

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

In attendance: Mr John Sandiford (Clerk), Mrs Tina Fry (TD Councillor), Philip Clarke (Parish Constable) and 8 parishioners

Apologies: Mrs M Boadella and Mr Harry Pettifor (SC Councillor).

1. Minutes

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

- (a) the amendment of "1005" to read "100%" in the thirteenth line of Paragraph 10(b).

2. Matters Arising:

- (a) **Winter Emergency List:** Wendy Madison confirmed that the List had been distributed to members.
- (b) **Insurance:** The Clerk indicated that the tree survey had indicated that there was no evidence to support this claim. Details had been passed to the Council's Insurers.
- (c) **Precept:** The Clerk confirmed that the formal request for the precept of £18,500, as agreed at the last meeting, had been lodged with Tandridge DC.
- (d) **Scout Hut Lay-by:** The Clerk confirmed that he written to Derek Gibbons indicating that the Parish Council would not be pursuing the matter.
- (e) **Christmas Lights:** The Chairman reported that the lights and the tree had been removed and the bills for hire appeared in Appendix B.
- (f) **Surrey Policing Plan:** Members had completed their responses and returned them direct.

3. 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.
- (b) **Sundry Planning Matters:**
- (1) **Review of Planning Enforcement:** Ian Mitchell reported that he and Bob David had attended the TDC Chairman's Seminar being held on 19 December and that a copy of the Response by Tandridge DC to the Consultation had been placed in circulation. He summarised the various matters and indicated that he did not consider that there was any need for the Parish Council to submit its own individual response as Tandridge had submitted a response, a copy of which had been placed in circulation.
- (2) **SCC Structure Plan:** The Clerk drew attention to consultation by Surrey CC in respect of the Surrey Structure Plan Deposit Draft December 2002 in respect of which responses were required by 21 February 2003. Summary leaflets had been distributed to all members. He also drew attention to a meeting being held by SCAPTC to discuss the response to be submitted by SCAPTC. This meeting would be held at The White Hart Barn, Godstone on Tuesday 4th February at 7.30 p.m and Ian Mitchell and Wendy Maddison indicated their intention to attend.
- (3) **Land south of Tatsfield Lane, Westerham:** Ian Mitchell drew attention to an application to Bromley LB for the erection of stables and other buildings. It was agreed to lodge an objection on the grounds that the access was inadequate.
- (c) **Planning Councillor:** Bob David

4. Finance

- (a) **Grants:**
- (1) **Westmore Green Play Area:** The Clerk indicated that he was still awaiting details of how payment was to be made.
- (b) **Payments:** as at Appendix B were approved.

5. 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 legal clearance for the grant was still awaited from Surrey CC Legal Department.

(b) Rights of Way:

- (1) **Tatsfield Bridleways Association:** The Clerk reported that Surrey CC had declined to hold a public meeting in the village but it had written a further detailed letter to all frontagers on the roads affected explaining the procedure and the rights of residents to object. After further discussion, it was agreed that public concern was such that a public meeting should be held and that approaches should be made to Harry Pettifor to persuade Surrey CC to be present. It was also agreed that representatives from Tatsfield Bridleways and from CPRE would be invited, along with NALC/SCAPTC and other organisation that might be able to give advice to those affected by the applications. It was hoped that the meeting could be held before the end of February.
- (2) **Public Footpath CP136 and CP139:** The Clerk drew attention to a letter from Surrey CC concerning applications made by the Parish Council some years for the establishment of public footpaths. It seemed that these applications had never been formally determined but it was possible that the establishment of Public Bridleways might make it possible to resolve them. The County Council wished to know whether the Parish Council wished to continue with the applications for footpaths. After discussion, it was agreed that the Clerk should inform Surrey CC that the Parish Council did not wish to proceed with the applications until the applications referred to in the preceding paragraph had been resolved.
- (3) **Public Footpath 279 and 284:** The Clerk indicated a letter had been received from a Tatsfield resident enclosing copies of correspondence with LB Bromley concerning these footpaths. The complaint in respect of FP279 related to obstructions to access and that relating to FP284 related to its closure. In respect of both matters the help of the Parish Council was enlisted. It was agreed that the matter would be looked into.
- (4) **Beech Avenue BW614:** The Clerk confirmed that he had drawn this matter to the attention of Surrey CC Rights of Way and it had indicated that the only signs supplied by the County Council were small signs stating "Public Bridleway - No Motor Vehicles". As there was a possibility that there were persons having private vehicular access rights, the County Council indicated that would be no objection to the Parish Council erecting signs indicating "No unauthorised vehicles" or similar. After discussion, it was agreed that the matter should be deferred to see whether the situation warranted any further action.

6. Reports

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

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

- (1) **Westmore Green Play Area:** She was still unable to indicate how payment should be made.
- (2) **White Lane:** There was concern at the increased traffic in Pilgrims Way in the event of a one-way scheme being implemented. She asked that this factor be taken into consideration in any discussion on this matter.
- (3) **Microcell Mast Planning Application:** This was yet to come before Tandridge for a decision.
- (4) **Bridleways:** She considered that a public meeting would be very useful and might change the mind of the Bridleways Association.
- (5) **L-shaped Field:** ~~a breach~~ She was pleased to see that the Field had been levelled.
- (6) **Planning Enforcement:** The imposition of a £10,000 fine and costs for a breach of an enforcement notice was welcomed.

- (c) **Police Matters:** Philip Clarke reported that crime levels remained low despite a certain amount of anti-social behaviour in the village. There was improved liaison with Surrey Police and this had resulted in 4 recent arrests for drug offences. He stressed that the Police were very dependant upon the co-operation of the public and it was extremely difficult and frustrating when the public withdrew statements that had been given earlier. Investigations into fly-tipping looked as though they would result in charges being brought in the very near future.

- (d) **Biggin Hill Airport:** Ian Mitchell indicated that he had nothing to report. The next meeting of the Joint Consultative Committee would be on 23 January.



- (e) **Transport matters:** The report from Denis Hayes of the East Surrey Transport Committee held on 7 January was noted.
- (f) **Parish Appraisal:** The Chairman of the Appraisal Committee, Gerald South, reported that 480 households had responded to the Survey. This was extremely good and slightly higher than the response to the previous appraisal. All the information was now being marshalled into shape and there would be an exhibition in the Village Hall on 18 January displaying the information so far available. The Committee wanted to have the Report published by mid-April so that it was available to the new Council. It was hoped therefore that the draft report would be completed by mid-February so that it could be submitted to the Parish Council for approval at its March meeting. The Committee also suggested that the Parish Council should consider holding an Information Evening for local people interested in becoming parish councillors. The suggested date for such a meeting was 12 March. The view was expressed that such persons could evidence their interest by attending Council meetings and familiarising themselves with the procedure of and business conducted at such meetings.
- (g) **Affordable Village Housing Seminar:** Bob David reported that he attended this seminar on 9 January organised by the Rural Housing Trust. It had been very informative and he had circulated a report to all members. Funds were available from Central Government sources for such schemes. The Trust was very anxious to promote a scheme in the Tandridge district and he had ascertained that the speaker at the seminar, Andrew Smith, would be willing to meet the Parish Council to discuss the matter. After discussion, it was agreed that he should be invited to attend a meeting of councillors on 27 January or 5 February. Bob David agreed to make arrangements accordingly and notify members as soon as possible of the exact arrangements.
- (h) **Information Day for Clerks:** The Clerk had circulated a report of the matters discussed at this seminar and suggested that councillors should consider its contents carefully before discussing its implications at the next meeting. It was agreed to have this discussion on the same evening as the meeting to be arranged in the previous paragraph.

7. Notified Items

- (a) **L-shaped Field:** The Chairman indicated that arrangements for rolling the Field were in hand but it would not be possible to do this until the weather improved. The Clerk reminded councillors that the question of public liability insurance would have to be considered and the standard of the final surface of the field was very important.
- (b) **Safe Routes to School:** Bob David reported that as the Pre-School was no longer operating in the Scout Headquarters in Approach Road, that part of the scheme from the village centre to the Scout Headquarters would not be implemented. The scheme in all other respects was proceeding. He stressed that he made it clear to Surrey Highways that any restrictions on parking in the village centre would be strongly opposed.
- (c) **Parish Transport Grant:** The Clerk drew attention to a letter from the East Surrey Rural Transport Partnership regarding the combined bid by 11 Parish Councils (including Tatsfield) for a grant of £5,000 to enhance the Tandridge Taxi Voucher Scheme. Tatsfield would be required to contribute 5% of the total cost of its application in cash. This would amount to £166 in the first year and £167 in the second year. It was desired to lodge the bid with the Countryside Agency by 20th January with the object of the grant being awarded before 31st March 2003. After discussion, it was agreed that the Parish Council wished to be part of the bid and would be willing to fund the application to the extent of £333 over the two years of the Scheme. The Clerk was instructed to write and confirm the participation of the Parish Council.
- (d) **Annual Parish Meeting:** The Clerk indicated that it was necessary to fix a date for this meeting in order that the Village Hall could be booked and invitations sent out. Bearing in mind the election at the beginning of May, it was agreed that the Annual Parish Meeting should be held on 16th April 2003. It was agreed that the Clerk would draft the Annual Report of the Parish Council to the Meeting and circulate it to members.

8. Village Hall

- (a) **Building Project Committee:** There was nothing to report.
- (b) **Management Committee:** Bob David indicated that Roger Sawyers had been elected to the Committee and would take over as Treasurer when Denis Hayes retired on 31 March. He indicated fund raising continued and on 1 June a Variety Theatre would be appearing in the Village Hall.
- (c) **Lease:** The Clerk reported that the Charity Commission had rejected the contentions made by Mr. Taylor but its letter had clearly demonstrated that the Commission was misinterpreting the provisions of the documents and, in particular, the 1966 Conveyance of the freehold to the Parish Council. Mr Taylor had written again to the Commission pointing out the



"misunderstanding" of the position by the Commission and he would report to the Parish Council once a reply had been received.

9. Property & Land Maintenance

(a) Property:

(1) **Barnfield/Maesmaur Road Dumping:** Bob David indicated that the building materials had not been moved. The Chairman suggested that the matter should be left in abeyance so he could make further enquiries.

(2) **Parish Room:** The Clerk had circulated copies of two quotations and it was agreed that the quotation of Denis H Reeves & Co in the sum of £1,775 + VAT be accepted.

(3) **Village Hall & Car Park:** It was further agreed that the quotation of Marshall Surfacing Contracts in the total sum of £595 + VAT be accepted for various items of work to the ramps and manhole.

(4) **Claimed Land:** The Clerk indicated that he had made some progress in finalising the test application to HM Land Registry.

(b) **Tree Survey:** The Clerk drew attention to the survey carried out by Down to Earth Tree Management. The Clerk had circulated a note to all members detailing the work that needed to be carried out in the short, medium and long term. He had indicated in his note to members that he would send a copy of the report to Cornhill unless members objected. Having heard nothing, he indicated that a copy of the report and his summary had been sent to Cornhill on 2 January. A reply had been received indicating that Cornhill requested that the urgent items should be carried out as soon as possible. The Clerk also reported that he had requested and had just received a quotation from Down to Earth for this urgent work and this totalled £3,450 + VAT. At the Chairman's request, he had contacted Connick Tree Care of New Pond Farm, Woodhatch Road, Reigate, with a view to obtaining an additional quotation. This firm was an approved contractor of the Arboricultural Association. It was willing to quote and it could inspect on Thursday following the meeting; it would also be able to carry out the work quickly. After discussion, it was agreed that (a) the Clerk should write to Tandridge DC drawing to its attention the work required to trees on Westmore and Tatsfield Greens with a view to that part of the work being carried out by Tandridge under its maintenance arrangement; and (b) quotations be obtained from Connick Tree Care and from Chris Lehan for all the urgent work (including the Greens).

(c) Land:

(1) **Tatsfield in Bloom:** Bob David reported that the last meeting of the Organising Committee took place on 5 December. Efforts were currently being made to ensure that grants and sponsorship were forthcoming for the year ahead.

(d) **Pond:** Wendy Maddison asked if any payment had been made to Waterside Aquatics since 1 April. The Clerk agreed to check the position. She indicated that she was arranging maintenance visits with Aquatics and it was agreed to suggest they should be arranged for April, June and September/October.

10. Meetings to attend:

(a) **SCC Tandridge Local Committee:** 22 January 2003 at 10:00 a.m. at Waringham Methodist Church Hall, Lingsfield Road, Waringham. Bob David to attend.

(b) **Tandridge Crime Prevention Panel:** 6th February 2003 at Caterham Police Station at 7:30 p.m. Margaret Board to attend.

(c) **SCAPTC General Meeting:** Saturday 22 February 2003 at 2:30 p.m. at venue to be notified.

(d) **Surrey Rail Forum:** 8 April 2003 at 10:30 a.m. at Ashcombe Suite, County Hall, Kingston-upon-Thames. Denis Hayes to attend.

(e) **Standard Board of England Roadshow:** 22 January 2003 between 5:30-8:45 p.m. at The Small Hall, Kensington Town Hall, Hornton Street, London W.8. Bookings required by 14 January.

(f) **TDC Seminar for Parish Councillors on Conservation Areas & Listed Buildings:** at a date to be arranged between 17 March - 13 April. Evening meeting with 2/3 councillors invited.

(g) **PCPG Meeting:** 16 January.

11. Correspondence

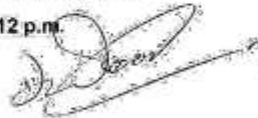
(a) **Westmore Green Play Area:** The Clerk indicated that he had received notification from RoSPA regarding a safety inspection of the playground and its equipment. Such a report would form part of the Council's risk assessment but as Tandridge DC managed the area and had always previously carried out a safety inspection, he had written requesting confirmation that an inspection would be carried out and asking for a copy of the report.

(b) **Parish Room:** The Clerk indicated that he had made a booking for 21 February.

12. Any Other Business

- (a) **Alan Fry OBE:** The Chairman expressed congratulations to Alan Fry for his recent honour and this was endorsed unanimously by all present. The Chairman indicated that he would write accordingly.
- (b) **SERPA:** Bob David indicated that this Association was able to provide as to how to incorporate the views of children and young persons in Parish Plans and he would be making contact.
- (c) **SVSC:** Ian Mitchell drew attention to the fact that a scheme existed for providing Internet computers to Community groups.
- (d) **Tandridge DC Community Strategy:** Ian Mitchell indicated that he personally had been invited to comment on this Strategy and he wondered whether the Parish Council had also been asked to comment. As no such communication had been received, Bob David agreed to contact Tandridge DC about the matter.

The meeting closed at 11.12 p.m.

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

**06TSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/06
JANUARY 2003**

RESULTS:-

Approved	02/1439 02/1480	4/5 Grove Road Mayfield, Ricketts Hill Road (infill extension)
Refused:		
Appeals	01/108 01/501 01/2727 02/470 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) Kemscott Farm, Lusted Hall Lane (new access road) 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

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: A detailed response had been made submitted setting out the various concerns.
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: A response had been submitted in similar terms to the previous application but it was noted that the application had been withdrawn although it was likely to be re-submitted in respect of a different on the opposite side of the road..
02/1854	Woody End, Johns Road Demolition of existing conservatory, erection of replacement side conservatory and single storey rear extension. Recommendation: No objection.
93/789	Land adj Greenway Cottage, Greenway Demolition of existing building and erection of chalet bungalow with integral double garage – RENEWAL OF EXISTING APPROVAL. Recommendation: No objection. During the discussion of this item, Ian Mitchell declared a prejudicial interest as the applicant and left the room.
02/1632	Mayfield, Ricketts Hill Road Retention of stable block, rest room & riding arena and continued use as livery yard and riding school. Recommendation: Regret to be expressed at the retrospective nature of application and objection to be lodged based on dedevelopment in MGB outside the village centre.
02/1912	56 Crossways Demolition of part of existing garage and erection of single storey rear extension 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

02/1924	<p>Deepdene, Ricketts Hill Road Demolition of existing dwelling and erection of two storey dwellinghouse. Recommendation: <i>No objection based on loss of small dwelling and request for single storey dwelling only.</i></p>
02/1951	<p>Blencathra, 67 Paynesfield Road Erection of detached garage with access on to Kemsley Road Recommendation: Objection to be lodged based on grounds cited by Inspector when refusing appeal on previous application for double garage.</p>
02/1952	<p>Blencathra, 67 Paynesfield Road Erection of pitched roof over existing flat roof and dormer window in front and rear elevations of existing pitched roof and provision of balcony to rear, all in connection with loft conversion. Recommendation: To be dealt with by next Planning Councillor.</p>

✓
2.5

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		
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TATSFIELD PARISH COUNCIL

2003/07

APPENDIX B JANUARY 2003

Expenditure to be authorised:-

Payee	Description	(December)	Details	VAT	Total
J Sandiford	Clerk's Salary				554.70
	Telephone				10.00
	Postage & Fax		6.19		
	Photocopying		15.00		
	Stationery		0.00		
	Travel		15.00		36.19
					<u>600.89</u>
Mrs G Miles	Cleaning (December)				27.00
Down to Earth	Fee for Tree Survey as quoted		960.00	168.00	1,128.00
SERPA	Annual voluntary contribution				20.00
R David	Electrical connections etc for Xmas Tree		71.70	12.54	84.24
Jewson Ltd	Hire of Xmas Lighting		156.00		
	Less 45% discount		70.20		
			85.80	15.03	100.83
SVSC	Annual Subscription				25.00
Sussex Assoc of Local Councils	Fee for Clerk's attendance at Information Day		50.00	8.75	58.75
E Surrey Transport Committee	Affiliation fee				20.00

2,064.71

Receipts:

Biggin Hill Drs Surgery rent December 1,043.22

1,043.22

-1,021.49

Balances at Bank:-

01/01/03 Current Account No.01123688

Deposit Account No.31123823

3,714.88

27,671.33

31,386.21

**** includes Interest for December amounting to

59.67

Tatsfield Parish Council

2002/8

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th February 2003 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), and 10 parishioners

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

1. Minutes

The minutes of the meeting held on the 13th January 2003 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) In Paragraph 6(b)(5) the deletion of "a breach";
- (b) In Paragraph 9(b) the insertion of "out" after "carried" in the seventh line;
- (c) In Appendix A to the entry relating to Deepdene of the recommendation "Objection based on loss of small dwelling and request for single storey dwellinghouse only".

2. Matters Arising:

(a) **Alan Fry:** The Chairman confirmed that he had written to congratulate Alan Fry on his award of OBE and he had received a letter of thanks in return.

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) **SCC Structure Plan:** Ian Mitchell reported that he had not been able to attend the meeting held by SCAPTC to discuss the response to be submitted by SCAPTC to the consultation on the Structure Plan. He had however drafted responses based on the responses to the initial draft and these had been placed in circulation. It was agreed that these responses should be submitted without further amendment.
- (2) **Tandridge Supplementary Planning Guidance:** The Clerk drew attention to the new Planning Guidance approved by Tandridge DC in relation to the extension and conversion of buildings in the Green Belt.
- (3) **Tandridge Draft Criteria for Identifying Buildings of Character:** The Clerk also drew attention to these criteria, copies of which had been circulated to all members. It was suggested that in due course consideration should be given to the criteria to see whether there were any buildings that came within them.
- (4) **DEFRA Review of Agri-Environmental Schemes:** The Clerk indicated that this Review had been circulated through SCAPTC. Ian Mitchell indicated that he had looked through the document and did not consider that there was any useful comment that could be made. It was agreed therefore not to make any response.
- (5) **Surrey Countryside – The Future Consultation:** Responses to this consultation were required by 22 April and a full copy of the draft Plan had been placed in circulation. It was agreed that members should pass their comments to Ian Mitchell who would collate them.
- (6) **Tandridge Planning:** Ian Mitchell drew attention to the fact that Tandridge had been rated very good on its performance in dealing with planning applications and as a consequence would receive extra funding.

(c) **Planning Councillor:** Margaret Boadella

4. Finance

(a) **Grants:**

(1) **Westmore Green Play Area:** The Clerk indicated that he was still awaiting details of how payment was to be made.

(b) **HSBC Bank:** The Clerk had circulated details of a new account being introduced that he considered would benefit the Parish Council. The new account would receive a higher rate of interest on deposits. It was agreed that the present Business Account be closed at the end of the financial year and the funds transferred to the new Money Manager Account to be opened in the name of the Parish Council. The signatories for the new account would be all members of the Parish Council with power for the Clerk, as at present, to make inter-account transfers

between the Current Account and the new Money Manager Account.

- (c) **SCAPTC:** The Clerk reported that, subject to approval at its next meeting, the SCAPTC subscription for 2003/4 would be £487.17 + VAT as compared with £477.00 this year.
- (d) **Payments:** as at Appendix B were approved. Bob David confirmed that, prior to the meeting, he had checked that all cheques were supported by appropriate invoices and/or other documentary evidence.

5. 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 confirmed that it had power to make the grant and consequently the work had been ordered. He drew attention to the role in the matter played by SC Councillor Harry Pettifor and a vote of thanks was passed for his efforts to make sure the grant was made.

(b) Rights of Way:

- (1) **Tatsfield Bridleways Association:** The Clerk reported that he had circulated members with full details of the arrangements for the public meeting to be held on 12 February in the WI Hall. These were noted and agreed. Speakers would include two representatives from Surrey CC, the Honorary Solicitor of SCAPTC Roger Taylor and Ann Hayes representing Tatsfield Bridleways. He had contacted Tim Harrold, the Surrey Chairman CPRE who had sent a written opinion from the CPRE Solicitor. After discussion, it was agreed that Ann Hayes, representing Tatsfield Bridleways, should be invited to speak first so that she could explain the circumstances surrounding the making of the application.
- (2) **Public Footpath CP136 and CP139:** The Clerk confirmed that he had advised Surrey CC that the Council did not wish to proceed with these applications for the present.
- (3) **Public Footpath 279 and 284:** The Chairman indicated that he had inspected these footpaths and he agreed that it would improve pedestrian access if some or all of the stiles were removed from PF279 and the Clerk had written accordingly to London Borough of Bromley. A reply had been received indicating that it was intended to replace the stiles with wooden posts and it was hoped that this work would be carried out in 2003. As the other complaint related to a path that was not registered, the correspondence had been passed to the Parish Magazine to see if information could be obtained whereby an application could be made to have the path registered.
- (4) **Beech Avenue BW614:** Following the last meeting when a decision to leave the question of whether signs should be erected had been adjourned for the time being. The matter was again discussed and it was decided, by a majority, that no further action should be taken.

6. 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:** Ian Mitchell indicated that he had nothing to report as the last PCPG meeting had been cancelled.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that air traffic had reduced dramatically over the last quarter to approximately 80,000 movements per annum, equivalent to a 30% reduction. He also indicated that some 200 jobs were about to be lost because of the reduction in Formula 1 activity. The relationship between the Airport Operators and the LB Bromley continued to be somewhat difficult. The implementation of an old planning consent for a 50 bed hotel was now being debated. LB Bromley had previously refused a hangar development by Jet Aviation and this decision had been confirmed on appeal but the Secretary of State had now overruled the Inspector's decision and it seemed the development would proceed.
- (e) **Transport matters:** Nothing to report.
- (f) **Parish Appraisal:** Gerald South reported that some 70 residents had attended the display in the Village Hall on 18 January. The Steering Committee would be holding a meeting 12 March for those interested in becoming parish councillors and it was hoped that as many of the current parish councillors as possible would attend. The text of the final report was almost complete and it was hoped that copies would be distributed to Parish Councillors in sufficient time for them to approve the report for publication at the beginning of April. It was also possible that it would then be possible for it to be discussed at the Annual Parish Meeting.
- (g) **Affordable Village Housing:** Following the meeting with Andrew Smith held on 5 February, it was agreed (a) that the Parish Council wished to initiate the procedure for the establishment of an affordable housing scheme and (b) that the necessary public survey, to establish that

there was the necessary need for such a scheme, should be undertaken as soon after the Annual Parish Meeting as possible. The Clerk was asked to write to confirm this.

(h) **Information Day for Clerks:** It was agreed that, following the recent informal meeting, the following matters should be implemented:

- (1) Freedom of Information Act 2000
 - (a) That details of the Council's Publication Scheme be published on the website and in the Parish Magazine;
 - (b) The charge for copies shall be 50p per A4 sheet
- (2) Race Relations Act 2000
 - (a) That the Council's policy be considered in all matters;
 - (b) That the last Census published showed that of a total of 1816 persons in the Census only 8 were of ethnic origin;
 - (c) That a copy of the latest Census return be obtained as soon as available.
- (3) Insurance
 - (a) Individual items of cover of insurance cover to be reviewed annually before renewal takes place.
 - (b) A risk assessment be carried out of all Council's functions and areas of responsibility
 - (c) Individual councillors to accept responsibility for checking designated areas of responsibility on a regular basis and for a report to be submitted to and recorded at council meetings;
 - (d) All electrical appliances be subjected to a safety test on an annual basis
- (4) Finance
 - (a) Planning Councillor to be responsible for checking all cheques against accounts/invoices prior to authorisation of payments at Council meetings;
 - (b) Consideration to be given to the appointment of a councillor to be responsible for periodic checks of bank statements and reconciliations;
 - (c) Review to be carried out as to necessity for more detailed financial regulations.

