared very likely that approval would be given in the next week.

(2) **Scout Hut Lay-by:** Nothing to report.

(a) **Rights of Way:**

(1) **Tatsfield Bridleways Association:** The Clerk reported that he had received notification from Surrey CC that it had received an application from the Association for a Map Modification Order to modify the Definitive Map and Statement for Surrey by the addition of bridleways over Ninehams Road, Maesmaur Road, Borough Road and Edgar Road. He drew particular attention to a statement in the letter that the claim would not affect residents or any other private vehicular access which might exist over the route but it would affect the general public's right to drive along the route as it was a criminal offence to drive a motor vehicle on a bridleway.

(2) **Footpath 26 Tatsfield Church to Chestnut Avenue:** Ian Mitchell drew attention to overgrowing conifers on this footpath that he considered required trimming back to allow free access. The Chairman indicated that he would inspect the footpath and notify Surrey CC if he considered action was required.

7. **Reports**

(a) **County Councillor:** Harry Pettifor reported as follows:

(1) **Tandridge Local Committee:** Discussion had taken place at the recent meeting about the possibility of the East Surrey Parishes Liaison Group meeting quarterly to discuss matters of mutual interest, instead of half yearly. In particular, there was a feeling that this could enable parish council to make combined applications for grants to fund matters such as Local Transport schemes. He would like to know the view of the Parish Council on this matter.

(2) **Safe Routes to School:** He would be interested to hear comments on the latest proposals.

(3) **Old Lane:** He was hopeful that SCC would give approval in the coming week for some of the work to be carried out.

(4) **Biggin Hill Airport:** He was against any major expansion at the Airport.

(5) **Orange Microcell Masts:** He enquired whether there were any developments subsequent to the public meeting. Ian Mitchell indicated that nothing further had been heard from Orange. He also drew attention to the recent Government statement that repeated that these masts did not pose a health risk.

(b) **District Councillor:** In the absence of Tina Fry, there was no report.

(c) **Police Matters:** Margaret Boadella indicated that she had attended the recent meeting of the Crime Prevention Panel. She had to be vetted before she could be confirmed as a member of the Panel. She observed that the policy of the Panel was to be pro-active and she hoped to be able to report more fully in due course. Ian Mitchell indicated that he had nothing to report. Bob David expressed concern that there had been several incidents of vandalism and criminal damage of recent months and he was sure that a more frequent police presence would help prevent it. In view of the stringent financial restrictions placed on Police funding, it seemed that this was unlikely to occur.

(d) **Biggin Hill Airport:** Ian Mitchell reported that the next meeting of the Consultative Committee was on 14 October. He also reported that the latest figures show some increase in traffic levels but they were nowhere near the maximum permitted level.

(e) **Transport matters:** A report from Denis Hayes arising from his attendance at the Surrey Rail Forum on 31 October was noted.

(f) **Parish Appraisal:** Gerald South, the Chairman of the Steering Committee, reported that there had been a total of 470 responses to the questionnaire. This was a 70%+ response and this compared very favourably with the response to the last appraisal. All the data had now been collated and it now remained for the comments to be collated and analysed. The Steering Committee was due to meet in the coming week to plan the next stage ready for publication in the Spring. At present, finances were in order but the major expense of printing was yet to come.

(g) **TDC Seminar on Parish Councils, District Councils and SCC Working Together:** Both Ian Mitchell and Bob David had attended and reported that the meeting had been well attended. The main thrust had been to try and encourage parish councils to combine forces to obtain the large amount of funds that was available to them from central government e.g. for local transportation projects. There had been a wide divergence of views expressed and no decisions had been reached.

