

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th January 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mr John Sandiford (Clerk),
Mr Bob David (Tandridge DC Councillor),
And 4 parishioners.

1. Apologies: Mr Jon Allbutt (illness) and Mr Harry Pettifor (Surrey CC Councillor).

2. Minutes

The Minutes of the meeting held on the 8th December 2003 were approved and signed as a correct record.

3. Matters Arising:

(a) **Affordable Housing for Tatsfield:** The Clerk had circulated a copy of a letter from Andrew Smith indicating that a feasibility study had been put in hand and that all those who registered an interest were being kept informed.

4. Planning Matters

(a) **Current Applications:** The Clerk reported on the applications listed in Appendix A and the action as shown by Appendix A was agreed. Prior to the discussion of Planning Application No.03/1716 relating to 31 Paynesfield Road, the Chairman declared an interest in the matter arising from the fact that he lived nearby. He indicated that he had taken no part in the investigation of the matter and he took no part in the discussion at the meeting.

(b) Sundry Planning Matters:

(1) **Surrey's Countryside for the Future:** The Clerk drew attention to the copy of the Rural Strategy and Action Plan placed in circulation.

(2) **The Chalet, 31 Ninehams Road:** The clerk reported that an appeal had been lodged.

(3) **Tandridge Local Strategic Partnership:** The Clerk reported that the Tandridge Local Committee would be holding a seminar for Parish, District and County Councillors on Sat 28 February on the subject of "Tomorrow's Tandridge". It was possible to suggest subjects for discussion on the agenda that would benefit from discussion between Parish, District and County.

(4) **Limehouse Bottom, Ninehams Rd:** The Clerk reported that he had been sent a copy of the further Article 4 Direction made in this matter.

(c) **Planning Councillor:** Ian Mitchell

5. Finance

(a) **Budget:** The Clerk reported that he had lodged the request for the precept of £22,000 for 2004/5.

(b) **National Salary Award:** The Clerk reported that the negotiations for the National Salary Award were unlikely to be concluded before Feb/Mar 2004. The Clerk was instructed to write to NALC to draw attention to the difficulties caused by the delay.

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

6. Highways & Rights of Way

(a) **Tatsfield Safe Routes to School Project:** The Clerk had circulated a copy of a letter indicating that Surrey Highways believed that all the signs and road markings conformed to all regulations and criteria. It indicated that drivers passing the No Entry sign were liable to prosecution.

(b) Highway Matters:

(1) **Paynesfield Road:** The Clerk had circulated a copy of the response from Surrey Highways that included a copy of the letter sent to all residents of Paynesfield Rd. The Clerk was asked to enquire whether the Parish Council would be consulted before a licence was issued to any resident.

(a) **Rights of Way Matters:** Nothing to report.

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

The Clerk indicated that Harry Pettifor had asked him to report on his behalf on the following matters:

- (1) **Bridleway Claims CP481 & CP482:** The orders were in the process of being made at the present time
- (2) **Mobile Library:** The Library Service was proposing to reduce the service from a weekly visit to a bi-weekly visit and this had been highlighted in the Parish Magazine. Harry Pettifor had not received any comments and wished to draw the matter to the Parish Council's attention. It was agreed that the matter should be highlighted again in the Parish Magazine indicating that if there were no comments, the reduction would inevitably come into effect.

(b) District Councillor:

Bob David reported on the following matters:

- (1) **Mobile Library:** The matter would be highlighted in the next edition of the Parish magazine.
- (2) **Safe Routes to School:** He was meeting Surrey Highways again on 16 January to raise a number of matters other than the road safety matters. The latter would not be dealt with until the safety audit took place in a few months' time.
- (3) **The Paddocks, Lusted Hall Lane:** He was pleased to report that, following a visit from Tandridge DC Planning Officers, no further deliveries of soil would be allowed until a new planning application had been considered.
- (4) **National Census:** He reported that publication of separate Census figures for Tatsfield had been delayed because of some confusion involving Titsey Parish. There was concern that, because of the low numbers involved in Titsey, it was possible that individuals in Titsey could be identified. The Titsey statistics were therefore to be combined with Tatsfield but this meant that direct comparisons with previous Census figures became impossible. Following representations, it seemed likely that figures for Tatsfield of a non-sensitive nature would now be published.
- (5) **Parkwood Road:** Surrey Highways had now written to all the frontagers defining the extent of the public highway and a copy of this letter had been placed in circulation
- (6) **Police:** A public meeting with the local Inspector would take place at the WI Hall on 10 February 2004.
- (7) **Tatsfield Development:** He indicated that it was possible that there could be 3 fairly large developments in the village and he therefore wondered whether The Parish Council should take a view on how the village would be affected. The Chairman indicated that he felt that it was impossible to do this until there was more certainty as to whether all or any of these developments would take place.