7. Notified Items

- (a) **L-shaped Field:** The Chairman reported that an estimate of £850 had been received from Chris Lehan for leveling the field and re-sowing with grass seed. The work could not be carried out until the weather improved. After discussion, it was agreed that (a) the estimate should be accepted without the necessity for obtaining competitive quotations due to the great difficulty in finding contractors willing to undertake the work. The Chairman undertook to indicate to Chris Lehan that, in carrying out the present work, he should bear in mind that there was a possibility that the Parish Council might decide in the future to install a level hard surface area.
- (b) **Safe Routes to School:** Bob David reported that Phase I of the work was due to start on 17 February and was scheduled to be completed in 8 weeks.
- (c) **Parish Transport Grant:** The Clerk confirmed that he had written indicating that the Parish Council wished to be part of the bid and would be willing to fund the application to the extent of £333 over the two years of the Scheme.
- (d) **Annual Parish Meeting:** The Chairman indicated that it had been decided to bring the date forward by a week to Wednesday 9 April. The reason for this was that it would then be possible to have Andrew Smith of the Rural Housing Trust to speak. Members had now had an opportunity to meet and hear from Andrew Smith at the private meeting held on 5 February. These arrangements were agreed and the Clerk was asked to draft the report to be submitted to the Meeting along with a suggested programme.
- (e) **Tandridge Community Strategy 2003-2006:** Bob David reported that he had circulated all members with a copy of the consultation questionnaire so that they could, if they wished, respond individually.
- (f) **Gatwick Airport Community Trust:** The Clerk drew attention to a letter from the Trust inviting applications for grants. The closing date for the current round of applications was 21 March 2003. Bob David indicated that he had contacted the Trust to see if Tatsfield came within the qualifying area as Tatsfield was on the extreme edge. He had now been informed that, as it was not wholly within the qualifying area, it was not eligible.

8. Village Hall

- (a) **Building Project Committee:** It was agreed that, as the work of this Committee appeared to be complete, it should be disbanded subject to the Clerk being satisfied that there was no outstanding business to be completed.
- (b) **Management Committee:** The Clerk reported that the Committee had obtained a quotation



from Brilliance Lighting for the reinstallation of the stage lighting following the recent work to the Green Room. This was for a sum not exceeding £500. The Parish Council had previously agreed to contribute up to that figure. Brilliance Lighting expected the work to cost in the region of £300. They were not prepared to give a more exact quotation because of complications arising from the need not to breach the damp proofing. The Clerk was authorised to write instructing Brilliance Lighting to proceed.

Bob David reported that £178 had been received from the Oxted Christmas Draw. The date for the Variety Theatre had been changed to 11 May. Final touches were being put to the application for a supplementary grant from the Millennium Commission.

- (c) **Lease:** The Clerk reported that the Charity Commission had conceded that it was wrong to a certain degree but was still not conceding that the Lease could proceed. Mr. Taylor was continuing the argument and was optimistic that he would persuade the Commission to remove its objections.

9. Property & Land Maintenance

(a) Property:

(1) **Barnfield/Maesmaur Road Dumping:** Bob David indicated that the building materials had not been moved and there was evidence of increased activity. In addition, adjoining residents were parking cars on the area. Discussion took place during which the Chairman indicated that he was still making enquiries as the cost involved in employing a lorry with a mechanical hoist to put the materials back on Mr Viera's land. It was agreed that quotations should be obtained for the installation of posts on the boundary spaced at intervals to prevent vehicles going on to the land.

(2) **Parish Room:** The Clerk confirmed that the order for work had been placed.

- (b) **Tree Survey:** The Clerk indicated that further quotations had now been received from Connick Tree Care and Chris Lehan and that he had submitted details of the tree work on the Greens to Tandridge DC. He understood that an estimate was awaited and that when this was to hand, the work would be authorised. It was agreed to take no action in respect of the three estimates obtained other than to acknowledge them and indicate that they were receiving attention.

- (c) **Maesmaur Road:** The Clerk drew attention to a letter from a resident indicating the intention to remove a branch from a tree overhanging their property. The tree was growing on land claimed by the Parish Council. The cost involved was approximately £150 and the resident was asking whether the Parish Council was prepared to consider meeting this expense. It was agreed that the tree should be inspected to see whether it presented any danger either at present or after the branch had been removed.

(c) Land:

(1) **Insurance Claim:** The Clerk reported that he had obtained, at the request of Cornhill Insurance, an estimate for felling this tree and grubbing out the roots. This had been forwarded to Cornhill along with comments on the report made by the Cornhill representative following her inspection of the tree site.

(2) **Westmore Green Play Area:** The Clerk indicated that he had received a copy of the report by Tandridge DC and this indicated that there were a number of matters requiring attention. He had obtained confirmation that the necessary work was in hand.

(3) **Tatsfield in Bloom:** Bob David indicated that volunteers had tidied the village of rubbish. He had circulated members with a report indicating that new trophies were superceding the trophies awarded to the village in last year's competition. The trophies had been offered to the village at a cost of £80. It was agreed that they would be purchased for the sum of £80. The Clerk also drew attention to the fact that the Calor Surrey Village of the Year Competition was being discontinued due to lack of support and lack of funds.

- (d) **Pond:** The Clerk indicated that he had checked the records and was able to confirm that the account for £411.25 submitted by Waterside Aquatics had not been paid. He had therefore included this in Appendix B.

10. Meetings to attend:

- (a) **SCAPTC General Meeting:** Saturday 22 February 2003 at 2.30 p.m. at Lancaster Hall, Send.
 (b) **Surrey Rail Forum:** 8 April 2003 at 10.30 a.m. at Ashcombe Suite County Hall, Kingston-upon-Thames – Denis Hayes to attend.
 (c) **TDC Seminar for Parish Councillors on Conservation Areas & Listed Buildings:** Thursday 3 April at 7.15 – 7.30 p.m. – Ian Mitchell to attend.
 (d) **Tandridge VSC Network Meeting:** 11 February at Oxted URC, Bluehouse Lane, Oxted – details circulated.
 (e) **SCAPTC Seminar for New Councillors:** 6 June 2003 at 7.30 – Cost £20 per person.

(f) SCAPTC AGM & GM: Saturday 12 July 2003 at 2.30 p.m. at East Horsley Village Hall

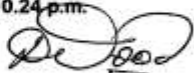
11. Correspondence

- (a) **Westmore Green:** The Clerk had received a request from the Tatsfield Horticultural Society for permission to use the Green for the Annual Plant Sale on Saturday 10 May. This was agreed.
- (b) **The Old Ship:** The Clerk reported that he had received formal notification of the transfer of the Licence to Michael Alvin Essenhigh and Wendy Thomas.

12. Any Other Business

- (a) **Summer Concert:** The Chairman indicated that Tony Erbes had asked him to suggest that another concert by the Lewisham Concert Band should be arranged as the Jubilee Concert by the Band had been so successful. There was general approval for this suggestion and it was agreed that the matter would be investigated further.

The meeting closed at 10.24 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/13
FEBRUARY 2003**

RESULTS:-

Approved	02/1553 02/1480 02/1611	Porzincula, Parkwood Road Mayfield, Ricketts Hill Road Grasshopper Inn, Westerham Road, Moorhouse
Refused:		
Appeals	01/108 01/501 01/2727 02/470 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) Kemscott Farm, Lusted Hall Lane (new access road) 8a & 8b Westmore Road (exchange of written statements + site visit) Bransgore, Ship Hill

CURRENT APPLICATIONS:-

02/1952	Blencathra, 67 Paynesfield Road Erection of pitched roof over existing flat roof and dormer window in front and rear elevations of existing pitched roof and provision of balcony to rear, all in connection with loft conversion. Recommendation: Objection to be lodged based on unneighbourly development by reason of bulk & height.
03/034	84 Paynesfield Road Extension to existing dormer and gable end to south east elevation. Recommendation: No objection
03/43	Westwood Water Treatment Works, Clacketts Lane, Westerham Erection of extension to existing buildings to house treatment equipment, installation of new water tank with grassed banking over and two external tanks To be considered by next Planning Councillor
03/92	Land at Ship Hill (opposite Ninehams Road) Erection of 8m high telegraph pole design Telecommunication Mast with associated cabinet (Notification by Orange) To be considered by next Planning Councillor
03/145	Clacket Lane MSA, Clacket Lane, Westerham Erection of single storey side extension to provide cold store. Recommendation: Subject to detailed consideration of application, objection to be lodged based on (a) visual intrusion and (b) failure to demonstrate need.
02/1632	Mayfield, Ricketts Road Retention of stable block etc – submission of additional information. Recommendation: Additional information did not alter the basis of objection previously agreed.

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

2003/14

APPENDIX B FEBRUARY 2003

Expenditure to be authorised:-

Payee	Description	January	Details	VAT	Total
J Sandiford	Clerk's Salary				554.70
	Telephone				10.00
	Postage & Fax		10.53		
	Photocopying		17.13		
	Stationery		0.00		
	Travel		15.00		42.66
					<u>607.36</u>
Mrs G Miles	Cleaning (January)				27.00
South East in Bloom	Entry fee 2003				35.00
Waterside Aquatics	Pond Maintenance		350.00	61.25	411.25
HSE Books	Risk Assessment (10 copies)				5.00
District Audit	Audit fee for 2000/01		407.70	71.35	479.05
R David	Reimbursement of cost of engraving of TIB trophies				28.00
Marshall Surfacing Contracts Ltd	Cost of repair works to Village Hall car park		595.00	104.12	699.12
P Monks	Cost of work of clearing and levelling L-shaped Field				375.00
South East in Bloom	Purchase of 2 trophies				80.00
HM Land Registry	Land Registry fees				40.00

2,786.78

Receipts:

Biggin Hill Drs	Surgery rent	January		1,043.22	
Westerham Drs	Surgery rent	Jan-Mar		3,129.00	
Tatsfield Bridge	Parish Room Hire			78.00	
PCPG	ditto			15.00	
HSBC	Interest on Current Account			6.45	
Goldsmith	Tatsfield Green Easement			25.00	
					4,296.67
					<u>1,509.89</u>

Balances at Bank:-

01/02/03	Current Account No.01123688			7,039.84	
	Deposit Account No.31123823	****		27,772.23	34,812.07
	**** includes Interest for	January		50.90	



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), Mrs Tina Fry (TD Councillor) and 1 parishioner.

Apologies: Mr Tony Erbes and Mr Denis Hayes

1. Minutes

The minutes of the meeting held on the 10th February 2003 were approved and signed by the Chairman as a correct record subject to the following amendments:

- (a) The correction of the heading of paragraph 3(b)(5) to read "Surrey Countryside – The Future Consultation".
- (b) The correction of the spelling of "decided" in the third line of Paragraph 5(b)(4)
- (c) The correction of Paragraph 6(h)(1)(b) to read "5p per copy"

2. Matters Arising:

- (a) **Publication Scheme:** Bob David indicated that it had not been possible to publish details in the March edition of the Parish Magazine but he hoped to do so in April.
- (b) **Summer Concert:** It was agreed to deal with this under Any Other Business
- (c)

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) **Proposed Orange Microcell:** The Clerk indicated that he had been notified that Orange intended lodging a planning application in March for a mast to be sited on the southern side of Ship Hill (adjacent to the notice board) at the School Crossroads. It was agreed that this was something to be dealt as and when the application was lodged.
 - (2) **Waylands, Approach Road:** Ian Mitchell reported that Tandridge Planning Department had confirmed that the present building operations did not require planning consent.
- (c) **Planning Councillor:** Wendy Maddison

4. Finance

- (a) **Grants:**
 - (1) **Westmore Green Play Area:** The Clerk indicated that payment had still not been made.
 - (2) **East Surrey Dial-a-Ride:** The Clerk drew attention to an appeal from Dial-a-Ride for financial assistance. He indicated that a copy of a financial forecast had been provided and this showed that the service was being provided at the expense of reserves. On this basis the service would not be able to continue unless increased funding was obtained. At present, 5 residents of Crossways used the Dial-a-Ride service weekly and two other elderly Tatsfield residents also used it. It was agreed that a grant of £250 should be made in the next financial year.
- (b) **Audit:** The Clerk reported the successful conclusion of the audit for the year ending 31 March 2002. The only comment made by the auditor was that the Parish Council should undertake a risk assessment. He had therefore drafted this and it would be discussed later in the agenda.
- (c) **Parish Room:** The Clerk reported that the Non-Domestic Rate for 2003-4 would amount to £510.60, as compared to £502.55 for the current year.
- (d) **Payments:** as at Appendix B were approved. Margaret Boadella confirmed that, prior to the meeting, she had checked that an appropriate invoice and/or documentary evidence supported all payments listed.

5. 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 reported that the work of installing a new drainage channel at the top of Old Lane had started.
- (2) **SCC Safe Routes to School:** Bob David reported that work had not started as Surrey Highways had run out of money in the current financial year. The project would therefore have to be reconsidered in the financial year commencing 1 April and there was no absolute guarantee that the project would retain its priority. It was agreed that he would write to Surrey Highways with the object of ensuring that the project did proceed at an early date.
- (3) **Crossways:** Ian Mitchell reported that he had been informed that Surrey CC had written to all residents on the matter of encroachment on to the roadway.

(b) Rights of Way:

- (1) **Tatsfield Bridleways Association:** The Clerk had circulated members with a memorandum concerning the question as to whether a second public meeting should be held. He also reported that Surrey County Council had informed him that, to date, it had received a total of 29 objections to the two applications. In the case of Ninehams, Maesmaur, Borough and Edgar Roads, only 4 objections had been received as against 7 indicating no objection and 2 comments out of 62 households consulted. In the case of Crossways, Goatsfield, Greenway, Kemsley and Paynesfield Roads, there were 25 objections, 8 no objection and 1 comment out of 127 households consulted. Considerable discussion took place as to whether or not the Parish Council should hold a second public meeting or whether it should endeavour to act as an intermediary between the Bridleways Association and the residents. Before any decision was reached, it was agreed that the Clerk should contact Tatsfield Bridleways to ascertain what decision had been reached as to the applications and what discussions had taken place, if any, with the residents.

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

- (1) **Clacket Lane Sandpit:** The Operator was about to lodge a revised reinstatement programme. It was understood that this would involve ~~composting~~ ^{x composted} and he was concerned about noise, unsightliness and smell. He was endeavouring to ensure that the matter was dealt through the planning process and he would oppose any extension of the time allowed for reinstatement. *Compost instead*
- (2) **Safe Routes to School:** He regretted that the commencement of work had been delayed but was sure that the project would continue in the new financial year. He agreed to press for this. ✓
- (3) **Tatsfield School:** He was pleased to confirm that there was an Improvement Scheme for £0.75m that would proceed in the coming year. He was asking that alternative schemes should be put to the School and its preferences considered.
- (4) **Bridleways:** He wished to be kept informed of any developments.
- (5) **Planning:** He believed that retrospective applications were illegal. ✓

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

- (1) **Council Tax:** She was unhappy about the rise in Council Tax for the coming year but indicated that it was a straight choice between cutting services or raising the Council Tax. She was pleased that the decision had been made not to reduce services. ✓
- (2) **Deepdene, Ricketts Hill Road:** She was very concerned at the situation brought about by the fact that the property was unoccupied. There had been problems of vandalism, noise and drugs because the deserted property had become a meeting place for local young people. There had been a recent fire and she had endeavoured to bring pressure on the owner to have the property securely boarded up but he refused to do anything. She would continue to try and seek a solution to the problem.
- (3) **Old Surrey & Burstow Hunt:** The Hunt had recently unintentionally ridden through the village and had caused a nuisance for which an apology had been made.
- (4) **Tandridge Planning:** She was very pleased that the Planning Department had been awarded the grant as a result of its recent performance. She pointed out that the grant could only be used for specific purposes and it was likely that it would be used to improve the reception area and IT facilities.
- (5) **Safe Routes to School:** She was worried that the project would lose its priority and felt that pressure must be kept up to ensure that the project did proceed.

Handwritten signature/initials

- (6) **Caterham By-pass A22:** Despite recent road safety improvements, accidents were still occurring and the situation was under review.
- (7) **Tatsfield School:** She considered that it would be some time before the improvement scheme could proceed, largely because of the planning procedures involved.
- (8) **Bridleways:** She felt that the Parish Council needed to consider what role it was playing with regard to the present applications.
- (9) **Planning:** She believed that it was perfectly in order for retrospective applications to be made.
- (c) **Police Matters:** Ian Mitchell reported that he had been unable to attend the last PCPG meeting. He understood, however, that the latest crime figures showed a marked increase. Bob David indicated that he was querying the figures because there had been, according to the latest figures, a very large increase for which there was no apparent explanation. He also indicated consideration was being given to the installation of Speed Warning signs and to the use of peripatetic laser speed detection guns.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that Bromley LB were appealing against the decision by the Secretary of State to allow development at the Airport.
- (e) **Transport matters:** The Clerk reported that Denis Hayes had indicated that the driver of the 464 bus had been injured in a recent accident. Ian Mitchell indicated that he understood that he had suffered a broken leg. It was agreed that Bob David would arrange to send a card on behalf of the Parish wishing him a speedy recovery. It was also noted that a bus window had been shattered by an air gun pellet whilst travelling down Ricketts Hill Road.
- (f) **SCAPTC General Meeting:** Margaret Boadella reported that she had attended the recent meeting. Everyone present considered that more time was needed to discuss the draft Surrey Development Plan and the majority view was that the Regional Government was not wanted. Discussion also took place concerning encroachment on common land and on the need to encourage people to stand in the forthcoming elections.
- (g) **Tandridge VSC Network Meeting:** No one able to attend.

7. Notified Items

- (a) **L-shaped Field:** Nothing to report
- (b) **Annual Parish Meeting:** The Clerk reported that invitations had been sent to all local organisations and to specially invited guests. These included the Chairman of Tandridge Council, David Weightman, who had declined the invitation but had asked Tina Fry, as Vice Chairman, to represent the Council. Other arrangements were discussed and it was agreed that wine and nibbles would be served and that Margaret Parsons would be asked to serve. The Clerk had also circulated the draft report by the Chairman to be presented to the Annual Parish Meeting. This was agreed with certain small amendments and additions.
- (c) **Parish Plan Report:** The report prepared by the Parish Plan Committee had been circulated to members prior to the meeting. Considerable discussion took place during which Gerald South, the Chairman of the Steering Committee, explained that the Parish Council was being asked to authorise the publication of the report, not to approve the report itself. It was agreed by 5 votes in favour with one objection that the Parish Council would authorise publication on the understanding that it was made clear at the commencement of the report that the report was the work of the Committee and not the Parish Council.
- (d) **Risk Assessment:** The Clerk had drafted a Risk Assessment for approval by members and it had been circulated prior to the meeting. It was agreed that, subject to the inclusion of a section covering "Land Claimed by the Parish Council" and certain other minor amendments and corrections, the Risk Assessment was approved. The Clerk was asked to make the necessary amendments and then provide members with the final copy.

8. Village Hall

- (a) **Building Project Committee:** The Clerk reported that he had received the first annual report of the Liquidator of Southern Builders (Croydon) Ltd. This revealed that the Liquidator was still in the process of winding up the Company and it seemed clear that he would be unable to meet all claims in full and had made contact with all clients where money was due and this did not include the Parish Council.
- (b) **Management Committee:** Bob David reported that the reinstatement of the stage lighting was still to be completed and this would be chased up. At the recent meeting, Denis Hayes had officially retired as Treasurer. Roger Sawyers would take over as Treasurer as from the next meeting. The application for an additional grant to the Millennium Commission had been lodged.



- (c) **Lease:** The Clerk reported that discussions with the Charity Commission were still continuing.

9. Property & Land Maintenance

(a) **Property:**

- (1) **Barnfield/Maesmaur Road Dumping:** It was reported that Mr Viera had now removed all his materials. There were still cars parked on the land but these could well be abandoned. The Chairman indicated that he had asked Chris Lehan to give a quotation for installing wooden posts at suitable intervals to prevent vehicles entering the land. This amounted to £225 + VAT. It was agreed to accept this quotation without seeking an alternative quote. It would then be necessary to write to adjoining owners about the parked vehicles and attach notices to the vehicles indicating that they would be fenced in if they were not removed by a certain date.
- (2) **Possessory Land:** The Clerk reported that the application for registration had been lodged.
- (3) **Newlyn, Ricketts Hill Road:** The Clerk indicated that Cornhill Insurance had written to Mr Munday repudiating liability on the grounds that the tree "belongs" to Tandridge DC because it had been responsible for its maintenance. Mr Munday had now indicated that he was not prepared to pursue the matter of the damage to his drive any further and was suggesting that his front boundary was adjusted in the same way that the adjoining property Tatsfield Cottage had recently been adjusted. This would make the tree his property without any doubt and he could then do as he wished with the tree. After discussion, it was agreed that a new front boundary line should be agreed with Mr Munday.
- (4) **Parish Room:** Bob David reported that the toilet was leaking and in need of attention. It was agreed that Ron Miriam be instructed to deal with the matter.
- (b) **Tree Survey:** The Clerk indicated that Tandridge DC had instructed a contractor to carry out the necessary work to both Tatsfield and Westmore Greens. This left outstanding the tree works to Kemsley Woods and Ashen Shaw and he passed round a summary of the three quotations received. It was agreed that the quotation of Chris Lehan in the sum of £225 + VAT should be accepted.
- (c) **Maesmaur Road:** The Chairman indicated that Chris Lehan had inspected this tree and had sent a report that indicated that the large lower limb of the tree did overhang the adjoining property, Pine Lodge, but it was in a healthy condition and was unlikely to cause any structural damage. After discussion, it was agreed that the Parish Council had no objection to the removal of the branch back to the boundary line but it was not prepared to make any contribution to the cost. The Clerk was asked to inform Mr & Mrs Jackson accordingly.
- (c) **Land:**
- (1) **Tatsfield in Bloom:** Bob David indicated that trophies were in the custody of the Parish Council and a decision had to be reached in due course as to how and where they were to be displayed.
- (2) **Road Signs:** Bob David indicated that he would be supplying Tandridge DC with details of locations for new signs and for dog bins. Wendy Maddison indicated that a sign in Clarks Lane needed attention.
- (d) **Pond:** Nothing to report.

10. Meetings to attend:

- (a) **SCAPTC Draft Rural Strategy for Surrey Meeting:** 11th March 2003 at Council Offices, Oxted at 7.30 p.m.
- (b) **Limpsfield Parish Council APM:** 19 March 2003 at St Peters Church Hall, High Street, Limpsfield at 7.45 for 8.15 p.m. – Chairman & Clerk
- (c) **Tandridge Community Safety Partnership Open Day for Junior Citizens:** Lingfield Racecourse at 10.30 a.m. for tour followed by light lunch.
- (d) **Surrey Rail Forum:** 8 April 2003 at 10.30 a.m. at Ashcombe Suite, County Hall, Kingston-upon-Thames – Denis Hayes to attend.
- (e) **TDC Seminar for Parish Councillors on Conservation Areas & Listed Buildings:** Thursday 3 April at 7.15 – 7.30 p.m. – 2 councillors invited.
- (f) **East Surrey Parishes LG:** 16 April 2003 at Warlingham Village Hall, Limpsfield Rd Warlingham at 7.30 p.m.
- (g) **SCAPTC Seminar for New Councillors:** 6 June 2003 at 7.30 – Cost £20 per person.
- (h) **SCAPTC AGM & GM:** Saturday 12 July 2003 at 2.30 p.m. at East Horsley Village Hall


11. Correspondence

- (a) **Surrey Clubs for Young People:** The Clerk reported that the Parish Council was being asked to complete a survey of youth facilities in rural villages. Margaret Boadella undertook to arrange for its completion.
- (b) **Licensing Bill:** The Clerk drew attention to the letter from DEFRA on the provisions of the Licensing Bill before Parliament and the comments as to how this Bill would affect village life.
- (c) **Positive Steps Children's Day Nursery:** The Clerk indicated that he had received an enquiry from this Company about the use of accommodation for a nursery. As the Council did not have any accommodation that could be used for this purpose and as there was already a nursery functioning in the Village Hall, it was agreed not to pursue the matter.

12. Any Other Business

- (a) **Crossways Court:** Bob David indicated as six months had passed, he intended making enquiries to see how the revised warden arrangements were working.
- (b) **Children in Need Appeal:** The Chairman indicated that he had been approached by Louise McRandle who wished to organise a Fun Day on Westmore Green to raise funds for this charity. It was agreed that in principle there was no objection but a formal application would have to be made and it would then possible to give consent and indicate the conditions that would have to be fulfilled.