9. Notified Items

- (a) **L-shaped Field:** Bob David indicated that he had failed to get Paul Monks to roll the field and he felt that another contractor must be found. The Chairman indicated that he had some contacts and would make enquiries. Bob David undertook to arrange for the gate to the Field to be re-hung, as it appeared that it had been taken off its hinges.
- (b) **Safe Routes to School:** Bob David indicated that he had only just received the latest details from Surrey Highways. The main alteration to the previous proposals involved the omission of the bollards outside The Ship. The reason for this was because of an objection by Metrobus that the bollards would interfere with their vehicles turning. Considerable discussion took place as a result of which Bob David agreed to take the matter up with Surrey as doubt was expressed as to whether the contention by Metrobus was correct.
- (c) **Shared Youth Worker:** Ian Mitchell apologised for not being able to attend the meeting on Monday 21st October. He had received some details from which it appeared that there was no great enthusiasm being shown as only three Parish Councils were represented at the meeting.
- (d) **Christmas Decorations:** In the absence of Tony Erbes, there was nothing to report.
- (e) **Surrey Parishes LG:** This meeting had been successful and the minutes would be placed in circulation. Discussion took place arising from the comments by Harry Pettifor in his report. It was pointed out that Godstone PC had proposed some time ago that the Group should be formalised so that it became the official representative of Parish Councils in Tandridge. This proposal had not been taken up and it did not seem likely that the reaction to such a proposal would be changed. It was also pointed out that the needs of parishes in the northern part of the District were very different from in the southern part where the need was often for better and closer ties with East Grinstead and other areas outside the Tandridge district. It was agreed that a formal constitution would have to be put in place with a full or part-time Clerk and it was considered very unlikely that agreement would be reached between all 19 parishes.
- (f) **Freedom of Information Act 2000:** This matter had been deferred from the last meeting to allow members time to consider the matter. The Clerk had circulated to all members further information from NALC and he had also circulated a copy of the Model Scheme and a note indicating the procedure to be followed. After discussion, it was resolved:
- (1) that Tatsfield Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme, and
 - (2) that Tatsfield Parish Council adopts the Model Scheme for Local Councils (Core Classes Only).

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell reported that the work to the Green Room had been completed and the Architect would be issuing his certificate in the next few days. The Building Project Committee was to meet on 14 November to deal with any outstanding matters. A letter had been received from the Hall Management Committee asking if the Parish Council would meet the costs of the floor covering and reinstatement of the stage lighting. It was agreed that before any final decision could be reached, the amount of these costs had to be determined. It was agreed that the Hall Management be asked to obtain estimates and supply details to the Clerk.
- (b) **Management Committee:** Bob David reported that the Management Committee had met on 4 November. At that meeting, it had been reported that the recent Barn Dance had raised some £700, that a new Treasurer had been found to succeed Denis Hayes on his retirement on 31 March and the Public Entertainment Licence had been renewed with effect from 1 November.
- (c) **Lease:** The Clerk indicated he had nothing to report.

11. Property & Land Maintenance

- (a) **Property:**
- (1) **Barnfield/Maesmaur Road Dumping:** Bob David indicated that, despite a promise made by Mr Viera, the materials had not been removed. It was agreed that the Clerk should write to Mr Viera asking him to keep his promise to remove the materials.
 - (2) **Possessory Land:** The Clerk indicated that he would endeavour to deal with this matter.
- (b) **Land:**
- (1) **Tatsfield in Bloom:** Bob David reported that the planting of bulbs in Westmore Green had been completed and planning for next year was now in hand.
- (c) **Pond:** It was noted that Aquajoy had carried its first maintenance visit on 11 September. The account amounted to £445 + VAT and had been approved in Appendix B. It was intended to carry out further treatment on 18 November when there would be a similar charge. Aquajoy wished to know the dates preferred for treatment during 2003. It was agreed that it would be



best if Aquajoy set the dates so that the greatest benefit could be derived from the maintenance visits.

12. Meetings to attend:

- (a) **TDC Chairman's Seminar on Planning Enforcement:** 19 December 7.15 for 7.30 at Council Offices Oxted – Ian Mitchell and Bob David to attend.
- (b) **SCAPTC General Meeting:** Saturday 22 February 2003
- (c) **SCC Countryside Conference:** Thursday 21 November at Denbies Wine Estate 9.15 – 16.15+.
- (d) **Surrey CVYS Voluntary Youth & Community Forum:** 25 November at Astolat, Coniers Way, New Inn Lane, Guildford 2-5 p.m. Details circulated to all members by Clerk.
- (e) **Affordable Village Housing Seminar:** 9 January 2003 at Village Hall, Newdigate – 10.30 – 4.00 p.m. Ian Mitchell and Bob David to attend.
- (f) **Information Day for Clerks:** 9 January 2003 at Stafford House, Hassocks - Fee £50 – It was agreed the Clerk should attend.