(c) Police Matters:

Ian Mitchell indicated that he had nothing to report other than to indicate that the next PCPG Meeting would be on 20 April in the Parish Room.

(b) Biggin Hill Airport:

Ian Mitchell indicated that the next Committee was in the next 1-2 weeks.

(c) Transport Matters:

Alan Fry indicated that he had considered the terms of reference for Transport Forums to be very comprehensive. The only comment he had made concerned the integration of services across area boundaries.

(d) Children in Need Fun Day:

The Clerk indicated that he had still not received a report and he was asked to chase this up.

8. Notified Items:**(a) Parish Appraisal:**

- (1) **Young People:** Margaret Boadella indicated that a meeting would take place in the WI Hall on either 28 January or 11 February at 8.00 p.m. to which young people were being invited to give their views on what they would like to see in the village.
- (2) **Tatsfield Village Website:** Nothing to report.

(b) Tatsfield School:

Discussion took place with regard to the arrangements for the Public Information Meeting to be held on Saturday 31 January 2004 between 10.30 and 12.00. The Clerk confirmed that Invitations sent to Louise Jardella, Gordon Reeve, Harry Pettifor and Bob David. He had not as yet sent invitations to Carole Gibbard (Headteacher), Hillary Harber (School Governors) or Sue Tetzner (PTA). The Chairman indicated that he wished to keep the meeting as informal as possible so that those attending could put their questions directly to those concerned. There would be display boards giving as much information as possible. It was felt that definite information as the planning process should be available and the Clerk was asked to contact Tandridge Planning Dept.

DD

- (c) **Risk Assessment:**
The Clerk reported that he had not yet received any reports.
- (d) **Westerham Practice Surgery:**
There were no further developments.
- (e) **Traffic Census:**
Tony Erbes indicated this would take place on 4 March and he would making all necessary arrangements.

9. Village Hall

- (a) **Management Committee Report:**
There was no report but the minutes of the last meeting had been placed in circulation.
- (b) **Hall Lease:**
The Clerk reported that a meeting had been arranged with the Management Committee representatives on Tuesday 20 Jan/ Thursday 22 Jan at 8 p.m. The Parish Council's representatives (DW, MB, TE and AF) would meet beforehand to discuss matters

10. Property & Land Maintenance

- (a) **General:**
- (1) **Shaw Road:** The Clerk indicated that Chris Lehan had felled of the dead Cherry Tree in Shaw Road and his account had been included in the Appendix B.
- (2) **Police House:** The Chairman indicated that he had discussed the best height of the hedge with Mr Lehan and he had suggested that the height of the Police House hedge should be reduced to 6 feet. This was agreed and Tony Erbes agreed to approach Mr Carr.
- (3) **Land Registration of Property:** The Clerk drew attention to the fact that procedures in land registration were changing and it was extremely important for the Land Registry to have a current address. Three addresses could be registered and Messrs Hedleys were offering a service where one of the addresses could be theirs. It also raised the question as to whether the Parish Council should voluntarily register a title in cases where the title was not already registered. It was agreed that the Clerk should report back at the next meeting on his recommendations.
- (4) **Tatsfield Green:** The Clerk confirmed that he had written to Tandridge DC with regard to the tree work necessary on Tatsfield Green but had not received any response.
- (5) **Ashen Shaw:** He had sent out invitations to tender for similar work to trees on Ashen Shaw and had received three responses:-
- | | |
|---------------------|-------------|
| Connick Tree Care | £1475 + VAT |
| T & S Tree Surgeons | 1410 + VAT. |
| Chris Lehan | 1000 + VAT |
- It was agreed that the tender from Chris Lehan be accepted and that the Clerk should instruct him to proceed.
- (6) **Parish Room:** The Clerk reported that the redecoration of the Parish Room had been completed since the last meeting. He also reported that the Life Learning Initiative would be using the Parish Room on Thursday evenings for French classes until the end of the Summer term. There would be half term and full term breaks and he was awaiting details from Mike Clayton.
- (7) **Tatsfield Green:** Tony Erbes reported that trees had blown down in the recent high winds and brought down telephone lines and blocked the lower part of Old Lane. In this emergency situation, he had authorised Chris Lehan to remove them at a cost of £300 + VAT. This action was approved.
- (b) **Tatsfield in Bloom**
In the absence of Jon Allbutt, there was nothing to report.
- (c) **Pond:**
Wendy Maddison had nothing to report except to report that the Contractor had agreed the dates for the maintenance visits for the coming year.
- (d) **L-shaped Field**
Nothing to report.
- (e) **Westmore Green Playground:**
It was noted that Jon Allbutt had now written to Tandridge DC as to the maintenance of the surface so as to comply with the relevant standards.