The meeting closed at 11.27 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/20
MARCH 2003**

RESULTS:-

Approved	02/1952 02/1746 02/1854 02/1912	Blencathra, Paynesfield Road – extension The Chalet, Ninehams Road (Certificate of Lawful for Existing Use granted) Woody End, Johns Road 56 Crossways
Refused:	02/1951	Blencathra, 47 Paynesfield Road – garage (decision deferred)
Appeals	01/108 01/2727 02/470 01/419 01/1245	The Limes, Maesmaur Road (exchange of written statements) Great South Street Farm, Tatsfield Lane, Westerham (LBB) Kemscott Farm, Lusted Hall Lane (new access road) 8a & 8b Westmore Road (exchange of written statements + site visit) DISMISSED Bransgore, Ship Hill

CURRENT APPLICATIONS:-

03/92	Land at Ship Hill (opposite Ninehams Road) Erection of 8m high telegraph pole design Telecommunication Mast with associated cabinet (Notification by Orange) Recommendation: Subject to detailed consideration of application, objection to be lodged based on (a) visual intrusion and (b) failure to demonstrate need.
03/43	Westwood Water Treatment Works, Clacket Lane, Westerham Erection of extension to existing buildings to house treatment equipment, installation of new water tank with grassed banking over and two external tanks Recommendation: No objection
03/145	Clacket Lane MSA, Clacket Lane, Westerham Erection of single storey side extension to provide cold store. Recommendation: No objection but request condition prohibiting construction from using Clacket lane.
02/1775	Sheriff Brae, Kemsley Road Erection of rear porch (submission of amended plans) Recommendation: No objection.
03/190	Hillcrest, 1 Sunnybank Retention of raised front patio To be considered by 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

2003/21

APPENDIX B MARCH 2003

Expenditure to be authorised:-

Payee	Description	February	Details	VAT	Total
J Sandiford	Clerk's Salary				554.70
	Telephone				10.00
	Postage & Fax		8.51		
	Photocopying		18.40		
	Stationery		1.80		
	Travel		15.00		43.71
					<u>608.41</u>
Mrs G Miles	Cleaning - February				28.77
D Wood	Reimbursement of:				
	Hire of WI Hall for Meeting		7.00		
	Cost of Refreshments		6.31		
	Cost of Electricity		3.50		16.81
P Clark	Equipment for Community Responders purchased from SP Services (UK) Ltd		321.66	56.29	377.95
Celine Philibert	Photographic Material for Parish Plan report				70.80
Post Office Ltd	Telephone account		47.96	8.39	56.35
HLB AV Audit plc	Audit fees for 2001/2002		350.00	61.25	411.25
M Boadella	Travelling expenses to East Horsley & Send (SCAPTC)				
	40 miles @ 35.8p		14.32		
	62 miles @ 10.1p per mile		6.26		20.58
Public Works LB	Half yearly payment on loan (payable by direct debit on 1/4/03)				2,596.28
					<u>4,187.20</u>
Receipts:					
Biggin Hill Drs	Surgery rent	February		1,043.22	
HSBC	Interest on Current Account			5.58	
Ibbett Mosely	TIB Sponsorship for 2003			800.00	
Badminton Club	Parish Room Hire			10.00	
Mrs P Abdoolah	ditto			25.00	
					<u>1,883.80</u>
					<u>-2,303.40</u>
Balances at Bank:-					
01/03/03	Current Account No.01123688			4,318.86	
	Deposit Account No.31123623	****		27,769.85	32,088.71
	**** includes Interest for	January		46.62	

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th April 2003 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), Dr Adam Skinner and 4 parishioners

Apologies: Mr Harry Pettifor (SC Councillor)

1. Minutes

The minutes of the meeting held on the 10th March 2003 were approved and signed by the Chairman as a correct record.

2. Matters Arising:

- (a) **Surrey Clubs for Young People:** Margaret Boadella confirmed that she had completed the survey of youth facilities in rural villages.
- (b) **Crossways Court:** Bob David indicated that he had not been able to make enquiries as to whether the revised warden arrangements were working. It was agreed that this matter would have to be carried forward for attention at the next meeting.
- (c) **Summer Concert:** The Clerk reported that the Lewisham Concert Band had been provisionally booked for the Summer Concert on 22 June. The fee would be £200. It was agreed that this provisional booking should be confirmed in writing.

3. Planning Matters

- (a) **Planning Matters:** Wendy Maddison reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
 - (1) **Hillcrest, 1 Sunnybank:** The Clerk reported that he had received a letter from a resident of Old Lane drawing attention to an alleged breach of the terms of a planning consent in respect of the development of this property. A copy of the letter written to Tandridge DC Planning detailing the alleged breach indicated that it involved the front elevation being higher than specified in the approved plan. The resident whose property adjoined the development was asking the Parish Council for its support. The Clerk indicated that he had replied indicating that planning enforcement was a matter entirely for Tandridge DC and that all the Parish Council could do was to request Tandridge to investigate the matter. At that stage, he had not been aware that a retrospective application for planning consent had been lodged.
 - (2) **TDC Seminar for Parish Councillors on Conservation Areas & Listed Buildings:** Ian Mitchell reported that this had been very interesting and there were possibly some buildings in Tatsfield that came within the scope of these provisions.
- (c) **Planning Councillor:** Ian Mitchell.

4. Finance

- (a) **Grants:**
 - (1) **East Surrey Dial-a-Ride:** The Clerk indicated that he had included in Appendix B the grant of £250 agreed at the last meeting.
 - (2) **Surrey Community Action (Formerly SVSC):** The Clerk indicated that SVSC had changed its name as from 1/4/03 to Surrey Community Action and, as a charity, it had become a company limited by guarantee. Full membership was open to voluntary/community groups and to Parish Councils at a cost of £25 and associate membership at a cost of £50. However, full membership involved signing an undertaking to accept the rights and responsibilities of a guarantor. Liability was stated to be limited to £10 in the event of the dissolution of the charity. It was agreed to subscribe for full membership.

- (3) **Payments:** The Clerk indicated that the payment to Express Printing in respect of the printing of the Parish Plan Report was greater than the amount in hand by approximately £737. The second portion of the grant from the Countryside Agency would be forthcoming shortly and would more than cover the balance of the payment. All the payments as at Appendix B were then approved. Dorothy Reeve confirmed that, prior to the meeting, she had checked that all the payments listed were supported by appropriate invoices and/or documentary evidence.

5. 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 the work was now complete and the residents were extremely pleased with what had been done.
- (2) **Safe Routes to School:** The clerk drew attention to a letter written by Mr & Mrs Watts to Surrey Highways expressing disappointment at the postponement of this work and asking for it to be undertaken as soon as possible. Bob David indicated that he had also written and he now believed that the project was likely to be included in the present year's programme.
- (3) **Bransgore, Ship Hill:** Bob David indicated that a number of local residents had indicated that the recent erection of large pillars and railings had added to the difficulties at this junction. He asked if the matter could be referred to Tandridge DC for investigation. Tina Fry indicated that she would arrange for this matter to be investigated.

(b) Rights of Way:

- (1) **Tatsfield Bridleways Association:** The Clerk reported that the Bridleways Association had indicated that it was proceeding with its applications and was not prepared to suspend or delay them. Discussion then took place as to whether a second public meeting should be held. It was agreed that there was nothing to be gained by holding a second public meeting but it was felt that the Parish Council should endeavour to bring the residents and the Bridleways Association together for an informal discussion. It was then indicated that this proposal would meet with approval from the Bridleways Association. In the light of this indication, it was agreed that the Clerk should contact Jon Allbutt indicating what was proposed and asking if he could arrange for the residents to be represented at such a meeting by up to four representatives. A suitable date and venue would thereafter be arranged.
- (2) **Blockage to Alleged Footpath, Manor Road/Hillside Road:** Bob David indicated that a request for information about this footpath had been published in the Parish Magazine but no information had been forthcoming. In the light of this, it was agreed that nothing further could be done.

6. Reports

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

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

- (1) **Telecommunications Masts:** She pointed out that it was inevitable that such masts would be erected. Whilst appreciating the general view, she suggested that it was better to have a mast in the least intrusive position rather than have a mast in a position that was least desirable.
- (2) **Abandoned Vehicles:** Identification of owners of vehicles was being improved by the introduction of a direct link with DVLC.
- (3) **Safe Routes to School:** She was certain that the Tandridge Local Committee at its meeting later in the month would approve this project.
- (4) **Deepdene, Lusted Hall Lane:** Some progress had been made and demolition had taken place, thus dealing with the problems caused by vandalism and nuisance.
- (5) **Titsey Hill Roundabout:** The fence had been replaced and she hoped that this fence would be more secure than its predecessor.
- (6) **Low Cost Housing:** She indicated that contact had been made with the London Alliance West & North. This organisation endeavoured to provide low-cost housing for persons who wished to move away from their home locality.
- (7) **Douglas Brunton Centre, Caterham:** She wished to refute the rumour that this Day Centre was to close. This was certainly not the case and, indeed, a new computer room had recently been installed there.
- (8) **Westerham Surgery:** She was very concerned at the possible closure and had made contact with Peter Ainsworth MP who was very supportive and wished to assist wherever

possible. She indicated that the prospects for keeping the surgery open were, however, not good due to Government policy.

- (c) **Police Matters:** Ian Mitchell indicated that there had a small outbreak of burglaries of recent weeks.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that the Department of Transport had issued a second edition of "The Future Development of Air Transport in the UK: South East". This was consequent upon the High Court decision that it was wrong to exclude Gatwick Airport. Response to the revised consultation was required by 30 June 2003. The Clerk indicated that he had received a letter from A T Brookes, a resident of Charlwood asking for support in the campaign to stop further expansion of Gatwick Airport. Copies of the letter were circulated. It was agreed that it appeared unlikely that such expansion would directly affect Tatsfield. There was to be meeting of the Joint Consultative Committee on 14 April and the matter would no doubt be discussed there and this would provide more information as to the possible effect on the area.
- (e) **Transport matters:** Denis Hayes had attended the Surrey Rail Forum on 8 April 2003 and his written report was noted. A formal vote of thanks was passed to Denis Hayes for acting as the Parish Council's representative during the last four years.

7. Notified Items

- (a) **L-shaped Field:** There was nothing to report.
- (b) **Annual Parish Meeting:** The Chairman indicated that he felt the meeting had been successful and he thanked members for their support.
- (c) **Parish Appraisal & Plan 2003:** The Clerk indicated that the Appraisal made a number of recommendations to the Parish Council and these would require detailed consideration. It was agreed that this was a matter for the new Council and the Clerk was asked to ensure that the matter was placed on the agenda for the next meeting.
- (d) **Risk Assessment:** The Clerk indicated that the necessary amendments had been made to the Risk Assessment. It was, however, possible that it would require further amendment depending upon the decision reached by the Council on the question of the areas of land claimed by the Parish Council. He would deal with the matter accordingly.
- (e) **Westerham Practice Surgery:** The Clerk drew attention to the letter, copies of which had been circulated, from Dr Skinner of the Westerham Surgery indicating that the Tatsfield surgery was to be discontinued. At the Chairman's request, he had acknowledged the letter and asked that the Parish Council should be kept fully informed. He had also indicated that, as Landlord, the Council was concerned.
As Dr Skinner was present, the Chairman invited him to comment further. Dr Skinner then indicated that the reason for wishing to cease holding surgeries at Tatsfield was because he found it impossible to fulfill the criteria imposed by the Primary Care Trust and the cost involved was too great taking into account the number of patients. He indicated that approximately 15 patients per week attended the Surgery in Tatsfield, not all of whom were Tatsfield residents. There was only a very small minority of his Tatsfield patients who did not have a means of transport that enabled them to attend his surgery at Westerham. He indicated that no decision was irreversible and he was in contact with the Primary Care Trust. General discussion then took place and it was agreed that everything possible must be done to ensure that both Westerham and Biggin medical practices continued holding surgeries at Tatsfield. It was also agreed that representations should be made to the Primary Care Trust for both Surrey and Kent. It was further agreed that Peter Ainsworth MP should be kept fully informed and his help and support enlisted.

8. Village Hall

- (a) **Building Project Committee:** Nothing to report.
- (b) **Management Committee:** Bob David reported that fund raising events included a Music Hall to be held on 11 May. The Committee also wished to hold a Car Boot Sale on Westmore Green in the summer on a date to be fixed. It was agreed that there was no objection to this. He reported that a decision on the application for additional Millennium funding was expected to be forthcoming in May. He also reported that there had been further difficulties with the Hall floor. Advice had been obtained from the firm that had been responsible for correcting the previous faults. It had recommended that the floor required moisture and consequently some water had been applied but, unfortunately, too much had been applied. The firm had carried out emergency repairs but it was a matter of waiting for some weeks to allow the excess moisture to dissipate. Repairs and/or renewal of the floor could be very expensive and, in that event, the Management Committee would be seeking financial assistance from the Parish Council.

DO

(c) **Lease:** The Clerk indicated that there was nothing further to report.

9. Property & Land Maintenance

(a) **Property:** Before any discussion took place, it was agreed that this item should be discussed in private as it was possible that litigation could at some stage be involved. See Part II of these Minutes.

(b) **Tree Survey:** The Clerk indicated that Tandridge DC had completed the emergency work to the trees on Tatsfield and Westmore Greens and Chris Lehan had completed the work to Kemsley Woods and Ashen Shaw. Cornhill had been notified. It was now a matter of dealing with the intermediate and long term work and it was agreed to leave this matter to be dealt with by the new Council.

(c) **Parish Room:** Bob David indicated that it was important that a notice be displayed in the Parish Room indicating that nothing must be done to adjust the radiators without the knowledge of the Doctors Surgery. The Clerk would arrange this.

(c) **Land:**

(1) **Newlyns, Ricketts Hill Road:** Nothing to report.

(2) **Tatsfield in Bloom:** Bob David produced the two trophies that the Parish Council had purchased and he indicated that these would be stored in the Parish Room. It was agreed that a second display cabinet should be purchased to display these and other items. Ian Mitchell agreed to arrange this. Bob David also reported that there had been a very successful Village Clear-Up the preceding weekend and he drew particular attention to the efficient service by Tandridge DC in the prompt removal of the rubbish collected.

(d) **Pond:** Wendy Maddison reported that the pond had had its Spring maintenance but she had not had a report on this. She would be chasing the contractors about this. She also indicated that it was important to find somewhere to dump the material taken from the Pond as otherwise the Contractors had to pay to dump it and the cost fell on the Parish Council.

10. Meetings to attend:

(a) **East Surrey Parishes LG:** 16 April 2003 at Warlingham Village Hall, Limsfield Rd Warlingham at 7.30 p.m.

(b) **SCAPTC Seminar for New Councillors:** 6 June 2003 at 7.30 – Cost £20 per person.

(c) **SCAPTC AGM & GM:** Saturday 12 July 2003 at 2.30 p.m. at East Horsley Village Hall

(d) **Surrey CC Heritage Conference:** 5 June 2003 at Christ Church, Woking – 9.15-1.00 + Afternoon Coach Tour (optional) – cost £18 inclusive of lunch + £2.00 for tour.

11. Correspondence

(a) **Tatsfield School:** The Clerk indicated that he had received a request from the Clerk to the School Governors indicating that Dorothy Reeve's 4 year term expired on 17 May 2003 and asking for a nomination for the next four year term. Dorothy Reeve indicated that she might be re-appointed as a County nominated Governor but this had not as yet been finalised.

(b) **SE England Regional Assembly Consultation on Waste Management Strategy:** The Clerk drew attention to this Consultation and pointed out that replies were required by 23 June 2003.

(c) **DEFRA Quality Parish Councils Initiative:** The Clerk drew attention to the letter from DEFRA on this matter, copies of which had been circulated.

(d) **Westmore Green:**

(1) **Proposed Village Fete:** The Clerk had circulated copies of a letter from Louise McRandall asking for permission to organise a Village Fete on Westmore Green on the weekend of 2/3 August 2003. The proceeds would be in aid of Children in Need. She would be enlisting the help of Tatsfield School, the Parish Council and the residents of Tatsfield and she hoped to raise a sum in excess of £3,000. The Clerk indicated that it would be essential for appropriate insurance to be in place and this could either be effected by the Parish Council or Ms McRandall. It was agreed that permission for the use of the Green would be given on condition that evidence of suitable Public Liability insurance was supplied.

(2) **Little Acorns Pre-School:** It was agreed that the Pre-School could hold a sponsored Toddle on the Green on Friday 23 May 2003.

(e) **SCAPTC:** The Clerk indicated that a copy of the minutes of the last meeting held on 22 February 2003 would be placed in circulation.

(f) **Surrey CC Tandridge Local Committee:** The Clerk drew attention to a letter giving details of forthcoming meetings and indicating the budget available for the coming year.

- (g) **Tandridge DC Community Strategy:** The Clerk drew attention to the latest draft version of the Strategy that would be placed in circulation. The draft was being submitted to the main service provider organisations for ratification.
- (h) **Tandridge DC Communication Survey:** It was agreed that the Clerk would complete this.
- (i) **Tandridge DC Chief Executive:** The Clerk had circulated a letter from Philip Thomas announcing his resignation as Chief Executive with effect from 31 December 2003. It was agreed that the Clerk should write expressing the Parish Council's best wishes for the future.

12. Any Other Business

- (a) **Chairman:** The Chairman expressed his thanks for the support afforded to him by members during the last four years but particularly in the last year as chairman.
- (b) **Surrey Ambulance Responders:** Bob David asked that it should be placed on record that Philip Clark had recently been presented with a Public Service Award in recognition of his work.
- (c) **Junior Citizens Workshop:** Margaret Boadella reported that she had been greatly impressed by the work displayed at this event.

The meeting closed at 10.59 p.m.



PART II – PRIVATE AND CONFIDENTIAL

9. Property & Land Maintenance

(1) **Possessory Land:** The Clerk distributed a memorandum to all members detailing the position and advising on the action that could be taken. The application for registration had been rejected by HM Land Registry. The letter indicated the reasons for that rejection. After considerable discussion, it was agreed that :-

- (1) The claims be abandoned in respect of (a) the land bordering the west side of Kemsley Road, and (b) Beech Avenue from the junction with Kemsley Road;
- (2) That the incoming Parish Council be recommended:
 - (a) To make application for the registration of a public footpath across Hayes Pasture;
 - (b) To pursue the claims for a possessory title in respect of the remaining seven pieces of land by the erection of fencing so as to establish exclusive ownership;
 - (c) To agree the line of fencing to be erected at Barnfield Road so as to allow some off-road parking to continue.

The Chairman was authorised to discuss the matter mentioned in (c) above with Mrs Laura Hancock of 3 Sunnybank to see if agreement could be reached.

A handwritten signature in dark ink, appearing to read 'D. Doe', is written over a horizontal line.

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/28
APRIL 2003**

RESULTS:-

Approved	02/1775 02/1951	Sheriff Brae, Kemsley Road Blencathra, 67 Paynesfield Road
Refused:	00/627 03/92	Willow Tree House, Ricketts Hill Road – APPEAL DISMISSED Land at Ship Hill (opposite Ninehams Road)
Appeals	02/470 01/419 01/1245	Kemscott Farm, Lusted Hall Lane (new access road) 8a & 8b Westmore Road (exchange of written statements + site visit) DISMISSED Bransgore, Ship Hill

CURRENT APPLICATIONS:-

03/190	Hillcrest, 1 Sunnybank Retention of raised front patio Recommendation: Objection to be lodged based on height of raised front patio.
03/228	Clacket Lane MSA, North side Display of externally illuminated shop sign Recommendation: No objection.
03/229	Clacket Lane MSA, South side Display of externally illuminated shop sign Recommendation: No objection.
03/257	88 Paynesfield Road Retention of replacement garage/workshop/store. Recommendation: No objection.
03/362	Rosebank, Hillside Road Demolition of existing garage and erection of two storey side extension incorporating garage. Recommendation: No objection.
03/398	3 Kent Cottages, Pilgrims Lane, Westerham Conversion of existing garage/workshop to additional residential accommodation incorporating a covered walkway linking the proposed accommodation to the main house. Recommendation: Objection to be lodged on grounds of size, lack of separation from house and loss of small dwelling.
02/1698	Plumtrees, Hillside Road Demolition of existing side addition, retention of extension to front bay windows, erection of chimney to side, and erection of side and front porches. Recommendation: Objection to be lodged to retrospective nature of application and on grounds indicated to original application
03/445	Esher Cottage, Ricketts Hill Road Erection of single storey rear extension and conversion of existing garage into additional accommodation. Recommendation: No objection but loss of garage to be noted.

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	

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03/483	Land adjoining Ship Hill Erection of 8m high Telegraph Pole style mast with one omni antenna (overall height 8m) together with associated equipment cabinet (Notification by Operator). Recommendation: To be dealt with by next Planning Councillor
03/514	8 Whitewood Cottages, Crossways Erection of detached double garage incorporating formation of new access. Recommendation: To be dealt with by next Planning Councillor
03/515	Willow Tree House, Ricketts Hill Road Demolition of existing flat roof side extension; erection of single storey side extension incorporating garage, and erection of new roof to whole property. Recommendation: To be dealt with 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	

D.J.

TATSFIELD PARISH COUNCIL

2003/29

APPENDIX B APRIL 2003

Expenditure to be authorised:-

Payee	Description	Details	VAT	Total
J Sandiford	Clerk's Salary	37,681.00		554.70
	Telephone			10.00
	Postage & Fax	6.72		
	Photocopying	18.88		
	Stationery	36.98		
	Travel	15.00		77.58
				<u>642.28</u>
Mrs G Miles	Cleaning - March			27.00
Surrey Crimestoppers	Donation			25.00
NALC	Subscription for Direct Information Service			87.00
SCAPTC	Annual Subscription	487.13	85.25	572.38
Thames Water	Hydrant Licence Usage	145.00	25.38	170.38
Surrey Community Action	Subscription			25.00
Tatsfield/Vern Association	Grant			250.00
Brilliance Lighting	Cost of replacement of stage lighting to Village Hall			413.36
C Lehan	Tree work as per estimate	225.00	39.38	264.38
Express Printing Ltd	Costs of Printing of Parish Plan Report			2,490.00
D Hayes	Travelling expenses to attend meetings of E Surrey Transport Committee on 7 Jan & 12 Mar and of Surrey Rail Forum on 8 April + copying charges			22.32
R David	Tatsfield in Bloom - cost of pots			75.00
				5,064.10
Receipts:				
Biggin Hill Drs	Surgery rent	37,681.00	1,043.22	
HSBC	Interest on Current Account		5.40	
Customs & Excise	VAT refund for 12 months to 28/2/03		2,394.49	
				<u>3,443.11</u>
				<u>-1,620.99</u>
Balances at Bank:-				
01/04/03	Current Account No.01123688		4,874.22	
	Deposit Account No.31123823	****	27,807.56	32,681.78
	**** includes Interest for	37,681.00	38.71	

Present: Mr David Wood (in the Chair).
Mr Jon Allbutt Mrs M Boadella
Mr Alan Fry Mr Tony Erbes

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor), Mr Bob David (TD Councillor) and 16 parishioners

Apologies: Mr Ian Mitchell, Mrs W Maddison and Philip Clarke (Parish Constable).

Prior to the commencement of the meeting, all councillors signed a Declaration of Acceptance of Office and new councillors were handed by the Clerk forms for completion in respect of financial and other interests and were advised that these must be returned to the Clerk within 10 days.

1. Election of Chairman and Vice-Chairman

- (a) **Chairman:** Tony Erbes proposed that David Wood be re-elected as chairman. As there was no other nomination, the Chairman declared himself re-elected.
- (b) **Vice Chairman:** David Wood proposed that Margaret Boadella be re-elected as vice chairman. As there were no other nominations, the Chairman declared Margaret Boadella re-elected as Vice-Chairman.

2. Minutes

The minutes of the meeting held on the 14th April 2003 were approved and signed by the Chairman as a correct record.

3. Matters Arising:

- (a) **Crossways Court:** The Clerk drew attention to a letter from Tandridge DC, a copy of which had been circulated. This indicated the results of a survey carried out by Tandridge about the new warden arrangements. In the light of the results, Tandridge would be confirming the new arrangements as permanent with effect from 1st May.
- (b) **Summer Concert:** The Clerk confirmed that the booking of the Lewisham Concert Band for the Summer Concert on 22 June had been confirmed at a fee of £200.

4. Appointment of Committees & Delegation of Responsibilities

The Clerk had circulated a list showing the appointments for the last year and it was agreed that members should consider these before the next meeting and indicate their preferences to the Clerk before that meeting when the final appointments would be made. It was agreed that Margaret Boadella be nominated as the Parish Council representative on the Governors of Tatsfield School.