13. Correspondence

- (a) **Wild Cherry, Ninehams Road:** The Clerk reported that an enquiry had been received from Mr Alan Payne the prospective owner of this property about the possibility of building development on adjacent woodland. Ian Mitchell indicated that he had replied.

14. Any Other Business

- (a) **Tandridge Civic Remembrance Service:** Margaret Boadella indicated that she had attended this service but, along with others, had not been impressed with the form of the service.
- (b) **Risk Assessment:** Ian Mitchell commented that he felt that, in view of certain recent cases, there was a need to be very careful in drawing up such a policy.

The meeting closed at 11.02 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2002/65
NOVEMBER 2002**

RESULTS:-

Approved	97/687	Franklin, Ricketts Hill Road (Renewal)
Refused:		
Appeals	01/108 01/501 01/2727 01/172 02/470 01/1205 01/419 01/1245	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane – 10/10/02 Kemscott Farm, Lusted Hall Lane (new access road) The Laurels, Hillside Road 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

02/1553	Porzincula, Parkwood Road Erection of detached double garage Recommendation: Objection to be lodged based on (1) development within MGB and outside village settlement and (2) excessive development in view of existing double garage.
02/1611	Grasshopper Inn, Westerham Road, Moorhouse Erection of quadruple garage with flat roofed store to rear and glazed link to main building. Recommendation: Adjourned for investigation.

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV **D** Overcrowding/Overuse **G** Increase in house category
B Outside development core **E** Development precedent **H** Access/Unmade Road problem
C Unneighbourly development **F** Out of character with area

TATSFIELD PARISH COUNCIL

2002/09/25

APPENDIX B NOVEMBER 2002

Expenditure to be authorised:-

Payee	Description	(October)	Details	VAT	Total
J Sandiford	Clerk's Salary				554.70
	Telephone				10.00
	Postage & Fax		8.31		
	Photocopying		30.57		
	Stationery				
	Travel		15.00		53.88
					<u>618.58</u>
	Retrospective increase in salary from 1 April 2002				
	@ £549.19 p.c.m. (6 Months)			3,295.14	
	Less salary paid @ £452.83 p.c.m.			2,716.97	578.17
					<u>1,196.75</u>
Mrs G Miles	Cleaning (Oct)				27.00
R David	Expenses in respect of Tatsfield in Bloom				
	Certificate Framing		12.00		
	Fertiliser		12.00		
	Daffodil bulbs		123.50	21.61	169.11
Chubb Fire	Fire Extinguisher Service		46.49	8.14	54.63
Mrs M Parsons	Part Cost of refreshments for ESPLG Meeting				19.19
Snackplan	Ditto				15.00
IM Wines	Cost of wine for ESPLG Meeting		28.80	5.04	33.84
Ordnance Survey	Tatsfield Appraisal Licence fee		47.50	8.31	55.81
Macmillan Plants	TIB plants		488.70	85.52	574.22
I Mitchell	Photocopying				4.45
Acacia Tree Surgeons	Hedge cutting around Village Hall & Surgery		400.00	70.00	470.00
Aquajoy	Maintenance work carried out 11/09/02		445.00	77.88	522.88
Tatsfield Parish Mag	Donation				45.00
Tatsfield NSY Club	Grant				120.00
Surrey PFA	Affiliation Fee				10.00
D Hayes	Travelling expenses				13.10
					<u>3,330.98</u>
<u>Receipts:</u>					
Biggin Hill Drs	Surgery rent	October		1,043.22	
Bridge Club	Parish Room Hire			84.50	
					<u>1,127.72</u>
					<u>-2,203.26</u>
Balances at Bank:-					
	01/11/02 Current Account No.01123688			21,614.63	
	Deposit Account No.31123823	****		33,542.16	55,156.79
	**** includes Interest for October amounting to			93.56	

Oct

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th December 2002 in the Parish Room, Westmore Green, Tatsfield at 8 p.m.

Present:

Mr David Wood (in the Chair)	
Mrs M Boadella	Mr Bob David
Mrs W Maddison	Mr Tony Erbes
Mr Ian Mitchell	Mrs D Reeve

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor) and 8 parishioners

Apologies Mrs Tina Fry (TD Councillor).