JS

11. Meetings to Attend

- (a) **Surrey Rail Forum:** Thursday 22nd January 2004 at 10.30 a.m. at County Hall, Kingston
- (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
- (c) **SCC Tandridge Local Committee:** 30 January 2004 at 10.15 a.m. at Soper Hall, Caterham
- (d) **Tandridge Local Strategic Partnership:** Sat 28 February 2004 9.30 – 12.30 – venue to be notified.

12. Correspondence

- (a) **CPRE Planning Bill:** The Clerk drew attention to the appeal from CPRE to write to the Government supporting the amendments being proposed to the Planning Bill (a) to give County Councils a statutory responsibility to prepare and review Regional Spatial Strategies a,d (b) to address the urgent need for better planning enforcement. It was agreed that the Clerk should write accordingly.
- (b) **Eastern Surrey Municipal Waste Strategy:** The Clerk drew attention to the report in circulation.
- (c) **SCC "Surrey's Countryside the Future":** The Clerk drew attention to the Action Plan placed in circulation.
- (d) **Tatsfield Village Hall:** The Clerk indicated that a request had been received from the Hall Committee for permission to erect on the central island opposite The Ship between 12-28 March a notice board advertising a forthcoming musical revue. The Committee also asked for permission to use Westmore Green on Sunday 18 July for Car Boot Sale and indicated that the condition of the Green would be considered before cars were allowed on it. Both requests were agreed.

13. Any Other Business

- (a) **Approach Rd/Clarks Lane Junction:** Wendy Maddison expressed concern at the difficulty of distinguishing this junction in conditions of poor visibility and asked if Surrey Highways could be asked to install red cats eyes or reflective posts. It was also noted that the white lines required repainting at this junction.
- (b) **Tatsfield Weekend:** The Chairman indicated that he had received a copy of the proposed programme of events to take place on 29-30 May 2004. He asked the Clerk to circulate copies to all members.

The Meeting closed at 9.45 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/05
JANUARY 2004**

RESULTS:-

Approved	01/703 03/1310	Tatsfield Horticultural Society Trading Hut, Borough Road Robin Lodge, Old Lane
Refused	03/1336 03/1429 03/1497	Land SW of Downalong, Kemsley Road Parkwood Cottage, Parkwood Road Ferndale, Lusted Hall Lane
Appeals	03/730 03/483 03/92 03/LBB11 28946 033/1128 638	Treeview, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Ship Hill (opp. Ninehams Road) - ALLOWED Land at Great South Street Farm Clacket Lane Sandpit, Clacket Lane

CURRENT APPLICATIONS:-

03/1725	9 Whitewood Cottages Erection of detached garage Recommendation: No objection
03/1716	The Studio, 31 Paynesfield Road Demolition of existing dwelling and erection of 2 x 4 bedroomed houses with 4 parking spaces. Recommendation: Objection to be lodged on grounds of overcrowding and unneighbourly development
03/1849	33 Paynesfield Road Demolition of existing garage and erection of single storey side extension incorporating attached garage Recommendation: To be considered by the next Planning Councillor