5. Planning Matters

- (a) **Current Applications:** 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) **Enforcement:** The Clerk confirmed that the matter raised at the last meeting concerning Bransgore, Ship Hill, was being investigated by Tandridge DC and it did appear that the railings exceeded the permitted height and the brick pillars might constitute an obstruction to the sight lines.
 - (2) **Conservation Areas & Listed Buildings:** The Clerk indicated that the previous Council had considered that there were possibly some buildings in Tatsfield that came within the scope of these provisions. It was agreed that this was a matter to be considered in due course.
 - (3) **Clacket Lane Sandpit:** The Clerk reported that he had been notified of an application for the amendment of the conditions governing the reinstatement of the sandpit. It was agreed that this would be considered by the next Planning Councillor.
 - (4) **South Street Farm:** LB Bromley had given notice of an application to erect telecommunications aerial. This would also be considered by the next Planning Councillor.
- (c) **Planning Councillor:** David Wood

6. Finance

(a) Bank Mandate Authorisation: It was resolved that:-

- (i) That the current bank account No.01123688 be continued with HSBC Bank plc (the Bank) and the Bank is authorised to (a) pay all cheques and other instructions for payment signed on behalf of the Parish Council by any two of the councillors (the signatories) listed below whether any account of the Parish Council is in debit or credit (b) deliver any item held on behalf of the Parish Council by the Bank in safe keeping against the written receipt of the Clerk for the time being of the Parish Council; and (c) accept the Clerk for the time being as fully empowered to act on behalf of the Parish Council in any other transactions with the Bank
- (ii) That any debts incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
- (iii) That the Clerk is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Parish Council, and that the Bank may rely upon such lists.
- (iv) That these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Parish Council and a copy, certified by the Clerk, is received by the Bank
- (v) That the Clerk be authorised to make inter-account transfers
- (vi) That the Business 14 day Notice Account No.31123823 be closed and the balance standing to the credit thereof and all interest to the date of closure be transferred to the credit of a Business Money Manager Account to be opened in the name of the Parish Council.
 1. Jonathan Henry Allbutt
 2. Margaret Francis Dorothy Boadella
 3. Anthony Frederick Walter Erbes
 4. Alan Grahame Fry
 5. Wendy Mary Maddison
 6. Ian Edward Macfarlane Mitchell
 7. David Victor Wood

(b) **Insurance Renewal:** The Clerk indicated that it was necessary to review the amount of cover under various headings in the Policy. He had circulated a summary of the present cover and it was agreed that this would be reviewed in conjunction with the Risk Assessment.

(c) **Payments:** as at Appendix B were approved.

7. Highways & Rights of Way

(a) Highway Matters:

- (1) **Safe Routes to School:** The Clerk reported that, at the last meeting of the Tandridge Joint Committee, Part I of this project had been included in the current year's programme and a promise had been made to ensure that the Council's contractors gave it priority.

(b) Rights of Way:

- (1) **Tatsfield Bridleways Association:** The Clerk reported that, following the last meeting, he had spoken to Jon Allbutt and indicated that the Parish Council was willing to arrange an informal meeting of not more than four representatives from the residents and the Bridleways Association. The Bridleways Association had already said it was willing to attend such a meeting. Jon Allbutt indicated that he had contacted four residents who were willing to attend such a meeting. He had also already discussed the matter with Ann Hayes and he was willing to arrange a meeting either in the Parish Room or in the more informal setting of his home. It was agreed that the Clerk would contact Ann Hayes to ascertain which venue the Bridleways Association would prefer and whether the Association wished the Parish Council to chair the meeting.
- (2) **Public Footpath 20A Parkwood Road:** The Clerk reported that he had been contacted by Mrs Karen Carr of Beech Cottage, Parkwood Road, who had expressed concern at the use of this footpath by persons who had purchased land immediately adjoining Park Wood. It appeared that they were clearing this land and using it to keep horses. This involved horseboxes and other vehicles using the access over FP20A as well as increased horse riding along it. The dispute appeared to revolve around property rights and the Clerk advised that this was a matter in which the Parish Council should not get involved. The Clerk explained that he had suggested to Mrs Carr that she should write to SCC Rights of Way Officer and, possibly, involve the TDC Planning Department if she

considered that any buildings required planning consent. She had now written to Phillipa Gates SCC Rights of Way Officer.

8. Reports

- (a) **County Councillor:** Harry Pettifor reported as follows:
- (1) **Safe Routes to School:** He confirmed that this project would proceed, as had been reported previously.
 - (2) **Tandridge Local Committee:** He indicated that he would welcome any suggestions for projects that might require financial assistance.
 - (3) **Slyfield Waste Project:** He was anxious to make clear that this was not the incinerator project that had previously been rejected.
 - (4) **Tatsfield Surgery:** He was more than willing to lend his help and support in this matter.
- (b) **District Councillor:** Bob David reported as follows:
- (1) **Parish Appraisal:** He suggested that there were a number of proposals within the Parish Appraisal that would benefit from funding from the Tandridge Local Committee.
 - (2) **Tandridge DC:** As the newly elected councillor for Tatsfield & Titsey, he was anxious to work hand in hand with the Parish Council. As yet, he did not know on which committees he would be serving. It was his intention to continue holding monthly surgeries in the Parish Room. He asked that he should be kept informed of all objections lodged by the Parish Council in respect of planning applications.
- (c) **Police Matters: Nothing to report.**
- (d) **Biggin Hill Airport:** The Clerk referred to the letter from A T Brookes that had been mentioned at the last meeting in which he sought support in the campaign to stop further expansion of Gatwick Airport. The position was still far from clear and the matter would be considered again at the next meeting.
- (e) **Transport matters:** Nothing to report.

9. Notified Items

- (a) **Parish Appraisal & Plan 2003:** The Clerk indicated that the Appraisal Report had made a number of recommendations to the Parish Council that would require detailed consideration. One of the Steering Committee's proposals was that the Parish should set up a Committee of councillors and representatives from the local community to monitor the progress being made in the implementation of these proposals. It was agreed that members needed to consider the proposals carefully and that further information and costings would be needed before any final conclusions were reached. It would also be helpful to be aware of the responses from other organisations. The matter would be adjourned to the next meeting.
- (b) **Risk Assessment:** The Clerk indicated that the previous Council had instructed him to draw up a Risk Assessment and this had been approved. It required regular inspections to be made of various items and for a report to be made to Council meetings. It was agreed that the Clerk would circulate copies to all members before the next meeting so that detailed consideration could be given to it.
- (c) **Westerham Practice Surgery:** The Clerk indicated that he had written to the SW Kent Primary Care Trust and to South East Surrey Primary Care Group seeking information as to the position and as to the procedure involved. He had also written to Peter Ainsworth asking for his help and guidance and sending him a copy of the letter to SW Kent PCT. A reply had been received from South West Kent NHS PCT and the Clerk read this to the meeting. It was agreed that until the PCT indicated that a decision had been made to allow closure, there was no further action that could be done.

10. Village Hall

- (a) **Management Committee:** Nothing to report.
- (b) **Lease:** The Clerk reported that he was continuing to press Mr Taylor for a report on the present position.

11. Property & Land Maintenance

- (a) **Property:** It was unanimously agreed that the following two items should be discussed in private as litigation could be involved and the public was asked to leave during discussion of these items.
- (1) **Barnfield/Maesmaur Road Dumping:** For the benefit of new members, the Clerk gave a resume of the position to date. After discussion, it was agreed that a further site inspection would be carried out by the Chairman and Jon Allbutt.



- (2) **Possessory Land:** The Clerk summarised the position for the benefit of new members and it was unanimously agreed that consideration of the matter would be adjourned so that further consideration could be given to the matter.
- (b) **Tree Survey:** The Clerk indicated that it was necessary to put in hand work to deal with the tree work required in both the medium and long term. It was agreed that the Clerk would provide a copy of the report for Jon Allbutt and that further consideration would be delayed until the next meeting.
- (c) **Land:**
- (1) **Tatsfield Green:** The Clerk indicated that he had made contact with Mr Munday and he also heard from Cornhill with an explanation of the way that the claim had been handled by it. Cornhill had also indicated that there would be no objection to the Parish Council agreeing a boundary with Mr Munday provided that this did not involve confirmation of the where the boundary currently lies.
- (2) **Tatsfield in Bloom:** Jon Allbutt reported that all hanging baskets had been planted up ready to be put out when the weather permitted. The beds would shortly be stripped and the two beds in front of the Village would be replanted with perennials as they were likely to grow better in the shady conditions.
- (d) **Pond:** Jon Allbutt undertook to discuss the current maintenance arrangements with Wendy Maddison.

12. Meetings to attend:

- (a) **SCAPTC Seminar for New Councillors:** 6 June 2003 at 7.30 at East Horsley Village Hall – Cost £20 per person – details to follow.
- (b) **SCAPTC AGM & GM:** Saturday 12 July 2003 at 2.30 p.m. at East Horsley Village Hall – Margaret Boadella
- (c) **Surrey CC Heritage Conference:** 5 June 2003 at Christ Church, Woking – 9.15-1.00 + Afternoon Coach Tour (optional) – cost £18 inclusive of lunch + £2.00 for tour.
- (d) **Woldingham PC APM:** 22 May 2003 at 7.30-8.00 p.m. at Woldingham Village Hall – Margaret Boadella to attend.
- (e) **Chelsham & Farleigh PC APM:** 22 May at Farleigh Hall, Farleigh Court Road, Warmingham at 8.00 p.m. – Chairman to attend.
- (f) **Surrey Hills Launch of Woldingham Countryside Walk:** Friday 6th June at 12 noon at Knights Garden Centre, Woldingham (light lunch followed by walk).

13. Correspondence

- (a) **Combined Parish Transport Grant:** The Clerk drew attention to a letter from the East Surrey Rural Transport Partnership that the application for a grant from the Countryside Agency for £30,000 had been successful. Each parish contributing £333 over two years was originally to receive taxi vouchers equivalent to that amount but it had now been decided that they would receive two books of vouchers containing 77 vouchers valued at £2 each for each year. (154 x 2 = £308 each year making £616 in total). The letter asked whether the Parish Council wished to distribute the vouchers itself and apply its own criteria or whether it wished to allow the Transport Partnership to do this. The Clerk had made enquiries and had obtained a copy of the Application Form. It seemed that there were, in fact, no firm criteria and he felt that if the vouchers were to be distributed in the village, there needed to be some definite criteria laid down. After discussion, it was agreed that the vouchers should be distributed by Partnership.
- (b) **Affordable Housing for Tatsfield:** The Clerk indicated that, following the Annual Parish Meeting, Andrew Smith of the Rural Housing Trust had sent him a copy of the standard survey form for the Housing Needs Survey. The notes accompanying the questionnaire could be adapted but the Housing Trust wanted the questionnaire to stay the same as this was the form they always used and it contained all the information that was required. A copy had to be distributed to each household in the parish and it could be done through the Parish Magazine. If distribution was to take place in June, the necessary copies had to be with the Magazine Editor by 27th May. The Clerk was asked to arrange accordingly.
- (c) **South East Regional Planning Guidance:** The Clerk drew attention to the proposed alterations to the Tourism policies and to Energy Efficiency and Renewable policies in Regional Planning Guidance for the South East. Comments were required by 29th July 2003. It was agreed that the documents should be circulated so that all members had an opportunity to consider them.



14. Any Other Business

- (a) **Tatsfield Horticultural Society Plant Sale:** Following a complaint from one of the shopkeepers, Jon Allbutt undertook to discuss the matter with the Society to see if the stall could, in future, be located away from the shop in question.
- (b) **Maddisons:** Alan Fry indicated his regret at the closing of Maddisons, leaving only three shops open in the village. He wished Doug Maddison well for the future. It was unanimously agreed that the Chairman should write to Doug Maddison thanking him for 35 years service to the village.
- (c) **Tatsfield Directory:** It was agreed that this should be updated and reprinted as soon as possible. Members were asked to notify Ian Mitchell of any corrections required.
- (d) **Planning procedure:** It was agreed that consideration should be given to the possibility of having a separate Planning Committee to consider the monthly applications.
- (e) **Photocopying:** The Clerk drew attention to the increased charge for photocopies in the village.

The meeting closed at 10.18 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/35
MAY 2003**

RESULTS:-

Approved	02/1775 02/1924 03/145 03/34 03/43 93/789	Sheriff Brae, Kemsley Road Deepdene, Lusted Hall Road Clacket Lane MSA (South), M25 84 Paynesfield Road Westwood Water Treatment Works, Clacket Lane Land adj Greenway Cottage, Greenway
Refused:		
Appeals	02/470	Kemscott Farm, Lusted Hall Lane (new access road)

CURRENT APPLICATIONS:-

03/483	Land adjoining Ship Hill Erection of 8m high Telegraph Pole style mast with one omni antenna (overall height 8m) together with associated equipment cabinet (Notification by Operator). Recommendation: Objection lodged in terms similar to previous objections.
03/514	8 Whitewood Cottages, Crossways Erection of detached double garage incorporating formation of new access. Recommendation: No objection but request for condition preventing conversion to habitable accommodation.
03/515	Willow Tree House, Ricketts Hill Road Demolition of existing flat roof side extension; erection of single storey side extension incorporating garage, and erection of new roof to whole property. Recommendation: No objection.
03/434	The Chalet, Ninehams Road Demolition of existing dwelling and erection of replacement 3 bedroomed single storey dwelling. Recommendation: Objection to be lodged based on disproportionate size and detracting from character of site.
03/591	Kylemore, 56 Paynesfield Road Demolition of existing garage and erection of single storey side extension with attached open fronted 2 bay garage. Recommendation: To be considered by next Planning Council
03/659	Land adjacent to 35 Westmore Road Erection of 8m high Telegraph Pole Style Mast supporting one omni antenna (overall height 8m) together with associated equipment cabinet (Notification by Orange) Recommendation: To be considered by next Planning Council

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

2003/36

APPENDIX B MAY 2003

Expenditure to be authorised:-

Payee	Description		Details	VAT	Total
J Sandiford	Clerk's Salary	April			650.33
	Telephone				10.00
	Postage & Fax		5.03		
	Photocopying		16.17		
	Stationery		4.46		
	Travel		15.00		40.66
					<u>700.99</u>
Mrs G Miles	Cleaning - March				28.00
SCAPTC	Purchase of Accounts Handbook				9.95
Kent Domestic	Boiler Maintenance		40.00	7.00	47.00
J Allbutt	Cost of Hose Trolley for TIB		72.50		72.50
IM Wines	Supply of wine for Parish Meeting		45.30	7.93	53.23
Allianz Cornhill Insurance plc	Renewal premium				1,448.96

2,360.63

Receipts:

Biggin Hill Drs	Surgery rent	April		1,043.22
HSBC	Interest on Current Account			13.41
Bridge Club	Parish Room Hire			78.00
Tandridge DC	Precept - one half			9,250.00

10,384.63

8,024.00

Balances at Bank:-

01/05/03	Current Account No.01123688		13,264.84	
	Deposit Account No.31123823	****	27,848.65	41,113.49
	Transfer made of £10,000.00			
	**** includes Interest for	April	41.09	

AS

Present:

Mr David Wood (in the Chair)	
Mr Jon Allbutt	Mrs M Boadella
Mr Alan Fry	Mr Tony Erbes
Mrs W Maddison	<i>Jan Mitchell</i>

In attendance: Mr John Sandiford (Clerk), Mr Harry Pettifor (SC Councillor), Mr Bob David (TD Councillor) and 4 parishioners

Apologies: None.

1. Minutes

The minutes of the meeting held on the 13th May 2003 were approved and signed by the Chairman as a correct record.

2. Matters Arising:

- (a) **Tandridge Taxi Voucher Scheme:** The Clerk confirmed that he had indicated that the Parish Council allocation should be administered centrally but he had been informed that if councillors became aware of a particular case that, in their opinion, merited assistance, they could approach the Administrator, Mary Foster, and give her details.
- (b) **Affordable Housing:** The Clerk confirmed that 700 copies of the Questionnaire and Notes had been produced so that they could be distributed with the Parish Magazine.

3. Appointment of Committees & Delegation of Responsibilities

The Clerk circulated a list showing those preferences indicated by members to date. Those members who had not previously indicated their preferences then indicated theirs and it was agreed that the Clerk would circulate a list showing all the preferences.

4. Planning Matters

- (a) **Current Applications:** David Wood reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
- (1) **Conservation Areas & Listed Buildings:** It was agreed that consideration should be given to this matter by Councillors Erbes, Maddison, Mitchell and Wood. A list would be drawn for consideration by the full Council in due course.
- (c) **Planning Councillor:** Jon Allbutt

5. Finance

- (a) **Bank Mandate Authorisation:** The Clerk confirmed that the new arrangements were in hand and that the new councillors were now authorised signatories.
- (b) **Insurance Renewal:** The Clerk indicated that it was necessary to review the amount of cover under various headings in the Policy and he suggested that the Finance Committee should be authorised to carry out a review and authorise the necessary adjustments to the cover. This was agreed.
- (c) **Grants:** The Clerk indicated that an approach had been made by the Tatsfield Working Men's Club for financial assistance in resurfacing the roadway leading to the Club premises. The shop owners fronting the roadway were being asked to contribute £1,000 each and the Parish Council was being asked to contribute a similar amount. The Club was intending to contribute £2,000. The Clerk expressed the view that the Parish Council did not have power to make such a contribution for the improvement of private property unless it was satisfied that it would improve the environment of the village centre. He also pointed out that no provision had been made for such a grant in the budget. After discussion, it was agreed that the Clerk should seek further information from the Club before the matter was considered.
- (d) **Payments:** as at Appendix B were approved. David Wood confirmed that, prior to the meeting, he had checked that all the payments listed in Appendix B were supported by appropriate invoices and/or documentary evidence.



6. Highways & Rights of Way

(a) **Highway Matters:** Nothing to report.

(b) **Rights of Way:**

- (1) **Tatsfield Bridleways Association:** Jon Allbutt indicated that there was nothing to report.
- (2) **Crossways FP570:** Jon Allbutt indicated that he had attended a meeting at Crossways on 3 June when David Mitchell (ROW Officer SCC) and Harry Pettifor had been present. The meeting had been called following letters sent to residents by SCC about encroachment on to the Public Footpath. The letter had been rather draconian in its terms and had angered residents. It now seemed likely that Surrey would soften its approach as it was clear that there could be considerable repercussions if Surrey pursued matters to a logical conclusion. It was probable that there would be a further meeting.

7. Reports

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

- (1) **Crossways:** Surrey CC was bound to investigate matters when a complaint was made but he acknowledged that there could be considerable repercussions.
- (2) **White Lane:** He was to chair a Task Group to look into the traffic problem. The group was required to report within 6 months. The Parish Council would be invited to appoint a representative on this Group.
- (3) **Tatsfield School:** Consideration was still being given to the best way to spend £750,000 allocated for an extension. He still believed that it would be far better to rebuild the school but this would be far too expensive.

(b) **District Councillor:** Bob David reported as follows:

- (1) **Committees:** He had been allocated to the Housing Committee and had already attended his first meeting. Due to the reduction in size of the Planning & Development Committee, Tatsfield and 6 other villages would no longer be represented on this Committee. He had made strong representations against this but his voice had not been heard.
- (2) **Outside Bodies:** He was disappointed that he had not been appointed to the Biggin Hill Joint Consultation Committee but he had been appointed to serve on the East Surrey Victim Support Committee.
- (3) **The Old Ship Car Park:** He was making representations to Tandridge about the alleged damage being caused by heavy vehicles that serviced the Recycling Centre.
- (4) **Planning:** He intended to speak against the application for the telecommunications mast in Westmore Road.

(c) **Police Matters:**

- (1) **Neighbourhood Watch:** The Clerk reported that Surrey Police had appointed a new Neighbourhood Watch Co-ordinator.
- (2) **Community Policing:** Ian Mitchell indicated that the Community Constable for Tatsfield now had the use of a vehicle and this might mean more frequent visits to the village. He also drew attention to recent arrests in connection with spate of burglaries that occurred in the village in March/April.
- (3) **Crime Prevention Panel:** Margaret Boadella reported that she had attended the recent AGM and indicated it was possible for arrangements to be made for Surrey Police to attend a local event to encourage property marking to deter theft.

(d) **Biggin Hill Airport:** Ian Mitchell indicated that he had attended the Joint Consultative Committee on 14 April. Traffic levels appeared to have bottomed out but commercial traffic was still suffering. Complaints had halved compared to the same period last year. He hoped to attend a Public Meeting on 16 June at 7.30 p.m. at the Harlequin Theatre, Redhill about the Government's options for additional runways at Gatwick Airport.

(e) **Transport matters:**

- (1) **Surrey Rail Forum:** The Clerk drew attention to the minutes of the meeting held on 8 April that had been placed in circulation.

8. Notified Items

(a) **Future Aims & Objectives:** The Clerk was asked to inform members before the next meeting of Aims agreed upon by the last Council at the outset of the previous year. Members were also asked to give consideration to matters to be included for the current year.

(b) **Parish Appraisal & Plan 2003:** The Clerk indicated that he had received the balance of the grant amounting to £1219.17. Allowing for the payment of £2490 made in April, this sum more than covered the expenditure by approx £500. Gerald South indicated that, because the Steering Committee had decided not to create a website, the grant had been reduced by £1,000 but he believed that this amount could still be available if a website was created. The contribution of 5% required from the Parish Council had been off-set by the notional rental



charged for the use of the Parish Room. Work was still in hand to produce information contained within the data obtained. Jon Allbutt reported on his attendance at the Appraisal Steering Committee on 15 May and proposed that the Parish Council commend the work of the Committee and formally receive the report entitled "Tatsfield 2003 - Appraisal and Plan". This was agreed unanimously. After discussion, it was agreed that the Council needed to consider the recommendations of the Plan and formulate an Action Plan for the implementation of those recommendations accepted by the Council. It was further agreed that Jon Allbutt and Alan Fry should represent the Council on the Steering Committee and that the Steering Committee should be asked to supply any information in its possession relating to the cost of suggested projects, sources of funding for such projects and responses received from outside bodies to the Plan.

- (c) **Risk Assessment:** The Clerk circulated a list of matters to be dealt with in relation to the Risk Assessment agreed by the previous Council. It was agreed that members would consider this list so that the appropriate decisions could be made at the next meeting.
- (d) **Westerham Practice Surgery:** The Clerk indicated that he had heard nothing further.
- (e) **Traffic Census:** Tony Erbes indicated that he was concerned at the apparent increase in heavy vehicles using Ricketts Hill Road and he suggested that a traffic survey should be conducted to provide factual evidence of the traffic levels in the village. This was agreed and Tony Erbes undertook to organise it.

8. Village Hall

- (a) **Management Committee:** Wendy Maddison reported that the Hall floor was again causing problems but the matter was in hand. The date for the Car Boot Fair would be 28 June. It had been decided that future fund-raising events would be specifically targeted. There was as yet no decision on the additional grant from the Millennium Commission. The exterior painting of the Hall was in hand.
- (b) **Lease:** The Clerk indicated there was nothing to report but he would be chasing the matter up.

9. Property & Land Maintenance

- (a) **Property:**
 - (1) **Westmore Green:** It was noted that the notice board had been vandalised. The Clerk indicated that the board was insured and a claim could be made. An estimate was required and the Chairman agreed to arrange for this.
 - (2) **Barnfield/Maesmaur Road Dumping:** Nothing further to report.
 - (3) **Possessory Land:** Nothing to report.
- (b) **Tree Survey:** The Clerk indicated that it was necessary to put in hand work to deal with the tree work required in both the medium and long term. Jon Allbutt indicated that he was looking into the matter and would report back as soon as possible.
- (c) **Land:**
 - (1) **Tatsfield Green:** Ian Mitchell indicated that he had not as yet been able to make contact with Mr Munday.
 - (2) **Tatsfield in Bloom:** Jon Allbutt reported that all the hanging baskets had been put up but he was sorry to report that a small number had been vandalized. Most of these had been retrieved and repaired. All other preparations were continuing.
- (c) **Pond:** Wendy Maddison indicated that she had received an account from Aquajoy for the maintenance visits in April and May. This account was for £350 in accordance with the arrangement reached with Aquajoy but she did not consider that the work was completely satisfactory. She therefore intended to take the matter up and asked that payment of the account be deferred.

10. Meetings to attend:

- (a) **SCAPTC AGM & GM:** Saturday 12 July 2003 at 2.30 p.m. at East Horsley Village Hall - Margarot Boadolla to attend.
- (b) **Oxted CAB AGM:** Thursday 19 June at 8 p.m. - No one able to attend.
- (c) **Surrey Community Action AGM:** Tuesday 15 July at 10.30 a.m. at East Horsley Village Hall.
- (d) **Local Agenda 21:** 18 June to be attended by Ian Mitchell.

11. Correspondence

- (a) **Westmore Green:** The Clerk indicated that St. Mary's Church had requested permission to use Westmore Green for a Pets Service on 13 July at 2.00 p.m. This was agreed.
- (b) **Parish Room:** The Clerk indicated that he had given permission for the use of the Parish Room on 28 May and subsequently for one evening each month for the Ambulance Responders meeting.



- (c) **Tandridge DC Review & Assessment of Air Quality:** The Clerk drew attention to the second stage review that had been placed in circulation. This review concluded that a third stage review was not required.
- (d) **Tandridge Cultural Survey:** The Clerk drew attention to the draft copy of the Local Cultural Strategy that he had placed in circulation.
- (e) **Surrey CC Tandridge Local Committee:** The Clerk drew attention to the fact that this committee had met on 6th June. No matters directly related to Tatsfield had been on the agenda.
- (f) **ENCAMS Clean up Competition:** The Clerk drew attention to this campaign to eradicate "grotspots". Details were passed to Jon Allbutt.
- (g) **Surrey Hills AONB Management Plan Consultation:** The clerk drew attention to this Consultation, comments on which were required by 15th August 2003. It was agreed that it should be placed in circulation.
- (h) **Rural Youth Grant Fund:** The Clerk drew attention to this matter and it was passed to Margaret Boadella for consideration.