1. Minutes

The minutes of the meeting held on the 11th November 2002 were approved and signed by the Chairman as a correct record subject to the following amendments:

(a) in the second line of Paragraph 7(d) the substitution of "November" for "October".

2. Matters Arising:

- (a) **Tandridge Crime Prevention Panel:** The Clerk indicated that a copy of the minutes of the Panel meeting held on 30 October 2002 had been placed in circulation.
- (b) **TDC Proactive Planning Enforcement:** The Clerk confirmed that he had written to Tandridge DC indicating that the Parish Council was in favour of the proposal to employ a proactive Enforcement Officer but would need more information before it could commit itself.
- (c) **SCAPTC:** The Clerk indicated that the minutes of General meeting held on 9 November 2002 had arrived promptly and it therefore appeared that any difficulties with SCAPTC administration had been resolved.
- (d) **Winter Emergency List:** Wendy Madison confirmed that the List had been finalised and copies would be distributed to members in the next few days.

3. Planning Matters

- (a) **Planning Matters:** Margaret Boadella reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
 - (1) **Review of Planning Enforcement:** Ian Mitchell indicated that he had not submitted a response as yet. He would be attending the TDC Chairman's Seminar being held on 19 December when it would be possible to hear the views of other parish councils and of Tandridge DC. A decision could then be reached as to whether a separate response was required.
- (c) **Planning Councillor:** David Wood.

5. Finance

- (a) **Grants:**
 - (1) **Westmore Green Play Area:** The Clerk indicated that no payment had yet been made as he was still awaiting details of how payment was to be made.
 - (2) **Tatsfield/Vern d'Anjou Association:** The Clerk indicated he had received a request from the Association for a grant towards the expenses involved in entertaining the visitors from Vern next Easter. He indicated that the Budget had made provision for a grant of £250 and a grant of this amount had been made in July. Provision had been made in the 2003/4 budget for a grant of a similar amount. He was authorised to inform the Association that a grant of £250 would be made after 1 April 2003.
 - (3) **Old Lane Improvement Fund:** See Paragraph 6(a)(1).
- (b) **Insurance:** The Clerk indicated that there was nothing further to report. The tree survey had been carried out on 26 November but the report had not yet been received.
- (c) **Audit Regulation Consultation by ODPM:** The Clerk confirmed that he had submitted a response to this Consultation and a copy had been placed in circulation.
- (d) **Budget 2003/4:** It was unanimously agreed that the Budget (a copy of which is attached) submitted by the Finance Committee (including the specific recommendations agreed at the last meeting) be approved. Discussion then took place as to the amount of the precept and the Chairman proposed that the precept for 2003/2004 be £18,500. Dorothy Reeve seconded this proposal. Bob David then proposed that the precept be £23,500 and gave his reasons for



proposing an increase to this amount. As there was no seconder for this amendment, the Chairman put the original proposition that the precept for 2003/2004 be £18,500 to the vote. This was carried by 6 votes in favour to 1 vote against.

(e) Miscellaneous:

(1) The Clerk reported that HSBC Bank had mistakenly transferred the balance on the Parish Council current account to the Village Hall current account instead of transferring the balance on the Village Hall current account to the Parish Council current account. When this had been pointed out, the Bank had somewhat reluctantly admitted its mistake but did not seem to consider that any further action was necessary. The Clerk had therefore written to HSBC Head Office and, as a consequence, the charges amounting to £32.56 had been remitted and a payment of £25 credited to the account by way of compensation. A formal apology had also been received.

(2) The Clerk also indicated that, following a Competition Enquiry, HSBC would be paying interest on the current account balance at 2.5% below Bank of England base rate, currently 4%. Interest would be payable from 1 January 2003.

(f) Payments: as at Appendix B were approved.

6. Highways & Rights of Way

(a) Highway Matters:

(1) **Old Lane:** Bob David declared an interest in this matter as the owner of a property in Ninehams Road that might benefit from any improvement in the drainage in Old Lane. He indicated that Surrey CC had now agreed to contribute £3,500 to the cost of necessary repair work to the drainage gully at the top of Old Lane, subject to confirmation that the Council was legally entitled to make such a contribution. He anticipated that such confirmation would be forthcoming and that payment would be made direct to the Old Lane Improvement Fund.

(2) **White Lane:** Bob David drew attention to a serious road traffic accident that had occurred recently at the top of White Lane. He considered that the Parish Council should give serious consideration to re-opening with Surrey Highways the possibility of making White Lane one way. After a general discussion, it was agreed to defer the matter until the end of the winter months so that the effect of the new roundabout at Titsey Hill could be evaluated.

(3) **Scout Hut Lay-by:** As there were unlikely to be any further progress in this matter, the Clerk was asked to indicate to Derek Gibbons that the Parish Council would not be pursuing the matter.

(c) Rights of Way:

(1) **Tatsfield Bridleways Association:** The Clerk reported that he had been served with a Notice indicating that the Association had applied for a Map Modification Order to modify the Definitive Map and Statement for Surrey by the addition of bridleways over Crossways, Goatsfield Road, Shaw Road, Kemsley Road and Paynesfield Road. He had also been given notice of the application by Surrey CC. In view of the considerable public opposition to the application, it was agreed that the Parish Council would request Surrey CC to hold a public meeting in the village so that residents could express their concerns and have their questions answered.

(2) **Beech Avenue:** Attention was drawn to the fact that this bridleway was being badly damaged by 4 x 4 vehicles. The Clerk was asked to notify Surrey CC Rights of Way and ask if suitable signs could be put up indicating that vehicular traffic was not permitted.

7. Reports

(a) County Councillor: Harry Pettifor reported as follows:

(1) **Bridleway Application:** He was aware of the public concern and had asked that a public meeting should be held so that there could be full public consultation. He indicated that persons wishing to object should be advised to write initially indicating that they wished to object and that they would submit detailed reasons as soon as possible. He emphasised that the application would not be determined quickly and he was sure that allowance would be made for the Xmas holiday.

(2) **Safe Routes to School:** He had supported the comments made by the Parish Council in this matter.

(3) **Old Lane:** He was pleased that approval had been given to a grant of £3,500 subject to confirmation of the legal right to make such a grant. He understood that this confirmation would be forthcoming.

(4) **Telecommunication Masts:** He indicated that the County Council had no right to object to the siting of a mast on a roadside verge unless there were valid safety reasons.



- (b) **District Councillor:** In the absence of Tina Fry, there was no report.
- (c) **Police Matters:** Ian Mitchell indicated that there was nothing to report.
- (d) **Biggin Hill Airport:** The final report on the Biggin Hill Air Show crash had been published that day but he had not yet obtained a copy. When available, he would place a copy in circulation. There would inevitably be delay in the Consultation concerning Airports in the South East following the recent court decision requiring the Government to include Gatwick within the scope of the Consultation.
- (e) **Transport matters:** The report from Denis Hayes on the final report of the Orbit Study was noted. The Chairman expressed thanks to Denis Hayes for the report.
- (f) **Parish Appraisal:** Bob David reported that analysis of responses was continuing. A display of results to date would be held in the Village Hall on Saturday 18 January 2003 when public comments would be welcomed.

9. Notified Items

- (a) **L-shaped Field:** The Chairman indicated that he was optimistic that he had found someone willing to roll the field after Christmas.
- (b) **Safe Routes to School:** Bob David reported that Surrey Highways had not acceded to the Parish Council's request to retain the bollards in front of The Ship. It had however refused the request from Metrobus to include white "Keep Clear" cross hatching outside the Bakery.
- (c) **Christmas Decorations:** Tony Erbes expressed his thanks to Bob David and the Chairman and all others involved in the erection of the large Xmas tree outside The Ship. It was agreed that the Chairman would write to Stuart Farmer and Phil Friend thanking them for their considerable efforts in this connection. He also reported that the Village Hall Committee had generously offered to provide the electricity supply for the lights. Consideration had been given to the safety aspect involved in the erection of the tree and in the electrical connection of the lights and he was satisfied that both were more than adequate.
- (e) **Freedom of Information Act 2000:** The Clerk confirmed that he had submitted the necessary Declaration to the Information Commissioner and he had received confirmation that the model scheme that the Parish Council had adopted had been approved for a period from 28 February 2003 until 28 February 2007. As a consequence, the Parish Council was now under an obligation to publish in accordance with the scheme.
- (f) **Standing Orders:** Following the proposal put at the last meeting, it was unanimously agreed that:
 - (1) Standing Order 27(a) be amended by the substitution of "£500" for "£250", and
 - (2) Standing Order 27(b) be amended by the substitution of "£500" for "£250"