12. Any Other Business

- (a) **Tatsfield Directory 2003:** Ian Mitchell indicated that he had circulated a draft to all members and asked that he should be advised of all corrections and amendments as soon as possible.
- (b) **Woldingham Parish Council:** Margaret Boadella indicated that she attended the Annual Parish Meeting.
- (c) **Tatsfield School:** Margaret Boadella indicated she had attended her first Governors Meeting. Jon Allbutt indicated that he had given two demonstrations of container gardening to the children.
- (d) **Street Nurseries:** Attention was drawn to the signs that had been placed on Tatsfield Green and the Clerk was asked to write pointing out that consent should be obtained.
- (e) **Picnic On the Green:** Tony Erbes asked for assistance in transporting chairs to Westmore Green for the Band Concert and Picnic on 22 June.
- (f) **Tatsfield Playing Fields Association:** Alan Fry drew attention to the need to support the Association because the whole committee had threatened to resign. It now seemed that at the forthcoming AGM on 1 July this would not happen and that the Committee would continue. He felt that the support of the Parish Council was very badly needed because Furze Corner provided a venue that was well used by local youngsters. Several members volunteered support.

The meeting closed at 10.23 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/40
JUNE 2003**

RESULTS:-

Approved	03/147 03/257 02/1632 02/1745 03/659	Clacket Lane MSA (North) 88 Paynesfield Road Mayfield, Ricketts Hill Road Mayfield, Ricketts Hill Road (certificate of lawfulness) Land adjacent to 35 Westmore Road (No objection - recommended)
Refused:	03/190 03483	Hillcrest, 1 Sunnybank (retention of raised patio) Land at Ship Hill (Telecommunications mast)
Appeals	02/470	Kemscott Farm, Lusted Hall Lane (new access road) ~

CURRENT APPLICATIONS:-

03/591	Kylemore, 56 Paynesfield Road Demolition of existing garage and erection of single storey side extension with attached open fronted 2 bay garage. Recommendation: No objection.
03/659	Land adjacent to 35 Westmore Road Erection of 8m high Telegraph Pole Style Mast supporting one omni antenna (overall height 8m) together with associated equipment cabinet (Notification by Orange) Recommendation: Objection lodged based on the intrusion in local scene, lack of natural screening and prejudice to residential amenity. Clacket Lane Sandpit, Westerham Application to amend conditions for reinstatement Recommendation: Concerns over increased traffic and noise of operations noted by County Councillor who would raise matter in committee. South Street Farm Application for erection of omni antenna together with associated equipment cabinet (LBBromley) Recommendation: No objection.
03/691	The Laurels, Hillside Road Demolition of existing side extension and garage and erection of single storey side/front extension. Recommendation: No objection.
03/717 03/755	Manor House, Ricketts Hill Road Erection of rear conservatory (to include listed building consent). Recommendation: No objection.
03730	Treeview, Ninehams Road Erection of first floor extension over garage to provide granny annex with single storey rear extension. 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	

JS

TATSFIELD PARISH COUNCIL

APPENDIX B June 2003

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>	<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary			650.33
	Telephone			10.00
	Postages	3.04		
	Photocopying	14.60		
	Stationery	0.00		
	Travel	15.00		32.64
				<u>692.97</u>
Mrs G Miles	Cleaning			28.00
Thames Water	Balance of Hydrant Charge			3.52
Post Office Ltd	Telephone account	47.26	8.27	56.53
Ordance Survey	Royalty Fee for Parish Plan	47.50	8.31	55.81
J Allbutt	Shrubs etc for TIB			116.85
Robert Acton	Litter Picking Equipment	208.00	36.40	244.40
Product Developments				
Express Printing	Printing of TIB Leaflet			47.00
J Sandiford	Copying of Housing Questionnaire			98.00

Total Payments to be authorised 1,343.08

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	May	1,043.22
HSBC	Interest on Current Account		3.78
Countryside Agency	Balance of Parish Plan Grant		1,219.17

Total Receipts 2,266.18

Balance 923.10

Balances at Bank
01/06/2003

Current Account No.01123588	1,540.40
Deposit Account No.31123823	34,888.13

***** includes interest for May 46.98

Present: Mr David Wood (in the Chair).
Mr John Allbutt Mrs M Boadella
Mr Alan Fry Mr Tony Erbes
Mr Ian Mitchell

In attendance: Mr John Sandiford (Clerk), Mr Bob David (TD Councillor) and 3 parishioners

Apologies: Mr Harry Pettifor (SC Councillor) and Mrs W Maddison

1. Minutes

The minutes of the meeting held on the 9th June 2003 were approved and signed by the Chairman as a correct record subject to the inclusion of Ian Mitchell as among those present.

2. Matters Arising:

(a) **Affordable Housing:** The Clerk reported that the survey form had been distributed with the July edition of the Parish Magazine. Replies were due back by 1 August. The Chairman commented that there appeared to be considerable interest in the village.

3. Appointment of Committees & Delegation of Responsibilities

The Chairman indicated that, at his request, the Clerk had circulated a list showing the appointments and areas of responsibility that he had agreed following the preferences indicated by members at the last meeting. This list was agreed.

4. Planning Matters

(a) **Current Applications:** Jon Allbutt reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.

(b) Sundry Planning Matters

(1) **Conservation Areas & Listed Buildings:** Ian Mitchell indicated that he was compiling a list of buildings that could possibly be submitted to Tandridge and he was taking photographs of each building to facilitate that consideration.

(2) **SCC Structure Plan Public Examination:** The Clerk indicated that the examination in public would take place between 18 November and 5 December. The Parish Council would be notified if it is to be invited to be a participant. Representations can, in any event, be made about the proposed changes and about the matters for discussion. Ian Mitchell agreed to look at the papers and take appropriate action.....

(3) **Procedure for Consideration of Applications:** Alan Fry indicated that he felt that the present procedure was not working and needed some reconsideration. After discussion, it was agreed that members needed to ensure that they undertook the appropriate enquiries and that plans were available for inspection prior to the meeting.

(c) **Planning Councillor:** Margaret Boadella

5. Finance

(a) **Annual Accounts 2002-03:** The Clerk indicated that he had hoped to circulate a copy of the Annual Accounts as agreed by the Internal Auditor. Unfortunately the Internal Auditor had not completed his inspection of the accounts due to pressure of work. It was hoped that he would do so in the next week and a copy of the accounts would then be circulated. It meant that a special meeting would have to be called to approve the accounts and it was agreed that the Chairman should arrange this once the accounts were available.

(b) **Annual Audit:** The Clerk indicated that the audit for the year ending 31 March 2003 would take place on 26 August 2003.


(c) **Parish Council Election:** The clerk indicated that he had been informed that the total charge for the 2003 election would be £1384.30. This was included in the cheques listed in Appendix B.

- (d) **Insurance Renewal:** The Clerk indicated that the question of an increase in cover of some items still needed consideration and it was agreed that a Finance Committee meeting would be arranged to consider the matter following the special meeting to approve the accounts.
- (e) **Grants:**
- (1) **Tatsfield Working Men's Club:** The Clerk indicated that he had written to the Tatsfield Working Men's Club following the last meeting requesting further information and indicating that no decision could be reached until such information was forthcoming. No information has as yet been forthcoming.
 - (2) **East Surrey Community Mediation:** The Clerk reported that he had received a letter explaining the services offered by this organisation and asking for financial support. He was asked to seek further information.
 - (3) **Oxted CAB:** The Clerk had received a request for the customary financial grant and he had therefore included a grant of £150 as contained in the Budget.
- (f) **Payments:** as at Appendix B were approved.

6. Highways & Rights of Way

- (a) **Highway Matters:**
- (1) **White Lane:** As Alan Fry had been unable to attend, Margaret Boadella had attended a meeting of the SCC Joint Tandridge Steering Group considering proposals for White Lane. She reported that it was intended to arrange a traffic census to establish the present traffic flow. It was felt that further time should be allowed to appreciate the effect of the new roundabout at Titsey Hill as it seemed that there had only been one accident since it opened.
 - (2) **Miscellaneous :** Tony Erbes expressed concern at the out-growing roadside vegetation that was impeding sight lines and causing danger to pedestrians. It was agreed that the matter should be drawn to the attention of Surrey Highways and, in appropriate cases, to the attention of the land owners.
- (b) **Rights of Way:**
- (1) **Tatsfield Bridleways Association:** Jon Allbutt indicated that no meeting had yet taken place.
 - (2) **General Rights of Way Matters:**
 - (i) **Surrey CC Rights of Way Report 2002/03:** The Clerk drew attention to this report that had been placed in circulation.
 - (ii) **Pilgrims Farm Pilgrims Lane, Titsey:** The Clerk indicated that a Notice had been served by Surrey CC on the owner of this farm requiring clearance of crops growing over FP30 and 31.

7. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, the Clerk reported on his behalf that:-
- (1) **Clacket Lane Sandpit:** The application for variation of the conditions had been refused.
 - (2) **White Lane:** He had chaired the first meeting of the Task Group that had been held on 9 July when Margaret Boadella and District Councillor Bob David had been present.
 - (3) **Transportation Select Committee:** He had suggested to the Committee that, in future, cycles routes should not be approved unless funding was available for the complete project because experience showed that incomplete routes were not used. He understood that this suggestion would be included in the recommendation to the Executive.
- (b) **District Councillor:** Bob David reported as follows:
- (1) **Westmore Road:** He regretted that, despite very strong objections from residents, from himself and from the Parish Council, this application had been approved.
 - (2) **Green Box Scheme:** He reported that the recycling of glass, textiles and tin cans would be included in the scheme as from 6 October.
 - (3) **Genetic Manipulation:** There had been a public meeting recently on this matter that had been well attended.
 - (4) **Overgrowing Hedges:** Local residents had expressed concern and he instanced several locations that were particularly bad.
- (c) **Police Matters:** Philip Clarke reported that there had been some petty vandalism of TIB signs and hanging baskets. This was very regrettable and he had asked the local Beat officer to make his presence known at suitable times. He also confirmed that arrangements had been made to restrict parking for the Children in Need Charity Day. Ian Mitchell reported that two men involved in local burglaries had recently been sentenced to imprisonment.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that there was a meeting of the Joint Consultative Committee in the coming week.
- 

- (e) **Transport matters:** Alan Fry drew attention to a notification from Surrey CC indicating that certain evening services would be withdrawn as from 29 September 2003 due to the need to make financial savings. The most local service affected would be the Metrobus service 410 Redhill to Oxted.
- (f) **SCAPTC AGM & General Meeting:** Margaret Boadella indicated that she had been unable to attend this meeting on Saturday 12 July 2003 because of horrendous traffic jams.
- (g) **Tatsfield School:** Margaret Boadella indicated that she had attended her first Governors meeting that had been mostly concerned with the proposed extension. It was agreed that she would ask if a copy of the minutes of Governors meetings could be made available to the Parish Council and placed in circulation for all members to see.
- (h) **Tandridge LA21:** Ian Mitchell indicated that it had been hoped to provide an additional green box for the expanded recycling collection but finance had not allowed this. Residents would therefore be asked to place the glass, textiles, etc in a separate bag that would then be sorted by the collectors at the roadside. There would be an advertising campaign preceding the launch and this would be headed by Tandridge Ted.

8. Notified Items

- (a) **Children in Need Fun Day - 2 August:** The Clerk drew attention to the details of the organisation submitted by Louise McRandall, copies of which had been circulated to all members. The Chairman indicated that a copy of the insurance policy had just been provided and the Clerk was asked to consider whether this was adequate. The Chairman also agreed to speak to the owners of local licensed premises to ensure that only plastic glasses were used for consumption of alcohol outside their premises.
- (b) **Future Aims & Objectives and Parish Plan:** The Clerk reported that the last Council had not set out any objectives other than the completion of the Village Hall extension and improvements. After discussion, it was agreed that detailed aims and objectives could not be formulated until detailed consideration of the Parish Plan recommendations had been fully considered. This consideration was on-going by the Steering Committee and a report would be submitted to the Parish Council in due course. Reports of the latest meeting of the Steering Group were circulated to members.
- (c) **Risk Assessment:** Following the last meeting, the need to consider the frequency of various inspections and the members responsible for those inspections was agreed and the Chairman indicated that he would go through the Risk Assessment and make suggestions for approval.
- (d) **Westerham Practice Surgery:** The Clerk indicated that he supplied a copy of the Lease to Dr Skinner but had heard nothing further.
- (e) **Traffic Census:** Tony Erbes indicated that the records of the last traffic census would be placed in circulation for members to see. He hoped to arrange for the current census to be in September/October and the observation points would be the same as on the previous occasion so that the results were directly comparable. Jon Allbutt suggested that it might be sensible to arrange high visibility jackets for the observers to wear.

9. Village Hall

- (a) **Management Committee:** Margaret Boadella reported that the Millennium Commission had approved a grant of £33,300 for additional work to the Hall. There was a suggestion that the first floor storage rooms could be used for meetings etc but this could involve a change of use. Ian Mitchell volunteered to canvass the matter with Tandridge Planning Department. The Management Committee had still to decide what to do about the Hall floor and quotations were being obtained for the exterior repainting. The Committee would like the Parish Council to arrange for the boundary hedge with the Police House to be cut. The Chairman volunteered to look into this.
- (b) **Lease:** The Clerk reported that he had received a letter from Mr Taylor dated 16 June indicating that he would "remind the Charity Commission of the position" and respond to him shortly. The Clerk had then telephoned Mr Taylor's office on two occasions subsequently, only to be told on the 9th July that Mr Taylor was on holiday until the 18th July but that it did not appear that there had been any response from the Charity Commission.

10. Property & Land Maintenance

- (a) **Property:**
 - (1) **Barnfield/Maesmaur Road Land:** The Chairman indicated that he and Jon Allbutt had looked at this site and they considered that a fence could be erected to define the area within which cars could be parked at a cost of approx £70.
 - (2) **Possessory Land:** The Clerk suggested that the Parish Council needed to make a decision about these parcels of land and he was asked to supply all members with details



of the various parcels of land. It was agreed that an informal group under the Chairman would then discuss the matter further.

- (b) **Tree Survey:** Jon Allbutt asked for the position to be clarified and then indicated that he would contact Down to Earth to clarify details of the short term work. Tony Erbes indicated that he thought that there was some vegetation being dumped on Parish Council land in Ricketts Hill Road. This would be investigated.
- (c) **Tatsfield in Bloom:** Jon Allbutt reported that judging had taken place on 7 July and he felt that the village had put on a very good show. The outcome would not be known until September. The judging of Tatsfield in Bloom would take place in the coming week. Unfortunately, there had been some petty vandalism again this year at the outset of the preparations but the damage had been repaired without too much difficulty. It was however disturbing to think that there were individuals who would cause such damage. He expressed thanks to all the volunteers involved in the work and this was heartily endorsed by all members.
- (d) **Newlyn, Ricketts Hill Road:** Ian Mitchell indicated that he had arranged to meet Ken Munday to agree the front boundary.
- (e) **Pond:** Nothing to report except that Wendy Maddison had indicated her satisfaction with the work carried out by Aquajoy.
- (f) **L-shaped Field:** The Chairman indicated that the leveling had not been completed due to the illness of Chris Lehan. Alan Fry said he thought it was important that the work should be completed so that it could be used by the local youth during the School Summer holidays. The Chairman agreed to see what could be done to expedite the matter. The Clerk was asked to look into the insurance position.

11. Meetings to attend:

- (a) **SCAPTC AGM & GM: Surrey Community Action AGM:** Tuesday 15 July at 10.30 a.m. at East Horsley Village Hall.
- (b) **Surrey Minerals Replacement Plan 2004-2016:** The Clerk drew attention to the Public Meeting on 14 July.
- (c) **SCC Tandridge Local Committee:** 18 July 2003 at Council Offices, Oxted at 10.15 a.m.
- (d) **SCAPTC New Councillors Seminar:** 23 September 2003 at West Horsley Village Hall from 7.00 – 9.00 p.m. at a cost of £23.50 per member.
- (e) **Surrey CVYS Afternoon Workshop "Connexions – One Year On":** 10 September 2003 at Carlton Hotel, London Road, Guildford 1.30-5.30 p.m.

12. Correspondence

- (a) **Draft Surrey Compact:** The Clerk drew attention to the draft Compact, copies of which had been circulated to all members together with a feedback form. It was agreed that the matter would be discussed at the September meeting so that a response by the Parish Council could be submitted by 3 October 2003, the closing date for responses.
- (b) **Football Facilities Strategy for Surrey:** The Clerk drew attention to this survey seeking information about football projects that require capital investment. Details had been passed to Margaret Boadella and Jon Allbutt. Alan Fry indicated that he asked the Clerk to respond and a copy of the response had been placed in circulation.
- (c) **Quality Parish & Town Council Scheme:** The Clerk drew attention to booklet circulated by DEFRA, copies of which had been circulated.
- (d) **Tandridge DC Community Strategy 2003:** The Clerk drew attention to this document, a summary of which had been circulated to all members.
- (e) **Planning & Compulsory Purchase Bill 2002:** The Clerk drew attention to the letter from the Leader of Surrey CC on this matter.
- (f) **SCAPTC:** The Clerk drew attention to an appeal clerks and councillors not to provide assistance to non-members but instead to suggest that they became members.
- (g) **ODPM Consultation on Indemnities for Relevant Authority Members & Officers:** The Clerk drew attention to this Consultation that concerned the provision of indemnities for members and/or officers. Comments were required by 6 October 2003. It was agreed that it would be placed in circulation.
- (h) **Standard Boards for England:** The Clerk drew attention to the revised edition of the guidance booklet that he had circulated to all members. He also drew attention to a video and workbook produced by the Board that was designed to help councillors review the contents of Code of Conduct and identify how it applies to them. It was agreed that it would be desirable to view this together so that the workbook could be answered in the way intended. The Chairman agreed to co-ordinate arrangements.

JS

- (i) **Surrey Minerals Replacement Plan – Issues & Options Consultation:** The Clerk drew attention to this consultation to decide how Surrey will meet new Government targets for mineral production, responses to which were required by 30 September. This would be placed in circulation.

13. Any Other Business

- (a) **Local Directory:** Ian Mitchell asked that members should check the latest draft and advise him of any corrections and/or amendments.
- (b) **National Census:** Ian Mitchell drew attention to the fact that the Tatsfield population had decreased by approximately 100 in the 10 year period since the last Census.
- (c) **Ship Hill:** Tony Erbes pointed out that a seat in Ship Hill seemed to have disappeared and it was agreed that this should be replaced.
- (d) **Tatsfield PFA AGM:** Alan Fry indicated that a new committee had been elected and he was hopeful that progress would now be made.
- (e) **Westmore Green Play Area:** Concern was expressed about the surface of the play area and the Clerk was asked to draw the matter to the attention of Tandridge DC.

The meeting closed at 10.35 p.m.

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

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/47
JULY 2003**

RESULTS:-

Approved	03/398 03/659	3 Kent Cottages, Pilgrims Lane Land adj 35 Westmore Road (no objection)
Refused:	03/445	Esher Cottage, Ricketts Hill Road
Appeals	02/470	Kemscott Farm, Lusted Hall Lane (new access road)

CURRENT APPLICATIONS:-

03/690	2 Ebor Cottages, Paynesfield Road Demolition of existing front bay window and erection of single storey front extension incorporating porch and erection of first floor rear and side extension. Recommendation: Objection on grounds of unneighbourly development
03/822	84 Paynesfield Road Extension to existing gable on southwest elevation. Recommendation: No objection
03/898	Colegates, Edgar Road Demolition of two existing stables and erection of two new stables and hay store Recommendation: No objection
03/937	8B Westmore Road Alterations to existing hip roof to form gable end and extension to existing chimney in connection with loft conversion. Recommendation: Site visit required
03/946	Greenside Cottage, Redhouse Road Erection of pitched roof over existing flat roof element Recommendation: To be considered by next Planning Councillor
03/952	Peace Cottage (formerly Bransgore), Ship Hill Retention of railings and pillars along front boundary. Recommendation: Concern to be expressed about the possible impairment of the sight lines and at the retrospective nature of the application.
03/995	Hardcourt, Ricketts Hill Road Erection of rear dormer window in connection with loft conversion (application for Certificate of Lawfulness for a proposed development). Recommendation: To be considered by the next Planning Councillor
02/1947	Plumtrees, Hillside Road Demolition of existing side extension, Retention of extension to front bay window and erection of chimney to side and front and side porches (Amended plan showing additional dormer window to rear elevation). Recommendation; Objection to be lodged reiterating comments on previous applications that the application was retrospective, that the development is contrary to the Surrey Structure Plan and the Tandridge Local Plan in that it results in a disproportionate increase in the building mass and changes the scale character and appearance of the dwelling to the detriment of the MGB.

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

2003/48

APPENDIX B July 2003

Expenditure to be authorised:-

Payee	Description	June	Details	VAT	Total
J Sandiford	Clerk's Salary				650.33
	Telephone				10.00
	Postage & Fax		3.56		
	Photocopying		16.99		
	Stationery		12.91		
	Travel		15.00		48.46
					<u>708.79</u>
Mrs G Miles	Cleaning (June)				28.00
SCAPTC	Reimbursemt of postage				5.45
G South	Reimbursement of expenditure for Parish Plan				188.87
					10.00
Tandridge VSC	Subscription				10.00
Tandridge DC	Election charges				1,384.30
D Bishop	Cost of repairs to Notice Board				40.00
Aquajoy	Maintenance (April & May)		350.00	61.25	411.25
Macmillan Plants	Supplies for TIB		1,767.15	309.26	2,076.41
J Allbutt	Ditto				123.05
Lewisham Concert Band	Westmore Green Concert				200.00

5,176.12

Receipts:

Biggin Hill Drs	Surgery rent	June		1,043.22
HSBC	Interest on Current Account			3.79
Countryside Agency	Balance of Parish Plan Grant			1,219.17

2,266.18

-2,909.94

Balances at Bank:-

01/07/03 Current Account No.01123688		2,775.74	
Deposit Account No.31123823	****	34,964.22	37,739.96
**** includes Interest for	June	76.09	

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2003

TATSFIELD PARISH COUNCIL/MEETING

SECTION 1 – THE STATEMENT OF ACCOUNTS

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the period ended 31 March 2003.

(Responsible Financial Officer) John Scudlark Date 18-08-03

I confirm that these accounts were approved by the council and recorded as council minute reference

2003/49 dated 18-03-03 Signed on behalf of the above council

(Chair of meeting approving council's accounts) J. Scudlark Date 18-03-03

- In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2003. See page 6 for guidance.

	Year ending		Notes and Guidance for Compilers
	31 March 2002 £	31 March 2003 £	
1 Balances brought forward	27666	34604 34266	General: Please round all figures to nearest £. Do not leave any boxes blank and report 00 or Nil balances. All figures must agree to the council's underlying financial records for the relevant year. Total balances and reserves at the beginning of the year as recorded in the council's financial records.
2 (+) Annual precept	18500	18500	Total amount of precept income received in the year.
3 (+) Total other receipts	32311	31602	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	5224	6506	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/capital repayments	25167	23927	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	13820	20916	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan/interest expenditure/payments (line 5).
7 (-) Balances carried forward	34266	33357	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
8 Total cash & investments	34604	34178	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets	829972	837573	The recorded current book value at 31 March of all tangible fixed assets owned by the council as recorded in the asset register.
10 Total borrowings	98898	81456	The outstanding capital balance as at 31 March of all loans from third parties (usually PWLEs).

SECTION 2 – STATEMENT OF ASSURANCE

We acknowledge as the members of TATSFIELD PARISH Council/Meeting
our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council's accounts for the year ended 31 March 2003, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 we have approved the accounts which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces in the operation of the council and has dealt with them properly.
6 we have maintained an adequate and effective system of internal audit of the council's accounting records and control systems.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council.
7 we have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.	YES	has taken appropriate action in response to matters brought to its attention by auditors.
8 we are not aware of any litigation, liabilities or commitments, events or transactions, occurring either during or after the end of the financial year being reported, other than those included in the accounts.	YES	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This Statement of Assurance is approved by the council and recorded as council minute reference

2003/49 dated 18.08.03

Signed on behalf of TATSFIELD PARISH Council/Meeting

Signed by: Chair _____ Date 18.08.03

Signed by: Clerk Jan Smith Date 18.08.03

*Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

SECTION 4 - ANNUAL INTERNAL AUDIT REPORT TO

TATSFIELD PARISH COUNCIL/MEETING

The council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2003.

The internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

- Appropriate books of account have been properly kept throughout the year.
- The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
- The council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these.
- The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
- Salaries to employees were paid in accordance with council approvals and PAYE and NI requirements were properly applied.
- Asset and investments registers were complete and accurate and properly maintained.
- Periodic and year-end bank account reconciliations were properly carried out.
- Year end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
- For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

•
•

Agreed? Please choose from one of the following Yes/No*/Not covered**
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

Name of person who carried out the internal audit DAVID STANN SINCLAIR

Signature of person who carried out the internal audit: [Signature] Date: 11 08 2003

* If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, explain why not (add separate sheets if needed).

MINUTES of a Meeting of Tatsfield Parish Council held on the 18th August 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr David Wood (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Alan Fry Mr Ian Mitchell

In Attendance: Mr John Sandiford (Clerk),
Mr Harry Pettifor (Surrey CC Councillor),
Mr Bob David (Tandridge DC Councillor),

And 2 parishioners.

Apologies: Mr Tony Erbes and Mrs Wendy Maddison

1. Minutes

The Minutes of the Meeting held on the 14th July 2003 were approved and signed as a correct record.

2. Matters Arising:

(a) **L-shaped Field:** The Chairman reported that the work of rolling and levelling had been completed and the final account amounted to £1020 + VAT. This included £170 for a load of top soil in addition to the quoted figure of £850. It was agreed that this account should be paid. The Clerk drew attention to the letter from Cornhill, copies of which had been circulated, indicating the terms of cover and he confirmed that no additional premium was involved. It was agreed that the frequency of grass cutting would very much depend on weather conditions and that this would be a matter for monthly inspections. Jon Allbutt indicated that he considered that the grass should be cut to 2" as this would provide better wear.

(b) **Newlyn, Ricketts Hill Road:** Ian Mitchell confirmed that he had agreed the line of the boundary with Mr Munday and he would arrange for the Clerk to write confirming the agreement.

3. Finance

(a) **Accounts for the year ending 31st March 2003:** The Clerk had circulated to all members copies of the Annual Account and the Annual Return in which he had inserted suggested replies to the questions contained in Part 2 of the Return. The Chairman proposed that the Annual Account and the Annual Return, copies of which are attached to these Minutes, be approved and adopted. This was approved unanimously.

4. Village Hall

(a) The Chairman drew attention to the letter dated 18 July 2003 from Mr Roger Taylor which enclosed a copy of a letter from the Charity Commission dated the 9 July 2003. The Clerk indicated that, in his letter, Roger Taylor suggested that it might be preferable to discuss the matter with the Management Committee and thereafter revert to the Charity Commission with a scheme that clarified the various ownerships and defined the various responsibilities. After discussion, it was agreed that there should be discussions as suggested by Roger Taylor and that the Chairman, Tony Erbes, Margaret Boadella and Alan Fry should represent the Parish Council.

5. Any Other Business

(a) **Tatsfield Directory 2003/4:** Ian Mitchell indicated that only the Chairman had responded to his appeal for amendments and he felt sure that there were still further matters requiring amendment. He appealed to members to check their draft copies and let him have outstanding information.

(b) **Westmore Green:** Jon Allbutt agreed to supply the Clerk with details of the accident that had occurred at the site of an inspection cover. The Chairman also agreed to inspect the cover to ascertain which service was involved. When these details were available, a report could be sent to the Insurance Company.



(c) **Parkwood Road:** Ian Mitchell indicated that he had been consulted about the dispute that was taking place about access over this road. He reported that he had made clear that this was not a matter in which the Parish Council had any jurisdiction. He considered that all members should be aware of the matter and should make sure that they did not become involved.

The Meeting closed at 8.42 p.m.

A handwritten signature in dark ink, appearing to be 'D. J. J.', with a horizontal line drawn below it.

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th September 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr David Wood (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes Mr Alan Fry
Mrs Wendy Meddison Mr Ian Mitchell

In Attendance: Mr John Sandiford (Clerk),
Mr Harry Pettifor (Surrey CC Councillor),
Mr Bob David (Tandridge DC Councillor),

And 1 parishioner.

1. Apologies:

None

2. Minutes

The Minutes of the meeting held on the 18th August 2003 were approved and signed as a correct record.

3. Matters Arising:

- (a) **Conservation Area & Listed Buildings:** Ian Mitchell indicated that he had not had any response from fellow members.
- (b) **Tatsfield Local Directory:** Ian Mitchell that he had not heard from fellow members with any information and he indicated that he would have to delete the entries where information was incomplete. The Chairman appealed to members to give the matter their immediate attention.

4. Planning Matters

- (a) **Current Applications:** Margaret Boadella and Alan Fry reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (b) **Sundry Planning Matters:**
- (1) The Clerk reported that SCAPTC had requested a copy of any response made in respect of the DEFRA Consultation document on Agricultural Use and Management of Agricultural Land.
 - (2) Tony Erbes felt that the decision to approve the most recent planning application for Plumtrees, Hillside Road, Tatsfield, would cause difficulties with neighbouring owners. It was noted out that the approval had been given despite a strong objection from the Parish Council.

5. Finance

- (a) **Accounts for the year ending 31st March 2003:** The Clerk indicated that the Auditor had requested an amendment to the Annual Return. This had been discussed with and approved by David Sinclair, the Internal Auditor. It was unanimously agreed that the Annual Return be amended accordingly in accordance with the copy attached to these Minutes.
- (b) **Grants:**
- (1) **East Surrey Mediation:** As requested at the July meeting, the Clerk had circulated information concerning this organisation. After discussion, it was agreed that a decision should be adjourned until the Finance Committee had met to consider the general situation.
 - (2) **Parkwood Road:** The Clerk drew attention to the fact that the grant of £200 previously made in this matter had been returned by Mr Ian Godfrey as there was disagreement amongst the frontagers about access. He had added the sum of £10 by way of interest.
 - (3) **Village Hall:** The Clerk reported that he had received an application for provisional funding of £2,154.75 for the provision of a new floor. This represented the required 10.25% third party funding required in connection the Hall Committee's application for a SITA Community grant. It would only be payable if and when the SITA grant was approved. Approval from SITA would not be forthcoming before March 2004 and therefore payment of any grant by the Parish Council would not be required before the commencement of the next financial year on 1 April 2004. Two quotations had so far been obtained, the higher of which was £15,000 and it was on this figure that the grant had been calculated. After discussion, it was agreed to defer any decision in the matter until the matter had been discussed



by the Finance Committee and until the Council's policy in respect of the Hall generally had been settled.

- (c) **Police Aerial:** The Clerk drew attention to the fact that the Police Authority had removed the aerial from the Parish Room prior to the expiration of its agreement with the Parish Council on 25 July 2003. Payment had been made of the proportionate amount of rent at £675 p.a. to the date of expiration.
- (d) **Payments:** The payments listed in Appendix B were approved

6. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** The Clerk drew attention to the fact that work on Stage 1 of this project had commenced on 26 August. It was hoped that work would be complete in 3 weeks. Members expressed dissatisfaction at the rate of progress and felt that it was very unlikely that the work would be completed in the period of 3 weeks.
- (b) **Highway Matters:** Nothing to report.
- (c) **Rights of Way Matters:**
 - (1) **CP136 and CP139:** The Clerk indicated that he had been asked to confirm that the Parish Council did not wish to proceed with the applications for registration of footpaths CP136 (Greenway to Goatsfield Road) and CP139 (Maesmaur Road to Ninehams Road) until the Bridleway claims CP481 and CP482 had been determined. This had been agreed at the meeting on 13 January 2003 but Surrey CC wished to have confirmation by letter. This was agreed.
 - (2) **CP481 and CP482:** Jon Allbutt reported that he was still trying to arrange a meeting with the Bridleways Association over these matters.

7. Reports

(a) County Councillor:

- (a) Harry Pettifor reported on the following matters:
 - (1) **Bridleways:** He understood that a report would be presented to the Tandridge Local Committee on 26 September recommending that a Map Modification Order be made. He wished to know whether there had been change in the views of local residents. In response, Jon Allbutt indicated that there had been no change but that the grounds were extremely narrow and this was the real problem.
 - (2) **Local Bus Services:** He indicated that costs were shooting up and the County Council could not afford to increase its subsidy. The result would inevitably be a reduction in services.
 - (3) **County Hall:** It seemed almost certain that there would be a move to Woking. He opposed this move, mostly on financial grounds.
 - (4) **White Lane:** He was strongly opposed to any proposal to make White Lane one way in the Tatsfield to Oxted direction because he considered that this would cause major traffic problems.
- (b) **District Councillor:**
Bob David reported on the following matters:
 - (1) **School Corner:** He understood that Orange were appealing against the refusal by Tandridge DC of planning consent for its mast. The appeal would be dealt with by way of written representations.
 - (2) **Village Hall:** He wished to make clear that the 10.25% contribution required had to come from a body other than the Hall committee.
 - (3) **Highway Hedges:** He had pressured Surrey Highways to cut back the hedges fronting Ship Hill and this had been done very well. He was hoping to persuade Surrey Highways to make this a regular commitment.
 - (4) **Police:** He was intending to discuss recent vandalism and other matters with the Local Inspector.
 - (5) **White Lane:** He hoped that the Parish Council would discuss the matter and form a view as the solution that it considered best in all the circumstances.
- (c) **Police Matters:** Ian Mitchell had nothing to report.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that traffic levels were beginning to rise but they were still considerably below the 1998 level. Bromley had recently given permission for the Airport to be used by the RAF on two occasions.
- (e) **Transport Matters:** Alan Fry indicated that bus services between Biggin Hill and Bromley were being made more frequent and this would improve the connections for local residents. This was as a result of increased funding from Transport for London. He had been asked to complete a questionnaire by the East Surrey Transport Committee and also a Best Value Review and would welcome any comments from members.

- (f) **Children in Need Fun Day:** The Clerk indicated that Louise McRandall would be submitting a full report for the October Parish Council Meeting. The day had been very successful and it was agreed that the clear-up after the event had been very good.
- (g) **Affordable Housing Survey:** The Clerk reported that Andrew Smith of the Rural Housing Trust had indicated that there had been over 40 responses to the Questionnaire. He was satisfied that these responses had established that a housing need existed and he was preparing a Report and Analysis. This should be ready in sufficient time for copies to be distributed prior to the October meeting of the Parish Council. Andrew Smith had indicated that he would be happy to attend that meeting to present the Report personally and the Clerk was asked to make arrangements accordingly.

8. Notified Items:

- (a) **Future Aims & Objectives:** Consideration was given to the report from Gerald South, the Chairman of the Appraisal Steering. This report set out certain matters in the Appraisal that the Group considered were worthy of attention by the Parish Council. These items were then discussed and the following conclusions reached:-
- (1) **Recommended Action 1 – Younger People:** It was agreed that a group under the chairmanship of Margaret Boadella should be established to identify the needs of young people in the village and thereafter to report to the Parish Council. The members of the group to include representatives of the young people of the village. Jon Allbutt indicates his willingness to serve as a member.
 - (2) **Recommended Action 6 – L-shaped Field:** General discussion took place with regard to the development of the Field. It was agreed that past efforts by the Parish Council to develop the Field had identified the planning difficulties involved. It was agreed that the matter should be considered in conjunction with Recommended Action 1 above.
 - (3) **Recommended Action 24 – Dog Litter Bins:** It was understood that Tandridge DC would install and supply additional bins if requested to do so. The Clerk was requested to write accordingly and ask that three additional bins be installed, one on Ship Hill and two on Tatsfield Green.
 - (4) **Recommended Action 27 – Finance:** It was agreed that the financial implications involved in the Appraisal recommendations should be taken into account in the budgeting process of the Parish Council.
 - (5) **Recommendation Action 31 – Police:** It was agreed that a group comprising Ian Mitchell, Tony Erbes, Margaret Boadella and the Chairman would meet regularly with the Parish Constable to discuss matters of concern.
 - (6) **Recommended Action 54 – Accessibility of Footpaths:** It was considered that this aspect was already covered by the Parish Council in the normal course of its business.
 - (7) **Recommended Action 67 – Tatsfield Village Website:** It was unanimously agreed that there should be discussions about the creation of a Tatsfield website. Ian Mitchell was of the view that it would be desirable for there to be an official Parish Council website that was separate from but linked to the Community website. It was agreed that Ian Mitchell and Jon Allbutt would arrange to have discussions with the Steering and Bobby Collins. It was further agreed that the Clerk should take part in these discussions as he would be directly involved once the Parish Council website was set up.

The Chairman drew attention to a consultation organised by Eileen Pearce on behalf of the Steering Committee into the proposal to hold a Tatsfield Weekend during which a number of activities based on local clubs, organisations and businesses would take place. He urged members to give their views on the form provided and to encourage other residents to do so.

- (b) **Risk Assessment:** The Chairman indicated that, at his request, the Clerk had circulated copies of the Risk Assessment with his suggestions as the frequency of inspections and the individual councillors who would carry out those inspections. These suggestions were discussed and agreed and the Clerk was asked to finalise the Risk Assessment document and circulate copies to all councillors. Jon Allbutt agreed to prepare an Inspection Report Form for completion by members with the object of providing documentary evidence of the inspections and to save time at meetings.
- (c) **Westerham Practice Surgery:** The Clerk indicated that he had heard nothing further in this matter other than a letter dated 21 July from Peter Ainsworth MP indicating that the practice running the surgery had not at that time reached any decision on closure. He also indicated that he had been assured that if any decision is made there would be full formal consultation which will include Tandridge DC and East Surrey PCT. He had promised to keep the Parish Council informed on any development.

- (b) **Traffic Census:** Tony Erbes indicated that he was proposing to hold the Census on Tuesday 4 November and Wednesday 5 November as these dates were the comparable dates for the last Census. However, as it appeared that Ian Mitchell and Alan Fry would be on holiday at that time, he agreed to reconsider the matter. He would be arranging for the production of the appropriate forms for completion by the Census takers.
- (c) **Composting Scheme:** Jon Allbutt indicated that the original temporary Planning Consent was due to expire shortly and it was necessary to submit an application for a permanent consent, the fee for which was £55.00. It was agreed that, as with the original application, the Parish Council would pay the fee.

9. Village Hall

- (a) **Management Committee Report:** Tony Erbes indicated that he had nothing to report.
- (b) **Hall Lease:** The Clerk indicated that he had received a letter from the Vice Chair of the Management Committee indicating that it wished to discuss the way forward with the Parish Council. Copies of the letter were circulated to members and it was agreed
- (1) That the Parish Council wished to accept the invitation to discuss the way ahead;
 - (2) That, before such a meeting was arranged, the Parish Council should decide its policy in the matter;
 - (3) That there was insufficient time to discuss the matter at the present meeting and that a special meeting be arranged for this purpose on Monday 29 September at 8.00 p.m.
 - (4) That the Clerk would circulate a memorandum setting out the matters that required consideration.

10. Property & Land Maintenance

- (a) **Claimed Land:** The Clerk indicated that consideration had to be given to the Council's future policy in relation to the various areas of land that the Parish Council had claimed with the intention of obtaining a possessors title. He suggested that a formal decision should be made to abandon any claim whatsoever to (1) the land bordering the west side of Kemsley Road extending towards Aston's Acre (Mosscroft) and (2) Beech Avenue from the junction of Kemsley Road, because it would be impossible to establish exclusive possession in respect of those two pieces of land. This was agreed.
- It was further agreed that the Finance Committee should consider the financial implications involved in fencing the following pieces of land: Hayes Pasture, Greenway/Goatsfield Road

1. Shaw Triangle, Westmore Road
2. Maesmaur Corner, Maesmaur Road/ Ship Hill
3. Land opposite Toronto House, Kemsley Road/ Paynestield Road
4. Land between Beulah Cottage and Normanhurst, Kemsley Road
5. Woodland fronting Georges Road
6. Land corner of Maesmaur and Barrfield Road.
7. Woodland on east side of Ninehams Road

When the result of this consideration was known, the question of whether to pursue the claims could be taken.

- (b) **Tree Survey & maintenance:** Jon Allbutt indicated that he had looked at all the trees that been noted as requiring attention in the short term and he would be arranging to obtain three quotations in accordance with Standing Orders. He also drew attention to a tree in Shaw Triangle that required attention. This could only be dealt with if another tree on the opposite of the road was dealt with at the same time because they were propping one another up. He had spoken to the landowner who had agreed to inspect his tree. He would report back in due course. The ultimate decision would however depend on whether or not the Parish Council intended to pursue its claim.
- (c) **Tatsfield in Bloom:** Jon Allbutt reported that the Organising Committee had overspent its budget and it could only afford to fulfill its winter planting programme if the Parish Council was willing to contribute a sum of approximately £300. The matter was referred to the Finance Committee for consideration.
- (d) **Pond:** Wendy Maddison indicated that the next maintenance visit was due on 16 September. Jon Allbutt said he was concerned about invasive weed that required the correct treatment otherwise it would take over the whole pond in the spring. It was agreed that he would endeavour to discuss the problem with the contractor.
- (e) **Newlyn, Ricketts Hill:** Ian Mitchell indicated that he proposed that the Clerk should write to Mr K Munday confirming the boundary line that had been and was shown on the plan, copies of which had been circulated to members. This was agreed.



- (f) **L-shaped Field:** The Chairman confirmed that the Field had been rolled and levelled but further work was probably required before it could be opened to use by local young people. The Clerk indicated that he had circulated a letter from Cornhill indicating its requirements and he had confirmed that there would be no additional premium. The matter would now be considered by the group set up under Paragraph 8(a)(1).
- (g) **Westmore Green:** The Clerk confirmed that details of the accident had been obtained and were being passed to Cornhill Insurance. The Clerk confirmed that Tandridge DC had indicated that it was aware of the Disability Discrimination Act requirements in relation to the children's playground and had confirmed that both the equipment and the surface meet the relevant standards. Jon Allbutt said his concern was the maintenance of the surface and he would take the matter up with Tandridge DC.
- (h) **Parish Room Letting:** The Clerk had circulated details of the proposed use of the Parish Room for Tatsfield Long Life Learning. It was agreed that this initial course would be free of charge but consideration would have to be given to the matter if future courses were arranged.

11. Meetings to Attend

- (a) SCAPTC Course for New Councillors: West Horsley Village Hall on 23rd September 2003 from 7.00-9.00 p.m.
- (b) **East Surrey Parishes Liaison Group:** 15 October 2003 at 7.30 p.m. in the Jubilee Hall, Whyteleafe School, Whyteleafe Hill, Whyteleafe
- (c) **SCAPTC General Meeting:** 8 November 2003 at 2.30 p.m. in the Soper Hall Hall, Harestone Valley Road, Caterham
- (d) **World's Biggest Coffee Morning:** 26 September 2003 at 10.00-11.30 a.m. at Jack Farrell Room, Council Offices, Oxted

12. Correspondence

- (a) **Rural Services Standard 2003:** The Clerk drew attention to this matter and indicated that the flyer produced by DEFRA had been placed on the Westmore Green Notice board. He had requested further copies and these would be distributed as soon as possible.
- (b) **Tandridge Access:** It appeared that there was no one able to act as a representative.

13. Any Other Business

- (a) **Westmore Green Bus Shelter:** The Chairman confirmed that he had arranged for Desmond Bishop to quote for the repairs following the recent vandalism
- (b) **Village Hall:** It was agreed that a letter should be sent to Geoff Groom, the Chairman of the Management Committee, expressing best wishes following his recent illness.

The Meeting closed at 11.02 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/56
SEPTEMBER 2003**

RESULTS:-

Approved	02/1692 Mayfield, Ricketts Hill 03/690 2 Ebor Cottages, Paynesfield Road (recommended) 03/228 Clacket Lane MSA (North) 03/229 Clacket Lane MSA (South) 03/691 The Laurels, Hillside Road 03/717 The Manor House, Ricketts Hill Road 03/822 84 Paynesfield Road 03/937 8B Westmore Road 03/946 Greenside Cottage, Redhouse Road 03/952 Peace Cottage (formerly Bransgore) Ship Hill 03/1052 Willow Tree House, Ricketts Hill Road 02/1947 Plumtrees, Hillside Road
Refused	03/190 Hillcrest, 1 Sunnybank (raised front patio) 03/434 The Chatel, Ninehams Road 03/445 Esher Cottgae, Ricketts Hill Road 03/591 Kylemore, 56 Paynesfield Road 03/730 Treeview, Ninehams Road 03/362 Rosebank, Hillside Road
Appeals	03/730 Treeview, Ninehams Road (written statements + site visit)

CURRENT APPLICATIONS:-

03/937	8B Westmore Road Alterations to existing hip roof to form gable end and extension to existing chimney in connection with loft conversion. Recommendation: No objection unless subsequent enquiry revealed increased roof height.
03/946	Greenside Cottage, Redhouse Road Erection of pitched roof over existing flat roof element Recommendation: No Objection
03/995	Hardcourt, Ricketts Hill Road Erection of rear dormer window in connection with loft conversion (application for Certificate of Lawfulness for a proposed development). Recommendation: No objection
03/1014	The Paddocks, Lusted Hall Lane Demolition of existing stables & associated buildings; erection of 9 loose boxes & hay store/tack room. Recommendation: Objection based on unneighbourly development and query as to need for number of horse boxes for private use.
03/1052	Willow Tree House, Ricketts Hill Road Demolition of existing flat roof side extension; erection of single storey side extension incorporating garage & erection of new roof to whole property (Amended design to previously approved scheme)

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
PLANNING LIST**

APPENDIX A

**2003/56
SEPTEMBER 2003**

	under 03/515) Recommendation: No objection
03/1064	31 Paynesfield Road Demolition of existing dwelling and erection of 2 x 4 bedroom houses with associated garages. Recommendation: Objection based on unneighbourly development and over development of site.
03/1153	63 Paynesfield Road Erection of single storey rear extension with enlarged pitched roof and front and rear dormer windows Recommendation: No Objection.
03/1300	The Chalet, Ninehams Road Demolition of existing dwelling & outbuilding and erection of 3 bed single storey dwelling To be dealt with by the 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

DD

2003/57

TATSFIELD PARISH COUNCIL

APPENDIX B September 2003

Expenditure to be authorised:-

Payee	Description		Nett	VAT	Total
J Sandiford	Salary	July	650.33		
		August	650.33		1,300.66
	Telephone				20.00
	Postages		4.68		
	Photocopying		22.55		
	Stationery		0.00		
	Travel		30.00		57.23
					<u>1,377.89</u>
Mrs G Miles	Cleaning	July & Aug			56.00
R David	Items expended:				
	Cash Prizes		202.50		
	TIB Display Paintings		110.00		
	Paint & Brushes		31.40		
	Judges' lunches		36.00		
	TIB Presentation refreshments		10.64		
	Manger Basket liners		13.80		
	Hanging Basket Chains		7.98		412.32
Tandridge DC	Planning Application fee for Composting Scheme				55.00
	Total Payments to be authorised				1,901.21
Receipts since last meeting:					
Biggin Hill Drs	Surgery rent	July		1,043.22	
	Surgery rent	August		1,043.22	
Tandridge DC	TIB Grant			500.00	
HSBC	Interest on Current Account	Jul & Aug		5.14	
The Old Ship	TIB contribution			70.30	
I Godfrey	Refund of Parkwood Rd Grant			210.00	
Tandridge DC	Precept - 2nd instalment			9,250.00	
	Total Receipts				<u>12,121.88</u>
	Balance				<u>10,220.67</u>

Balances at Bank	Current Account No.01123588		3,639.97
01/09/2003	Deposit Account No.31123823	*****	32,088.72
	***** includes interest for	July & Aug	124.50

D.J.

MINUTES of a Meeting of Tatsfield Parish Council held on the 29th September 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present:..... Mr David Wood (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes Mr Alan Fry
Mrs Wendy Maddison Mr Ian Mitchell

In Attendance: Mr John Sandford (Clerk),

1. Apologies:

None

2. Minutes

The Minutes of the meeting held on the 6th September 2003 were approved and signed as a correct record.

3. Matters Arising

It was agreed that any matters arising would be dealt at the next full Council meeting.

4. Finance

(a) **Grants:** The Clerk reported that at meeting of the Finance Committee on the 16 September, the Committee had discussed the following matters:

- (1) **East Surrey Mediation:** The Committee recommended that a grant of £50 be made. This recommendation was accepted unanimously.
- (2) **Village Hall:** The Committee recommended that provision be made out of the current year's budget for the provisional funding of £2,154.75 for the provision of a new floor. This represented the required 10.25% third party funding required in connection the Hall Committee's application for a SITA Community grant that would only be payable if and when the SITA grant was approved. As approval from SITA was unlikely to be forthcoming before March 2004, the Committee recommended that the current provision be carried forward into the budget for 2003/4. The recommendation was unanimously accepted.

5. Village Hall

The Chairman pointed out that the meeting had been called specifically to consider the Council's policy in relation to the Hall.

He noted that all members had been provided with copies of a letter dated 2 September 2003 from the Hall Management Committee, and with copies of the various enclosures to that letter, including a report by Bob David summarising the up-to-date position. The letter indicated that the Hall Management Committee accepted the view of the Charity Commission that the Hall Management Committee owned the Hall and that any further action would be on that basis. The Hall Management Committee had further agreed that it wished to have a meeting with the Parish Council to discuss the way forward, including the three options that were set out in the report by Bob David dated 27 August 2003. These options were:-

1. That the Parish Council accept responsibility for the structural maintenance of the Hall with the Committee being responsible for everything else;
2. That the Committee sells the Hall to the Parish Council for a nominal consideration in consideration of the Parish Council granting a lease for a minimum of 125 years in the form agreed in 2002. This provided for the division of repairing liability to be similar to that in 1 above.
3. In the event of neither 1 or 2 being acceptable, that the Hall Management Committee would be responsible for everything and would seek financial assistance from the Parish Council and other bodies as the need arose.