10. Village Hall

- (a) **Building Project Committee:** Ian Mitchell confirmed that the Architect had now issued a Certificate of Completion in respect of the work recently carried out to the Green Room and the payment was included in Appendix B. All necessary drawings and documents had been handed over to the Clerk and the Clerk had applied for and obtained a Certificate of Completion under Building Regulations. All the documents required by the Millennium Commission could now be lodged and this would be done shortly. The Clerk had prepared a summary of the figures involved in this project and these were distributed to members.
- (b) **Management Committee:** Bob David reported that at the Management Committee held on 2 December it had been reported that the raffle at the recent Craft Fair had raised sufficient funds to allow an order to be placed for additional power points down one side of the Hall. The Management Committee was anxious to put in hand the re-installation of the stage lighting and an estimate would be forthcoming shortly. This had been delayed because Brilliant Lighting Ltd had decided to employ Ian Reeves to do the initial fixings so as to ensure that the damp course was not damaged. The total cost was not expected to exceed £500. After discussion, it was agreed that Brilliant Lighting would be asked to provide an estimate direct to the Parish Council and that, if the estimate was for an amount below £500, the Clerk was authorised to accept it and request that the work be put in hand at the earliest possible date. Bob David reported that the Millennium Commission had written to the Management Committee indicating that funds were available to finance schemes for the enhancement of the existing project. If a scheme was approved, a 100% grant would be made so there would be no call on the finances of either the Management Committee or of the Parish Council. Applications had to be submitted by the end of February 2003 and the Management Committee had decided to prepare and submit an application as soon as possible.
- (c) **Lease:** The Clerk indicated that he had heard from the SCAPTC Solicitor confirming that he was also of the view that the Charity Commission was wrong in its belief that there was a



declaration of trust affecting the Parish Council. He had written to the Commission accordingly.

11. Property & Land Maintenance

(a) Property:

(1) **Barnfield/Maesmaur Road Dumping:** Bob David indicated that the materials belonging to Mr Viera still had not been removed. He also pointed out that there were a number of cars parked on the land. After discussion, the Chairman indicated that he believed he could arrange for the materials to be lifted back on to Mr Viera's land and it was agreed that he should arrange this, if possible, at a cost not exceeding £50.

(2) **Parish Room:** The Clerk confirmed that invitations to tender for this work had been issued to three contractors initially. One contractor had declined to tender as he could not complete the work by the 28 February, as required by the specification. Two further contractors had therefore been invited to tender. One quotation had just been received. Bob David indicated that this quotation also included work to repair the ramps outside the Village Hall, the repair of a damaged manhole at the rear of the Village Hall and the repair of the drainage at the front of the Village Hall. He was surprised at the high costs for, in particular, the repair of the drainage grating and he queried whether it would be simpler and just as effective if the drainage channel was filled in. The Clerk was asked to check the matter with the Architect.

(b) Land:

(1) Tatsfield in Bloom:

Bob David had circulated to all members a report on the 2002 entry and a financial summary indicating that the share of the cost payable by the Parish Council had amounted to £475 as compared to the sponsorship commitment of £750. He requested the Parish Council to sponsor the 2003 competition in the same figure of £750 and this was agreed unanimously.

(c) **Pond:** The account for the last work carried out by Waterside Aquatics amounting to £350 + VAT was included in Appendix B. Aquajoy had now carried out second maintenance visit and Wendy Maddison indicated that there would be no additional charge for this second visit.

12. Meetings to attend:

(a) **TDC Chairman's Seminar on Planning Enforcement:** 19 December 7.15 for 7.30 at Council Offices Oxted – Ian Mitchell and Bob David to attend.

(b) **Affordable Village Housing Seminar:** 9 January 2003 at Village Hall, Newdigate –10.30 – 4.00 p.m. Ian Mitchell and Bob David to attend.

(c) **Information Day for Clerks:** 9 January 2003 at Stafford House, Hassocks – Clerk to attend.

(d) **Tandridge Crime Prevention Panel:** 6th February 2003 at Caterham Police Station at 7.30 p.m. – Margaret Boadella to attend.

(e) **SCAPTC General Meeting:** Saturday 22 February 2003 at 2.30 p.m. at venue to be notified.