As requested at the last meeting of the Council, the Clerk had also circulated members with a comprehensive note advising on the three options and recommending that the Council adopted Option 2 as its policy.

The Chairman then invited all members in turn to put their views and to indicate their preference for the Option to be adopted. From this, it was clear that all members, without exception, were in favour of Option 2. Amongst the points made by members when expressing their views were the following:

1. That the Hall Committee was at present in the red to the extent of some £1900,

2. That the members of the Committee was not elected in accordance with the Constitution;
3. That the Council had always in the past been the "lender of last resort";
4. That the over-riding concern was to ensure the future well-being of the Hall;
5. That there was an obligation to ensure the proper management of the Hall;
6. That the Hall Management Committee had a responsibility to manage its finances properly;
7. That the Hall Management Committee had voted in favour of the adoption of Option 1.

It was then unanimously agreed that:

- (1) That Option 2 as set out in the report dated 27 August 2003 be adopted by the Council as its preferred policy;
- (2) That the invitation to meet the Hall Management Committee representatives be accepted and that the

Council should be represented by Messrs. Wood, Erbes, Boadella and Fry (as agreed at the meeting on 18 August 2003 – Minute No.2003/49/4(a)).

- (3) That, prior to that meeting taking place, the Clerk should seek advice from Roger Taylor (Hon Solicitor SCAPTC) as to the latest developments and, in particular, steps to be taken to reinforce and support any application by the Hall Management Committee to the Charity Commission to approve the action outlined in Option 2;
- (4) That the Council should publicise its policy and the reasons for adopting it e.g. by the distribution of a flyer with a future issue of the Parish Magazine, including a response slip.

6. Highways & Rights of Way

- (a) **White Lane:** The Chairman indicated that the future of White Lane was due to be determined by the Surrey CC Tandridge Joint Committee and its Chairman, Harry Pettifor, had asked for an indication of the Parish Council's view. The options were (a) to make it one way (b) to close it completely, or (c) to maintain the status quo allowing traffic in both directions. It was agreed unanimously that the status quo should be maintained. The Chairman undertook to advise Harry Pettifor of the decision.

7. Planning

- (a) **Current Applications:** Tony Erbes reported on the applications listed in Appendix A and the action shown was agreed.

The Meeting closed at 9.25 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/60
SEPTEMBER 2003**

RESULTS:-

Approved	03/898 03/995 03/1153 03/1014	Colegates, Edgar Road Hardcourt, Ricketts Hill Road 63 Paynesfield Road The Paddocks, Lusted Hall Lane
Refused		
Appeals	03/730 03/483 03/92	Treeview, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Ship Hill (opp. Ninehams Road)

CURRENT APPLICATIONS:-

03/1300	The Chalet, Ninehams Road Demolition of existing dwelling & outbuilding and erection of 3 bed single storey dwelling Recommendation: Objection lodged based on disproportionate size of development and detraction from neighbourhood.
03/1298	Peace Cottage, Ship Hill Erection of timber gates to existing driveway (max height 2m). Recommendation: No objection.
03/1305	52 Crossways Erection of single storey rear extension incorporating conservatory. Recommendation: No objection.
03/1305	Robin Lodge, Old Lane Demolition of existing extension & erection of 2 storey extension to north elevation. Recommendation: Objection lodged on grounds of possible unneighbourly development.
03/1326	89 Paynesfield Road Conversion of existing garage into habitable room and erection of porch and garage to the front/side and dormer windows to NE and SW roof slopes. 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	

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th October 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr David Wood (in the chair)
Mr Jon Albutt Mrs Margaret Boadella
Mr Tony Erbes
Mr Ian Mitchell

In Attendance: Mr John Sandiford (Clerk),
Mr Andrew Smith (Rural Housing Trust)
Mr Bob David (Tandridge DC Councillor)

And 1 parishioner.

1. Apologies: Mr Alan Fry, Mrs Wendy Maddison and Mr Harry Pettifor (Surrey CC Councillor).

2. Minutes

The Minutes of the meeting held on the 28th September 2003 were approved and signed as a correct record.

3. Matters Arising:

- (a) **Regional Minerals Strategy Consultation:** The Clerk drew attention to the fact that responses were required by 3 November. It was agreed that no response would be made.
- (b) **Conservation Areas & Listed Buildings:** Ian Mitchell indicated he had no further responses from members. Tony Erbes agreed to liaise with Ian Mitchell to produce a shortlist of properties that might be considered for submission to Tandridge DC.
- (c) **Tatsfield Local Directory:** Ian Mitchell distributed a final version of the directory and indicated that he had not received any further information from members despite some obvious errors. The Chairman thanked Ian Mitchell for all his work and agreed to arrange for the printing of 800 copies.

4. Planning Matters

- (a) **Current Applications:** 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) **Telecommunications Masts Appeals:** The concern locally about these matters was noted and, whilst, the unanimous view was that the Parish Council opposed the appeals, it was agreed that there were no further matters that could be placed before the Inspector in addition to the objections already lodged.
- (c) **Planning Councillor:** Wendy Maddison

5. Finance

- (a) **Accounts for the year ending 31st March 2003:** The Clerk reported that HLB-AV Audit had completed the Audit on the 29th September 2003 and he had circulated a copy of the Annual Return (as amended at the meeting on the 8th September). This included a copy of the External Auditor's Certificate and unqualified Opinion. It was unanimously agreed that the Annual Return should be approved and accepted.
- (b) **Grants:**
 - (1) **Tatsfield in Bloom:** The Clerk reported that the Organising Committee was seeking a grant of £750 for the next financial year and details had been circulated to all members showing the figures for the current year. Since this statement had been distributed, it had come to light that the item of £1,767.15 spent on Summer Bedding & Containers included a sum of £350 that was in respect of plants supplied to the Horticultural Society. This had the effect of reducing the total expenditure from £3004.87 to £2,654.87 and consequently receipts exceeded expenditure by £296.43. The Committee therefore wished to withdraw its previous application for an additional grant of £300 for winter planting. It was agreed that the Finance Committee should consider the request for a grant for the next financial year when considering the Budget.
- (c) **Budget:** It was agreed that the Finance Committee would meet to discuss the draft Budget for 2004/05 on Monday 27 October at 8.00 p.m.
- (d) **Payments :** The payments listed in Appendix B were approved

6. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** The Clerk reported that Stage 1 of this project had virtually been completed and Stage 2 had commenced. This involved alterations to the road layout outside The Ship and on Ship Hill. There had been a number of concerns expressed but these had been dealt with. The Chairman indicated that Surrey Highways had offered to plant a hedge along the Ship Hill boundary of the land on the corner of Maesmaur Road that was claimed by the Parish Council. After discussion, it was agreed that this offer should be accepted provided that the hedge was a "country" hedge matching that on the opposite side of Ship Hill. Surrey Highways had also offered to remove a tree growing at the commencement of the public footpath should the Parish Council wish it to do so. It was agreed that the tree should not be cut down.
- (b) **Highway Matters:**
- (1) **Obstruction of Sightlines:** The Clerk drew attention to a letter from SCC Highway Steward requesting that the Tatsfield sign adjacent to Eagles Drive in Ricketts Hill Road should be raised to a minimum 1.8m above the ground and moved to the other side of Eagles Drive. The Clerk pointed out that this sign had been installed by Surrey Highways in accordance with its requirements at that time. It was agreed that the Clerk should write and point this out and suggest that if the sign did require to be moved it should be the responsibility of Surrey Highways.
- (c) **Rights of Way Matters:**
- (1) **Footpaths CP 136 and CP139:** The Clerk indicated that he had confirmed to Surrey CC that the Parish Council did not wish to proceed with the applications for registration of footpaths CP136 (Greenway to Goatsfield Road) and CP139 (Maesmaur Road to Ninehams Road) until the Bridleway claims CP481 and CP482 had been determined.
- (2) **Bridleway Claims CP481 and CP482:** The Clerk indicated that this matter would now be discussed by the Surrey CC Local Joint Committee on 21 November. Jon Allbutt indicated that there had been a meeting with the Bridleways Association but this had not produced any change in the situation. The Bridleways Association had decided that it would not withdraw its application, even if it were able to do so.

7. Reports

- (a) **County Councillor:**
- In the absence of Harry Pettifor, the Clerk indicated that:
- (1) **White Lane:** The meeting of the Tandridge Local Committee had been postponed until 22 October. Margaret Boadella indicated that she hoped to attend.
- (2) **Bridleways:** As previously noted, the matter would be discussed at the Tandridge Local Committee meeting on 21 November.
- (b) **District Councillor:**
- Bob David reported on the following matters:
- (1) **Clacket Lane MSA:** He had received several complaints that members of the public were being allowed access to the MSA in contravention of the planning requirements and he had taken the matter up with Tandridge DC. It was noted that access occurred not only when the barriers were left up but also when there was no proper check on the identity of persons trying to obtain access.
- (2) **Tandridge District Housing Capacity Study:** He emphasised that recent correspondence from Tandridge DC that mentioned The Ship did not make clear that it related to a site behind The Ship and not The Ship itself.
- (3) **Police:** He had met the new Police Inspector Schurr and discussed matters of local concern. It had been made clear that Neighbourhood Watch was a matter for local individuals and was therefore up to the village to ensure that the local committees were up and running.
- (4) **Safe Routes To School:** He had managed to persuade Surrey Highways to clear the footpaths and cut the hedges back along Ship Hill and he was hopeful that this would be taken on as a regular commitment.
- (5) **Recycling:** He drew attention to the start of the extended Recycling Collection. He had not yet received any comments as to the effectiveness of the system.
- (6) **Village Hall:** He wished to make clear that the Village Hall was not in the red, as had been previously reported to the Parish Council.



- (c) **Police Matters:** There had been a number of petty thefts recently and he was surprised at how easy these crimes were made by the carelessness of people with their property. He was pleased to report that PC Smith now had the use of a Land Rover and was therefore able to respond to local incidents. A meeting with Philip Clarke would take place in the Parish Room on 19 October at 10.00 a.m. and the next PCPG meeting would be on 23 October at Farleigh.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that the next meeting of the Consultative Committee was on 23 October. There had recently been a number of reported flights over the village and he had asked for clarification of the regulations applying both to aircraft flying in and out of Biggin Hill and to aircraft passing Biggin Hill on route elsewhere.
- (e) **Transport Matters:** In the absence of Alan Fry, the Clerk drew attention to a letter from Surrey County Council indicating that, despite the representations made, the Council was implementing the reduction of evening and Sunday bus services with effect from January 2004.
- (f) **Children in Need Fun Day:** The Clerk indicated that Louise McRandall had hoped to submit a full report for the Meeting but he had not received any such report.

8. Notified Items:

- (a) **Affordable Housing for Tatsfield:** The Chairman introduced Andrew Smith, the Regional Programme Manager of the Rural Housing Trust, who addressed members on the report by the Trust, copies of which had been circulated to all members by the Clerk. This report resulted from the housing needs survey carried out in Tatsfield in July and August 2003. Mr Smith indicated that the response to the survey had been somewhat disappointing but he felt sure that the response would increase after an Information Day was held. He indicated that the main problem that he had encountered was the response of Tandridge DC Housing to his approaches following the survey. He emphasised that he had established a very friendly relationship with Tandridge Housing but it had been made very clear to him that any affordable housing scheme using the Lusted Hall Lane site could not be "ring fenced" in whole or in part for Tatsfield people. It had further been suggested that "ring fencing" would not be permitted if an "exception site" were found elsewhere in Tatsfield. He had gained the impression that the response by Tandridge Housing to such a scheme would be the same wherever the scheme originated. He emphasised that the view taken by Tandridge was that it was not against affordable housing but was against ring fencing. He considered that this was contrary to National Planning policy and he had certainly not met this response in the other Surrey districts of Mole Valley, Guildford and Waverley, all of which were completely supportive of affordable housing schemes that, by their very nature, were ring fenced.

He suggested that the way forward was to hold a public meeting to acquaint local people with the result of the survey and raise the profile of the project. Undoubtedly, the more persons who showed interest in the project, the more pressure could be exerted on Tandridge Housing and, possibly, bring about a change of policy. He also suggested that Tandridge Housing should be asked to set out its policy in relation to subsidised housing. Once this had been done, it would be possible to review the position and take steps accordingly.

It was unanimously agreed that (1) Andrew Smith should be authorised to write to Tandridge Housing, on behalf of the Parish Council, and ask for a clear statement of the policy of Tandridge Housing in respect of affordable housing schemes (2) that a public meeting would be held at a date to be arranged, and (3) that Andrew Smith should report back to the Parish Council once a clear statement had been obtained and once his other enquiries were complete.

- (b) **Risk Assessment:** The Clerk indicated that he had not finalised the Risk Assessment as a final decision had yet to be made concerning the various parcels of claimed land. In that connection, the Finance Committee had requested an estimate of the amount of fencing required and the cost involved. The Chairman indicated that he and Jon Allbutt had intended to measure up the amount of fencing that would be required but, due to circumstances, this had not been possible. He hoped to do this shortly. Jon Allbutt circulated two alternative forms of report for use by councillors. There was unanimous agreement that one form should be adopted and Jon Allbutt agreed to liaise with the Clerk in the production of copies.
- (c) **Westerham Practice Surgery:** The Clerk indicated that payment of the rent from the Westerham Practice for the period up to 30 September 2003. There was no other development.
- (d) **Traffic Census:** Tony Erbes indicated that, in addition to councillors, three people had volunteered to assist in the traffic census on 5 and 6 November.



9. Village Hall

- (a) **Management Committee Report:** Margaret reported that the recent Barn Dance had raised over £300 for the Hall funds.
- (b) **Hall Lease:** The Clerk reported that, following the meeting held on the 28th September, he had written to the Village Hall Committee indicating that the Parish Council wished to accept the invitation to discuss the way ahead and he had also written to Mr Taylor asking for his advice on the present situation. No reply had yet been received to either letter.

10. Property & Land Maintenance

- (a) **Claimed Land:** See earlier under Risk Assessment.
- (b) **Tree Survey & Maintenance:** Jon Allbutt indicated that he had produced a form of invitation to quote for the work required. This was agreed and he undertook to produce a list of four or more contractors that could be asked to tender.
- (c) **Tatsfield in Bloom:** Jon Allbutt indicated that all preparations were in hand for next year and the winter tidy-up was nearly complete.
- (d) **Pond:** Jon Allbutt indicated that he had spoken to the contractor when the recent maintenance was being carried out. He was satisfied that the contractor was competent and had done a good job but he was concerned about the Pond's future. He suggested that a tender procedure should be adopted similar to that for the tree work.
- (e) **Newlyn, Ricketts Hill:** The Clerk confirmed that he had written to Mr Munday and he hoped to receive a signed acknowledgment shortly. This would conclude the matter.
- (f) **L-shaped Field:** Nothing to report.
- (g) **Westmore Green:**
- (1) **Accident:** The Clerk confirmed that details of the accident had been notified to the Insurance Company. He had been asked to investigate the ownership of the manhole in question and it appeared that it was a foul sewer belonging to Tandridge DC.
 - (2) **Playground:** Jon Allbutt indicated that he had not been able to discuss matters with Tandridge.

11. Meetings to Attend

- (a) **East Surrey Parishes Liaison Group:** 15 October 2003 at 7.30 p.m. in the Jubilee Hall, Whyteleafe School, Whyteleafe Hill, Whyteleafe – Ian Mitchell may attend.
- (b) **Rural Housing Trust Open House:** 21 October 2003 at Oak Close, Ewhurst from 10 a.m. to 4.00 p.m.
- (h) **East Surrey Dial-a-Ride AGM:** 22 October 2003 at 4.30 p.m. at the Douglas Brunton Centre, Caterham
- (i) **Surrey CC Countryside Conference:** 16 October from 9.15 to 4.15 at Denby's Wine Estate, Dorking - £28 per head including lunch.
- (j) **SCAPTC General Meeting:** 8 November 2003 at 2.30 p.m. in the Soper Hall Hall, Harestone Valley Road, Caterham – Margaret Boadella to attend.

12. Correspondence

- (a) **Audit Commission Audit on Tandridge DC:** The Clerk drew attention to this matter and it was agreed that the members would indicate their replies on the forms distributed by the Clerk. The Clerk would collate the replies and, in consultation with the Chairman, would complete and return the original questionnaire.
- (b) **East Surrey NHS:** The Clerk drew attention to the letter giving details of the Patient Advice and Liaison Service (PALS) and it was agreed that he should write and draw attention to the possible closure of the Westerham Surgery.

13. Any Other Business

- (a) **Future Aims & Objectives:** Jon Allbutt requested that this should appear as a regular item on the agenda.
- (b) **Christmas Tree:** It was agreed that the Parish Council would provide a Christmas Tree and that, if a suitable tree was not donated, a tree could be purchased for a sum not exceeding £50.
- (c) **Tatsfield Village Club (formerly Working Men's Club):** The Club had raised the problem of disposal of recyclable glasses and had asked Tandridge DC for a suitable container to be located at the Club premises as there was difficulty in taking them to the Recycling Centre at The Ship. It was felt that this was a problem that the Club must solve itself.

The Meeting closed at 10.28 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/65
OCTOBER 2003**

RESULTS:-

Approved	03/898 03/995 03/1153 03/1014	Colegates, Edgar Road Hardcourt, Ricketts Hill Road 63 Paynesfield Road The Paddocks, Lusted Hall Lane
Refused		
Appeals	03/730 03/483 03/92	Treeview, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Ship Hill (opp. Ninehams Road)

CURRENT APPLICATIONS:-

01/703	Trading Hut, Borough Road Removal of Condition 1 on Permission No.2001/703 dated 24/7/01 to allow continued use of site for garden waste recycling. Recommendation: No objection
03/1260	Holt Cottage, Kemsley Road Retention of 3 velux windows to rear and 1 velux window to side in existing roof slopes in connection with roof conversion. Recommendation: No objection
03/1336	Land SW of Downalong, Kemsley Road Erection of detached 2 storey dwelling and double garage (outline application). Recommendation: Objection based on fact that site is in MGB and is outside the village settlement and possibility of a protected wildlife habitat.
03/1429	Parkwood Cottage, Parkwood Road Erection of rear conservatory. Recommendation: No objection

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

03/66

APPENDIX B

October 2003

Expenditure to be authorised:-

Payee	Description	September	Nett	VAT	Total
J Sandiford	Salary	September			650.33
	Telephone				20.00
	Postages		4.34		
	Photocopying		30.70		
	Stationery		2.93		
	Travel		30.00		67.97
					<u>738.30</u>
Mrs G Miles	Cleaning	September			28.56
Aquajoy Water Gardens Ltd	Pond Maintenance		350.00	61.25	411.25
Post Office Ltd	Telephone account+++		46.66	8.16	54.82
East Surrey Medittation	Grant				50.00
HLB AV Audit	Auditing fee		350.00	61.25	411.25

+++ cheque drawn and signed 16/09/03

Bank Of Scotland Repayment of loan 17,493.68
This payment is made by direct debit on 31 October

Total Payments to be authorised 1,694.18

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	September	1,043.22		
Westerham Drs	Surgery rent	Apr-Sep	6,258.00		
HSBC	Interest on Current Account	September		9.17	

Total Receipts 7,310.39
Balance 5,616.21

Balances at Bank
01/10/2003

Current Account No.01123588 9,394.05
Deposit Account No.31123823 ***** 32,132.07

***** includes interest for September 43.35

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th November 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr David Wood (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes Mr Alan Fry
Mrs Wendy Maddison

In Attendance: Mr John Sandiford (Clerk),
Mr Harry Pettifor (Surrey CC Councillor),
Mr Bob David (Tandridge DC Councillor),

And 6 parishioners.

1. Apologies: Mr Ian Mitchell

2. Minutes

The Minutes of the meeting held on the 12th October 2003 were approved and signed as a correct record.

3. Matters Arising:

- (a) **Conservation Areas & Listed Buildings:** In the absence of Ian Mitchell, there was no information available.
- (b) **Tatsfield Local Directory:** The Chairman reported that this had now been published thanks to the help of John Bach who had merely charged sufficient to cover cost. A vote of thanks was passed to him.

4. Planning Matters

- (a) **Current Applications:** Wendy Maddison reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed.
- (c) **Sundry Planning Matters:** None.
- (c) **Planning Councillor:** Alan Fry

5. Finance

- (a) **Grants:**
 - (1) **Tatsfield in Bloom:** The Clerk reported that the Finance Committee had considered the request for a grant of £750 for the next financial year and the Committee wished to recommend that the grant should be approved. The recommendation was agreed and the grant would be included in the budget proposals.
 - (b) **Budget:** The Clerk reported that the Finance Committee had met to discuss the draft Budget for 2004/05 on 27 October and copies of the Minutes had been circulated to all members. The Committee intended to meet again on Monday 16 November to finalise the budget proposals but had felt that it would be helpful to all members if they could see the result of the Committee's deliberations to date. It was agreed that members had any comments on the proposals, they would make these known to the Chairman so that the Committee could consider the comments in preparing the final budget for approval. This would then be circulated so that there would be an opportunity for members to consider it before the December meeting at which the budget had to be approved.
- (c) **Payments:** The payments listed in Appendix B were approved.

6. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** It was noted that members of the public had expressed concerns about safety following the alterations that had been made. These concerns involved (a) the difficulty caused by buses standing at the bus stop opposite The Ship, and (b) the overgrowing hedges obstructing sightlines on Approach Road. The Chairman agreed that he would take these matters up with Surrey Highways. The Clerk was asked to request a copy of the Risk Assessment that had been drawn up in relation to the works being carried out.



(b) Highway Matters:

- (1) **Obstruction of Sightlines:** The Clerk indicated that the SCC Highway Steward now accepted that Surrey would be responsible for moving the twinning sign. The Clerk had supplied a plan showing the area suggested by the Parish Council at the junction between Lusted Hall Lane and Ricketts Hill Road and he circulated a photograph on which the Highway Steward had indicated the exact location. This was agreed.
- (2) **Paynesfield Road:** The Clerk confirmed that he had written to Surrey Highways about the cultivation of the verge by one resident. The Highway Steward of Surrey Highways had spoken to him on the telephone and indicated that he had no real objection to what had been done as it did not interfere with anything. The Highway Steward had spoken to the owner and pointed out that what he had done was strictly illegal. After discussing the matter at some length with the Highway Steward, the Steward had indicated that he would draft a licence permitting the cultivation but making it clear that the verge was in the ownership of the Highway Authority and, if it was not maintained properly, that it would have to be restored to grass verge. After discussion, it was considered that the position was confused and that the position needed clarification. The Clerk was asked to write to ask for a definitive view of the general situation in such cases.
- (3) **General Signage:** It was noted that there were a number of direction signs that required attention and the Chairman undertook to deal with this.

(c) Rights of Way Matters:

- (1) **Bridleway Claims CP481 and CP482:** Jon Allbutt indicated that the matter would be decided at the meeting of the SCC Tandridge Local Committee to be held on 21 November.


7. Reports**(a) County Councillor:**

Harry Pettifor reported on the following matters:

- (1) **Clacket Lane Sandpit:** The Operator had appealed against the latest refusal by Surrey of an application to vary the conditions for reinstatement and this was unlikely to be heard before May 2004.
- (2) **White Lane:** The matter would be decided at the SCC Joint Local Committee on 21 November. He felt that the construction of the new Titsey Hill roundabout might have improved matters and that consequently a final decision might be delayed.
- (3) **Safe Routes to School:** He had been informed that it was not possible to give a completion date until an up-to-date cost assessment had been completed.
- (4) **Safe Cycling Training for Youth:** He was a keen supporter of this Scheme and was pleased to report that it was to be expanded.
- (5) **Local Transport:** He drew attention to the fact that local bus funding had been increased over the last three years but highlighted the fact that a number of local bus companies had ceased trading for various reasons.
- (6) **Tatsfield School:** The question of the best way in which to develop the School was still under discussion.
- (7) **Cycle Way:** He hoped that this Path along Limpsfield Road would be completed in the coming year. He took note of complaints about the bad maintenance of the Path that meant that cyclists preferred to use the road. He also appreciated that the signing needed to be completed.
- (8) **Mains Electricity Supply:** He undertook to make enquiries regarding the time taken to restore main supplies in the event of a breakdown.

(b) District Councillor:

Bob David reported on the following matters:

- (1) **District Budget:** Tandridge was going through the usual budget consideration routine with each Committee drawing up its budget for the coming year. He regretted that the picture was pretty black.
 - (2) **Recycling Scheme:** He would welcome any comments from Parish Councillors as to how the new arrangements were working.
 - (3) **Barnfield Road:** He noted that there appeared to be 6 cars permanently parked on this piece of land, two of which seemed to have been abandoned.
 - (4) **Councillors Surgery:** He indicated that as was the normal practice, he held a Surgery on the last Saturday morning in every month but he had not to date been joined by a Parish Councillor. He accepted that a Parish Councillor had attended on one occasion without his knowledge. The Chairman appealed to councillors to ensure that they attended this surgery when they were the Planning Councillor for the month.
 - (5) **Public Meetings:** A Public meeting to meet the constituency MP was being held on Friday 14 November and similar meeting to meet the local Police would be held in February 2004.
- 

- (c) **Police Matters:** In the absence of Ian Mitchell there was no report.
- (d) **Biggin Hill Airport:** In the absence of Ian Mitchell there was no report but it was noted that he had been passing on complaints.
- (e) **Transport Matters:** Alan Fry noted that local bus weekend services were being reduced but these did not affect the village.
- (f) **Children in Need Fun Day:** The Clerk indicated that, due to a very difficult pregnancy, Louise McRandall had not yet completed her report but it would almost certainly be available for the next meeting.
- (g) **SCAPTC General Meeting:** Margaret Boadella reported that she had attended and the main subject under discussion was quality parish councils. It seemed that all parish councils were being pressurised to obtain "quality" status. One essential element of this was that the Clerk obtained an AQA Certificate in Local Administration. The subscription for the coming year would rise by 3%. The Association was campaigning for a standard 30 m.p.h limit throughout all Surrey villages.

8. Notified Items:

(a) Parish Appraisal:

- (1) **Young People:** Margaret Boadella reported that a meeting would be held in the coming week. As yet, she was not aware of the response from young people to the appeal made in the Parish Magazine.
- (2) **L-shaped Field:** There was nothing to report on this matter.
- (3) **Dog Litter Bins:** The Clerk confirmed that he had requested Tandridge DC to install additional bins.
- (4) **Police:** It was the practice of the Parish Council to hold periodical meetings with the Parish Constable and the Local Inspector to monitor local events and this practice would continue.
- (5) **Accessibility of Footpaths:** The Parish Council had always monitored local footpaths in an informal way and it was intended that this practice would continue.
- (6) **Tatsfield Village Website:** There was in existence a Parish Council website operated by Ian Mitchell and it was agreed that it was desirable for this to continue as a separate entity. There was no reason whatsoever why this could not be directly linked to a Tatsfield Community website and this aspect had still to be investigated.

Jon Allbut circulated copies of the Notes of a Meeting of the Steering Group held on 6 November. Arising from the Notes, the following points were agreed:

- (1) Gerald South was authorised to liaise with the Parish Magazine to publicise Agenda 21;
- (2) Biggin Hill Airport matters and how to lodge protests about over-flying should be publicised in the Parish Magazine, subject to agreement with Ian Mitchell.
- (3) There was no objection to discussions continuing with the Biggin Hill practice.
- (4) There was no objection to informal enquiries being made about the possibility of a permissive footpath between the School and the Church.

(b) Affordable Housing for Tatsfield:

The Clerk had received a copy of the letter written by Andrew Smith to Tandridge DC Housing Department and he understood that a reply had just been received. This set out the Council's view very clearly, namely that the Lusted Hall Lane site could only be used for all-Tandridge residents. If an exception site could be found in Tatsfield, this could be ring-fenced for Tatsfield people. Andrew Smith would be writing with full details and the Clerk promised to circulate copies.

(c) Risk Assessment:

The Clerk indicated that an estimate of the amount of fencing required and the cost involved was still required before any decision could be made about the areas of claimed land. The Clerk emphasised that it was still possible to carry out inspections as previously agreed but he had not yet received any details from members.

(d) Westerham Practice Surgery:

There was no further development.

(e) Traffic Census:

Tony Erbesindicated that he had been forced to cancel the census due to lack of manpower. He intended to make fresh arrangements to hold a census in the New Year.

9. Village Hall

(a) Management Committee Report:

Margaret Boadella reported that there had been some vandalism that occurred after a booking. It appeared that the proper procedure had not been followed when the booking was accepted and steps had been taken to ensure there was no re-occurrence. The new cooling system had now been fitted.

(b) Hall Lease:

The Clerk reported that he had spoken to Mr Taylor on the telephone and he had indicated that he considered that the Council was proceeding along the right lines. He would however be writing within the next 7 days with specific advice.

10. Property & Land Maintenance**(a) Claimed Land:**

Nothing to report.

(b) Tree Survey & Maintenance:

Jon Allbutt indicated that he had completed his survey and had just passed the necessary information to the Clerk so that a letter could be written to Tandridge dealing with the trees on the Greens and tenders could be obtained for the remaining work.

(c) Tatsfield In Bloom

Jon Allbutt submitted a written report to members outlining the Organising Committee's plans for the coming year. In particular, he drew attention to the plans to develop the Bakery Lawn and he asked if the Parish Council was prepared to endorse the project in principle. As detailed plans were not available, it was agreed that the matter would have to be dealt with at the next meeting.

(d) Pond:

It was agreed that Wendy Maddison and Jon Allbutt would discuss the contract arrangements for the coming year and would report back at the next meeting. It was appreciated that the amount of funds available was an important factor in determining what work could be afforded.

(e) L-shaped Field

Nothing to report.

(g) Westmore Green:

(1) **Accident:** The Clerk reported that he had written to Tandridge and, as a result, the area around the manhole had been filled in.

(2) **Playground:** Jon Allbutt had still to take up with Tandridge the questions of the maintenance of the surface so as to comply with the relevant standards.

11. Meetings to Attend

(a) **SCAPTC Risk Assessment Briefing Session:** Wednesday 26th November 2003 at 7.00 p.m. at a cost of £23.50 (incl VAT) – Wendy Maddison to attend.

12. Correspondence

(a) **Audit Commission Audit on Tandridge DC:** The Clerk indicated that he had only received one reply. Wendy Maddison handed her response in and the Chairman urged the remaining councillors to deal with their response immediately.

(b) **Surrey Police Authority Consultation:** The Clerk circulated copies of the questionnaire and it was agreed that members should complete their personal responses and return to the Clerk for onward transmission. Responses were required by 21 November.

(c) **Tandridge Local Agenda 21:** The Clerk drew attention to appeal from Tandridge LA21, "arising from the successes in Tatsfield and Limpsfield", to all areas to extend community involvement by organising "clean up days". It intended to hold a meeting with PC Chairmen representatives from Churches Together and LA21 to take the matter forward. Representatives from Tatsfield & Limpsfield would be present.

(d) **Countryside Agency Local Heritage Initiative:** The Clerk drew attention to the details in circulation relating to grants available to groups.

13. Any Other Business

(a) **Remembrance Day Services:** In response to a question from Margaret Boadella, the Clerk confirmed that he had not received any formal invitations for the Chairman to attend any such services.

(b) **Allan Bell:** It was unanimously agreed that a letter of condolence should be sent to Mrs Bell following the recent death of her husband who had been so supportive of the Village and its affairs.

The Meeting closed at 10.24 p.m.

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/71
NOVEMBER 2003**

RESULTS:-

Approved	03/1014 03/594	The Paddocks, Lusted Hall Lane 2 Ebor Cottages, Paynesfield Road
Refused		31 Paynesfield Road
Appeals	03/730 03/483 03/92 03/LBB11 28946	Treeview, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Ship Hill (opp. Ninehams Road) Land at Great South Street Farm

CURRENT APPLICATIONS:-

03/1260	Holt Cottage, Kemsley Road Retention of 3 velux windows to rear and 1 velux window to side in existing roof slopes in connection with roof conversion (REVISED PLAN) Recommendation: No objection.
03/1504	Ferndale, Lusted Hall Lane. Demolition of existing carport and erection of attached garage to front and single storey rear extension. Recommendation: No objection.
03/1446	Kylemore, 56 Paynesfield Road Demolition of garage & erection of single storey side extension and attached open fronted garage. 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

TATSFIELD PARISH COUNCIL

03/72

APPENDIX B

November 2003

Expenditure to be authorised:-

Payee	Description	October	Nett	VAT	Total
J Sandiford	Salary				650.33
	Telephone				
	Postages		3.44		
	Photocopying		16.60		
	Stationery				
	Travel				20.04
					<u>670.37</u>
Mrs G Miles	Cleaning	October			28.00
Surrey County PFA	Affiliation Fee 2003/4				10.00
J Bach	Printing of Village Directory				80.00
CPRE	Affiliation fee due 1/11/2003				25.00
Chris Lehan	Cutting of Police House hedge (14/10/02)		275.00	48.12	
	Ditto + Surgery bed (14/10/02)		400.00	70.00	
	Police house hedge (7/10/02)		275.00	48.12	
	Total		950.00	166.24	1,116.24

Note: Cheque for £470 authorised and signed on 11/11/02 but never paid in. The amount was charged in 2002/3 accounts and VAT claimed. This cheque will therefore have to be written back.

Total Payments to be authorised 1,929.61

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	October		1,043.22	
Philipot	Parish Room Hire			10.00	
Horticultural Society	Sponsor ship			370.00	
HSBC	Interest on Current Account	September		12.64	
Horticultural Society	Reimbursement of expenditure on plants payable by Society			370.00	

Total Receipts 1,805.86
Balance -123.75

Balances at Bank
01/11/2003

Current Account No.01123588 18,997.53
Deposit Account No.31123823 ***** 29,181.72

***** includes interest for October 49.63

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th December 2003 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr David Wood (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes Mr Alan Fry
Mrs Wendy Maddison Mr Ian Mitchell

In Attendance: Mr John Sandiford (Clerk),
Mr Harry Pettifor (Surrey CC Councillor),
Mr Bob David (Tandridge DC Councillor),

And 11 parishioners.

1. Apologies: None**2. Tatsfield School**

The Chairman indicated that, with the full knowledge and approval of the members of the Parish Council, he wished to make a statement concerning the School. He indicated that he would not be accepting questions and the matter would not be discussed in public during the forthcoming meeting.

The Chairman announced that Surrey County Council had informed the Parish Council that it was considering the relocation of Tatsfield School to a site in the village centre. The Parish Council had been made aware of this possibility at an informal meeting in the preceding week. The proposed development would include housing and facilities that would be available to the community including a swimming pool and an all-weather sports surface. The Parish Council had made it clear that it wished to be kept fully informed of all developments and, as soon as sufficient information was available, it would be holding a public meeting to acquaint everyone of the facts. The County Council had undertaken to keep the Parish Council fully informed and had undertaken to attend any such meeting. The Parish Council would be pressing for information to be released at the earliest opportunity and, until that information was available, would not be making any further statement. He concluded by assuring everyone that the matter would be treated as of the utmost importance and appealed to everyone not to engage in speculation based on insufficient information.

Ian Mitchell indicated that he considered that members of the public present should be allowed to ask questions if they wished.

3. Minutes

The Minutes of the meeting held on the 9th November 2003 were approved and signed as a correct record.

4. Matters Arising:

(a) **Conservation Areas & Listed Buildings:** Ian Mitchell that he had not received any comments from members and it appeared therefore that there was no wish to take the matter any further.

5. Planning Matters

(a) **Current Applications:** Alan Fry 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

6. Finance

(a) **Budget:** The Clerk reported that the Finance Committee had met to discuss the draft Budget for 2004/05 on 17 November and copies of the Minutes had been circulated to all members. As requested by the Committee, he had also circulated a copy of the final draft budget that the Committee had unanimously approved. The Committee proposed that the budget be approved and that the precept for 2004/5 be £22,000. This proposal was agreed unanimously.

(b) **SCAPTC:** The Clerk reported that the subscription for 2004/5 would be £509 + VAT. He also drew attention to fact that, based on the Band D equivalent for 2003/4, Tatsfield's precept was 37th out of 85 in the list of member parishes at £21.98. The highest was Albury at £51.07 and the lowest was Oxted at £3.89. In Tandridge, there were 15 member parishes, the highest being Woldingham at £28.08 and the lowest Oxted at £3.89. Tatsfield came second in the Tandridge parishes.

(c) **Parish Room:** It was agreed that the free use of the Parish Room for Lifelong Learning classes should be extended to July 2004.

(d) **Payments :** The payments listed in Appendix B were approved.



7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** The Chairman indicated that he had met Surrey Highways to express concern about road safety in the village centre. He was aware there was still a lot of concern and it was agreed that the Clerk should put these concerns in writing to Surrey Highways.
- (b) **Highway Matters:**
- (1) **Paynesfield Road:** The Clerk confirmed that he had written to Surrey Highways asking for a statement of the County Council's policy in these cases. He had not so far received any reply.
 - (2) **Ship Hill:** It was noted that there were overhanging branches in Ship Hill that needed attention and this matter would also be included in the letter to Surrey Highways.
- (c) **Rights of Way Matters:**
- (1) **Bridleway Claims CP481 and CP482:** It was noted that the SCC Tandridge Local Committee had considered the matter and had recommended the making of an order in the matter.

8. Reports

(a) **County Councillor:**

Harry Pettifor reported on the following matters:

- (1) **Bridleways:** He reported that the bridleway claims had been approved and the County Council would make orders in January. An appeal could be lodged within 42 days of the date of the orders.
- (2) **Safe Routes to School:** The assessment of the cost of the work to date had still not been made and consequently no decision had been made as to when the remaining work would be carried out.

(b) **District Councillor:**

Bob David reported on the following matters:

- (1) **Council Tax:** Under the draft Government proposals, Tandridge would be £100,000 short on its grant as compared to the current year and this would inevitably increase Council tax.
- (2) **Recycling:** He appealed for comments on the new system that had recently been introduced.
- (3) **Limehouse Bottom:** He was pleased to report that Tandridge DC had made an Article 4 Direction in respect of the whole area of Limehouse Bottom. This meant that permission had to be obtained for any development, no matter how small.
- (4) **The Paddocks, Lusted Hall Lane:** He was pursuing the matter of earth movements onto this site as he was aware of the concern locally at the extent of these. The Clerk also confirmed that he had spoken to Tandridge Planning about the matter. The matter was under investigation.

(c) **Police Matters:**

Ian Mitchell indicated that he had nothing to report.

(d) **Biggin Hill Airport:**

Ian Mitchell indicated that he had placed the minutes of the last Joint Consultative meeting in circulation. The next meeting was in January.

(e) **Transport Matters:**

Alan Fry indicated that he had received a copy of the draft terms of reference for the new Area Passenger Transport Consultative Group on which the Parish Council had been invited to comment. He undertook to deal with this. He indicated that there had been some complaints about the 464 service. He considered that Metrobus operated a very good service but there were rare failures due to various good reasons, such as illness of the driver and road traffic accidents.

(f) **Children in Need Fun Day:**

The Clerk indicated that he had not received any information.

9. Notified Items:

(a) **Parish Appraisal:**

- (1) **Young People:** Margaret Boadella indicated there would be a meeting of the Group in the next week.
- (2) **L-shaped Field:** The Chairman proposed that discussion of the future of the Field should be adjourned indefinitely. This was agreed unanimously.
- (3) **Tatsfield Village Website:** It was noted that the Appraisal Steering Group was taking forward the proposal to set up a Tatsfield Community website.

(b) **Affordable Housing for Tatsfield:**

The Clerk reported that he had circulated a copy of a letter from Andrew Smith and a copy of the reply received from Tandridge DC Housing Department. This reply made clear that the Lusted Hall Lane site could not be ring fenced for Tatsfield residents. The reply from Tandridge DC further indicated that it would be happy for the Parish Council to have some input into the layout and design of the scheme. Andrew Smith indicated that the Rural Housing Trust, together with its partner English Rural Housing Association, would be interested in the possibility of building a scheme on that site. He pointed out that as the site was earmarked for housing in the Local Plan, development would take place eventually. If Rural Housing did decide to

proceed, he indicated that the Parish Council would be consulted at all stages. Andrew Smith asked for the Parish Council's comments. After discussion, it was agreed that the Parish Council wished to be involved with any scheme involving the development of the site and wished to support the Rural Housing Trust.

Andrew Smith also indicated that a search for a local needs Exception site would continue. Jon Allbutt expressed concern that the development of the site would involve the destruction of mature trees and disturbance to wildlife. The Clerk was asked to mention this concern when advising Andrew Smith of the Council's support for Rural Housing.

- (c) **Risk Assessment:** The Clerk reported that he had issued copies of the Report Form to all members so that each member could complete and return the forms to him at the required intervals. It was agreed that Westmore Green should be inspected monthly and the L-shaped Field quarterly.
- (d) **Westerham Practice Surgery:**
There was no further development.
- (e) **Traffic Census:**
Tony Erbes indicated that he was making arrangements to hold the census in the New Year and would confirm the exact date in due course.

10. Village Hall

(a) Management Committee Report:

Tony Erbes indicated that the Management had agreed that the Hall could be made available to the Parish Council in the event of an emergency. Jon Allbutt expressed concern that there was no emergency plan and suggested that a generator would be required to ensure a power supply in the event of a power failure. General discussion took place and it was agreed that enquiries should be made of Surrey CC and Tandridge DC as to what emergency planning was in place so far as the Parish was concerned.

(b) Hall Lease:

The Clerk reported that he had circulated a letter from Mr Taylor together with copies of a further letter the Clerk had written in reply and the further response from Mr Taylor. It was agreed that the Clerk should now arrange a meeting after the Christmas holiday with the Management Committee and that, as previously agreed, Messrs. Wood, Erbes, Boadella and Fry would represent the Parish Council. It was further agreed that the Clerk should draft a statement to be published through the Parish Magazine setting out the Council position in the matter. It was also agreed that the Council representatives should meet to discuss the position prior to any meeting with the Management Committee.

11. Property & Land Maintenance

- (a) **General:** The Clerk indicated that he had instructed Chris Lehan to proceed with the felling of a dead cherry tree in Shaw Road at a cost of £85. He also drew attention to the fact that Mr Lehan had suggested that the height of the Police House hedge should be reduced by some 15 feet to avoid the necessity of using ladders and trestles. He was of the opinion that the cost of reducing the height would be more than saved in subsequent trimmings. After discussion, it was agreed that the height of the hedge had to be reduced not only because of the cost of cutting such a high hedge but also because of possibility of the hedge becoming a danger in bad weather conditions. The Chairman was authorised to discuss with Mr Lehan the amount by which the hedge should be reduced so that the Clerk could advise Mr Greig, the owner of the Police House, of the Council's intention.

The Clerk confirmed that he had written to Tandridge with regard to the tree work necessary on Tatsfield Green and had sent out invitations to tender for similar work to trees on Ashen Shaw.

These had to be submitted by 2 January 2004 so that they could be considered at the meeting on 12 January with the work to be completed by 16 February.

(b) Tatsfield in Bloom

Following the last meeting, Jon Allbutt presented a pictorial representation of the proposed development to the Green outside The Bakery Restaurant. He explained that there would be an area of paving that would be used by the Restaurant in the summer months. A wide-ranging discussion took place as a result of which members indicated that they were not prepared to approve the scheme in principle. Matters of concern included (1) the fact that the ground was common land and part of Westmore Green, (2) the possibility of setting a precedent (3) the need for any licence to occupy to be in very limited terms and (4) the acceptability of such terms to the Restaurant owners bearing in mind the cost of the scheme. It was therefore suggested that the Organising Committee should give the matter further consideration.

(c) Pond:

Wendy Maddison reported that the Pond was looking very good and that recent rain had filled it up. Discussion then took place concerning the renewal of the maintenance contract and it was agreed that advice would be sought from a body such as Surrey CC or the Wildfowl & Wetlands Trust.

(d) Westmore Green:

- (1) **Accident:** The Clerk reported that he had now written to Thames Water drawing attention to the matter.
- (2) **Playground:** Jon Allbutt indicated that that he had not yet taken up with Tandridge the question of the maintenance of the surface so as to comply with the relevant standards.
- (3) **Tatsfield Horticultural Society:** It was agreed that the Society be permitted to hold its Annual Plant Sale on the Green on Saturday 15 May.

12. Meetings to Attend

- (a) **Surrey Rail Forum:** Thursday 22nd January 2004 at 10.30 a.m. at County Hall Kingston – Alan Fry to attend.
- (b) **SCAPTC Finance & Accounting Seminar:** 21 January 2004 at East Horsley Village Hall 10.00 a.m. to 4.00 p.m. – Fee £47 incl VAT

13. Correspondence

- (a) **The Old Ship:** The Clerk indicated that he had received Notice of the transfer of the Licence to Daniel James Kelly and Nadine Louise Kelly as the managers and Wendy Thomas as owner.
- (b) **SCC Tandridge Local Committee:** The Clerk indicated that had been informed by Godstone Parish Council that the Committee would be holding a joint meeting with the District Council and Parish Councils in March/April 2004 on a Saturday morning. If there was a specific subject that the Parish Council wished to discuss, details were to be notified to the Godstone PC Chairman by 31 December.
- (c) **SCAPTC:** The Clerk drew attention to the resignation of Ken Pratt as Executive Officer. In the New Year, a pilot project would be introduced using the Sussex County Association to provide a level of service that would be more than satisfactory.
- (d) **Surrey CC Consultation on School Admission for September 2005:** The Clerk drew attention to the consultation document concerning the future arrangements for admission to community and voluntary schools. He pointed out that the closing date for comments was 16 January 2004.
- (e) **Tandridge LA21-Adopt-a-Street:** The Clerk drew attention to the notes of a meeting of the Tandridge LA21 Committee held on 25 November and indicated that he had placed a copy in circulation.

14. Any Other Business

- (a) **Tatsfield School:** Margaret Boadella reported that she had attended a special Governors meeting that evening when the Governors were informed of the possible relocation of the School.
- (b) **Surrey CC Risk Assessment Seminar:** Wendy Maddison reported that she had attended this seminar and produced the certificate she had been awarded.
- (c) **Christmas Tree:** Tony Erbes asked for assistance in the erection and decoration of the Village Centre Xmas Tree on Sunday 14 December.

15. Tatsfield School

It was agreed that an insert setting out information concerning the proposed relocation should be distributed with the Parish Magazine. Ian Mitchell volunteered to draft this and the Chairman indicated that he would then circulate a copy to all members for comment. It was further agreed that an Initial Public Consultation meeting would be held in the Village Hall at 10.30 a.m. on either Saturday 24 January or on 17 January 2004 dependant upon the availability of the Hall.

The Meeting closed at 10.34 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2003/77
DECEMBER 2003**

RESULTS:-

Approved	03/1288 03/1305 03/1326 03/1310	Peace Cottage, Ship Hill (Gates) 52 Crossways 89 Paynesfield Road Robin Lodge, Old Lane
Refused	03/1064 03/1336	31 Paynesfield Road Land SW of Downalong, Kemsley Road
Appeals	03/730 03/483 03/92 03/LBB11 28946 033/1128 638	Treewiew, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Ship Hill (opp. Ninehams Road) Land at Great South Street Farm Clacket Lane Sandpit, Clacket Lane

CURRENT APPLICATIONS:-

03/1577	Tatsfield Working Men.s Club, Westmore Green Installation of replacement windows and doors to front and side elevations with new window to front elevation. Recommendation: No objection
03/1687	2 Beacon Shaw, Approach Road Erection of 2 storey side extension Recommendation: No objection.
03/1532	Moorhouse Works, Moorhouse, Westerham Erection of single storey extension to collator/banding shed. Recommendation: No objection.
03/1725	9 Whitewood Cottages Erection of detached garage Recommendation: To be considered by the 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

03/78

APPENDIX B

December 2003

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary	November			650.33
	Telephone				10.00
	Postages		6.60		
	Photocopying		20.15		
	Stationery		18.15	3.18	
	Travel		15.00		63.08
					<u>723.41</u>
Mrs G Miles Tatsfield Parish Magazine Macmillan Plants Post Office Ltd	Cleaning	November			28.00
	Grant				45.00
	TIB		243.00	42.53	285.53
	Telephone account		46.89	8.20	55.09

Total Payments to be authorised

1,137.03

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	November	1,043.22	
Bridge Club	Parish Room Hire		78.00	
HSBC	Interest on Current Account	November	8.78	

Total Receipts

1,130.00

Balance

-7.03

Balances at Bank
01/12/2003

Current Account No.01123588		4,723.34
Deposit Account No.31123823	*****	26,216.78
***** includes interest for	November	35.06

**TATSFIELD PARISH COUNCIL
BUDGET 2004-2005**

Description of Item	Details	Total
INCOME		
Surgery		25000
Parish Room Letting		300
Interest on Current		60
Interest on Deposit		650
TOTAL		26010
EXPENDITURE		
Administration		
(a) Insurance	1650	
(b) Salary	8000	
(c) Telephone	325	
(d) Cleaner	350	
(e) General	1000	
Projects	1000	
(f) Election	500	
(g) Audit	400	
Property - Surgery & Parish Room		
(a) Loan Repayments	16255	
(b) Rates	600	
(c) Maintenance	3000	
Land - owned or claimed		
(a) General Maintenance	3100	
(b) Tatsfield in Bloom		
(c) Pond	1200	
(d) L-shaped Field		
Village Hall		
(a) Loan Repayment	5200	
(b) Other Provision		
SITA Grant contribution	2155	
Grants etc	3000	
Capital Provision	300	
Parish Plan		
Total Expenditure		48035
SURPLUS/DEFICIT		-22025
Recommended Precept		22000