13. Correspondence


(a) **Surrey Police Plan Priorities 2003-2004:** The Clerk drew attention to a request from the Surrey Police Authority for replies to a questionnaire regarding the six local priorities that the Authority was setting itself. A series of public meetings was also being held and the Parish Council was requested to encourage local residents to attend and voice their concerns. Copies of the questionnaire would be completed and returned by members to the Clerk.

(b) **Surrey Hills Partnership:** The Clerk indicated the Surrey Hills Partnership was carrying out a consultation in connection with the preparation of a new Management Plan for the Surrey Hills AONB. A reply to the consultation was requested by 31 January 2003. It was agreed that members would complete their copy of the questionnaire and return it to Dorothy Reeve who would then submit replies on behalf of the Parish Council based on members' replies.

14. Any Other Business

(a) **Signs:** It was noted that the Speed Limit sign on Church Hill had been knocked down and that the Surrey Hills sign had also been ripped out. Bob David indicated he would notify the appropriate authorities.

The meeting closed at 10.58 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

2002/70
DECEMBER 2002

RESULTS:-

Approved	TPO6	Waylands House, Approach Road –reduction of Beech by 8m and selected reduction of lateral branches, reduction of Ash by 20% and fell Larch & remove dead wood from other trees.
Refused:		
Appeals	01/108 01/501 01/2727 01/172 02/470 01/1205 01/419 01/1245	The Limes, Maesmaur Road (exchange of written statements) Blencathra, 47 Paynesfield Road (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Deepdene, Lusted Hall Lane – 10/10/02 - REFUSED Kemscott Farm, Lusted Hall Lane (new access road) The Laurels, Hillside Road - REFUSED 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

02/1611	Grasshopper Inn, Westerham Road, Moorhouse Erection of quadruple garage with flat roofed store to rear and glazed link to main building. Recommendation: No objection to be lodged.
02/1722	Esher Cottage, Ricketts Hill Road Erection of single storey rear extension and new first floor with pitched roof over whole dwelling. Recommendation: Objection to be lodged based on (a) situated in MGB (b) outside development core (c) loss of small dwelling and (d) unneighbourly development.
02/1745	Mayfield, Ricketts Hill Application for Certificate of Lawfulness for existing use of stables and associated buildings. Recommendation: Regret to be expressed that action not taken previously when matter brought to attention of Council.
02/1746	The Chalet, Ninehams Road Application for Certificate of Lawfulness for existing use as a single private dwellinghouse. Recommendation: No objection.
02/1775	Sheriff Brae, Kemsley Road Erection of single storey side extension & rear porch Recommendation: Consideration to be given to objection based on loss of small dwelling.
02/1776	3 Whitewood Cottages, Crossways Erection of 2 storey side extension (amendment to extension previously approved under 2002/514 to increase width). Recommendation: No objection.

GROUND FOR OBJECTIONS:-

A Situated in MGB/AGLV **D** Overcrowding/Overuse **G** Increase in house category
B Outside development core **E** Development precedent **H** Access/Unmade Road problem
C Unneighbourly development **F** Out of character with area

02/1825	Land adjoining School Crossroads, Ship Hill Erection of 8m High Lamp-post style Telecommunications Mast with 2 antennae and associated equipment cabinet (Notification by Telecommunication Code System Operator – Orange) Recommendation: Consideration to be given to possible relevant grounds for objection based on ownership of land on which mast is to be erected.
02/1833	Land adjoining Bransgore, Ship Hill Erection of 8m High Lamp-post style Telecommunications Mast with 2 antennae and associated equipment cabinet (Notification by Telecommunication Code System Operator – Orange) Recommendation: Consideration to be given to possible relevant grounds for objection based on ownership of land on which mast is to be erected.

GROUNDS FOR OBJECTIONS:-

A Situated in MGB/AGLV **D** Overcrowding/Overuse **G** Increase in house category
B Outside development core **E** Development precedent **H** Access/Unmade Road problem
C Unneighbourly development **F** Out of character with area



TATSFIELD PARISH COUNCIL

2002/72

APPENDIX B DECEMBER 2002

Expenditure to be authorised:-

Payee	Description	(November)	Details	VAT	Total
J Sandiford	Clerk's Salary				554.70
	Telephone				10.00
	Postage & Fax		10.39		
	Photocopying		11.52		
	Stationery		17.62	2.62	
	Travel		15.00		54.53
					<u>619.23</u>
Mrs G Miles	Cleaning (Nov)				27.00
Post Office Ltd	Telephone account		48.72	8.52	57.24
Kent Domestic	Boiler Service		69.90	12.23	82.13
Denis H Reeves & Co.	Work to Village Hall		3211.81	562.06	3773.87

4,559.47

Receipts:

Biggin Hill Drs	Surgery rent	November	1,043.22		
Horticultural Soc.	Parish Room Hire		20.00		
Ditto	TIB Sponsorship		318.00		
					<u>1,381.22</u>
					<u>-3,178.25</u>
Balances at Bank:-					
01/12/02	Current Account No.01123688		3,318.45		
	Deposit Account No.31123823	****	27,611.66		30,930.11
	**** includes Interest for October amounting to		77.00		

DJS

TATSFIELD PARISH COUNCIL
DRAFT BUDGET PROPOSALS for 2003/2004

INCOME		Predicted	Budget 2003/4	EXPENDITURE		Predicted	Budget 2003/4	Increase/ Decrease
		2002/3				2002/3		
1. PROPERTY				1. PROPERTY				
(a) Surgery		25035	25035	(a) Surgery Loan (Note 1)		16734	17494	-1200
(b) Parish Room		1000	1000	(b) Rates		503	550	50
(c) Sundry		0	0	(c) Maintenance		1500	19544	
2. LAND				2. LAND				
(a) Easements		0	0	(a) Maintenance		1603	3030	1400
3. GRANTS			0	(b) Village Pond		550	1500	950
4. INTEREST		1000	1000	3. ADMINISTRATION				
5. PRECEPT			18500	(a) Insurance		1201	1000	220
				(b) Audit		500	500	
				(c) Telephone		275	275	
				(d) Cleaning		325	350	25
				(e) Election		1000	1000	
				(f) Clerk's salary		6625	7800	1175
				(g) General expenses		900	1200	300
				4. BORROWING (Note 2)		5193	5193	
				5. GRANTS (Note 3)		2000	3000	1000
				6. SUBSCRIPTIONS				
				Surrey Glimetoppers		25	25	
				East Surrey Transport Committee		15	15	
				SCAPTC		477	550	
				CPRE		20	20	
				SVSC		50	25	
				Tandridge VSC		10	10	
				Surrey Playing Fields		10	10	605
				7. CAPITAL EQUIPMENT			300	300
				TOTAL ROUTINE EXPENDITURE		41994	46767	4220
				6. CONTINGENCY (Note 4)			8900	
TOTAL BUDGETTED INCOME			45535	TOTAL EXPENDITURE			54267	
BUDGETTED DEFICIT			8732					
TOTAL			54267	TOTAL			54267	

As amended on 4/11/02

NOTES

1. In previous years, the contribution made by the Parish Council towards South East in Bloom and Tatfield in Bloom has been included within this item. As the amount provided by the Parish Council is in the nature of a grant, the Committee considers it is better to include it within the item "Grants".

2. This figure represents the repayment to be made in respect of the loan obtained to finance the Village Hall improvements. Repayment of the loan is by 20 equal half yearly instalments of £2696.28. The payments commenced on 1st April 1999.

3. The Finance Committee considers that it is desirable to show all the financial support given to local organisations under one heading. It also considers the provision should allow the Parish Council some latitude to accommodate applications for financial assistance other than those that occur regularly and for which provision can be made in advance. The figure of £3000 includes provision of the following amounts for the following organisations:

Tatfield Vern	250	
Tatfield NSV Club	120	
CAB	150	
Tatfield Parish Magazine	45	
St Mary's Church - maintenance	120	
Unmade Roads	500	
Tatfield in Bloom	750	1825

The balance of the provision is available for making grants to other local organisations that might make application for financial assistance eg Youth Club or Millennium Wood.

4. The Committee considers that there should be a contingency item of £7,000 to cover expenditure that could well arise during the financial year. The amount was arrived at by providing the following amounts for the following items:

L-shaped Field Project	3500	
Village Hall	2500	
Parish Appraisal	500	
Parish Land (fencing)	500	7000