GROUND FOR OBJECTIONS:-

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

TATSFIELD PARISH COUNCIL

04/06

APPENDIX B

January 2004

Expenditure to be authorised:-

Payee	Description	December	Nett	VAT	Total
J Sandiford	Salary				650.33
	Telephone				10.00
	Postages		3.64		
	Photocopying		10.15		
	Stationery				
	Travel		15.00		28.79
					<u>689.12</u>
Mrs G Miles	Cleaning	December			28.00
Chris Lehan	Tree felling		85.00	14.88	99.88
Tandridge VSC	Membership Fee 2004				10.00
Denis H Reeves & Co	Parish Room redecoration		1,775.00	310.63	2,085.63
D Wood	Photocopying of Tatsfield School Flyer				56.00
A Erbes	Materials purchased for Xmas Tree				89.62
Kent Domestic Burners Ltd	Gas boiler service		73.25	12.82	86.07

Total Payments to be authorised

3,144.32

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	December		1,043.22	
HSBC	Interest on Current Account	December		4.20	

Total Receipts

1,047.42

Balance

-2,096.90

Balances at Bank
01/12/2003

Current Account No.01123588		3,447.01
Deposit Account No.31123823	*****	26,247.31

***** includes interest for December 30.53



MINUTES of a Meeting of Tatsfield Parish Council held on the 9th February 2004 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 Alan Fry
Mrs Wendy Maddison Mr Ian Mitchell

In Attendance: Mr John Sandiford (Clerk),
And 11 parishioners.

1. Apologies: Mr Tony Erbes, Mr Harry Pattifor (SC Councillor) and Mr Bob David (TD Councillor).

2. Minutes

The Minutes of the meeting held on the 12th January 2004 were approved and signed as a correct record.

3. Matters Arising: None

4. Tatsfield School:

Following the statement he had made to the public before the meeting commenced, the Chairman indicated that he considered that, as a result of the Public Consultation Meeting held on Saturday 31 January 2004, it was clear that the Parish Council needed to seek information from Surrey County Council on a number of matters. He therefore proposed and it was unanimously agreed that the Parish Council should write to Surrey County Council to seek clarification on the following matters:

- (1) the investigations undertaken as to the feasibility or otherwise of moving or reinforcing the gas main including the costs involved;
- (2) the steps taken to find other possible sites in the Parish and the reasons why those sites were rejected;
- (3) the consequences for the School if an acceptable site cannot be found in the Parish;
- (4) the availability of finance sufficient to (a) buy land on which to build a school and (b) to pay for the school building, including the availability of central government finance;
- (5) the intention of the County Council with regard to the present site in the event of the School being relocated;
- (6) the consequence of the Parish Council deciding that it is not prepared to allow the L-shaped Field to be part of the scheme; and
- (7) the way in which the community facilities would be guaranteed.

It was also agreed that there should be a request for an inspection by members of the present School and of a school similar to that which the County proposed to be built and that confirmation that any key worker accommodation should be designated for Tatsfield residents.

It was further agreed that terms of the letter, to be drafted by the Clerk, should be approved by the Chairman and that a copy of the approved draft letter would be circulated to members 24 hours in advance of the letter being sent.

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) **Tandridge Local Strategic Partnership:** The Clerk reminded members that the Tandridge Local Committee was holding a seminar for Parish, District and County Councillors on Sat 28 February on the subject of "Tomorrow's Tandridge" and asked if anyone wished to attend.
- (2) **Appeals:** It was agreed that it was not necessary to make any representations in the appeals relating Rosebank, Hillside Road (03/352) or relating to Parkwood Cottage, Parkwood Road (03/1429).

(c) **Planning Councillor:** Jon Albutt

6. Finance

(a) **East Surrey Museum:** The Clerk drew attention to the request for financial assistance received from the Museum. After discussion, it was agreed that a grant of £75 would be made.

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- (b) **N Tandridge Local History Centre:** The Clerk drew attention to a request from the Centre for financial assistance to purchase plastic storage sleeves for maps. It was agreed that a donation of £75 would be made.
- (c) **Grants Approval Procedure:** Alan Fry indicated that he considered that applications for financial assistance should be considered annually rather than on an ad hoc basis. It was felt that further information was needed on occasions. It was suggested that an appropriate time to consider such matters was in October at the time of the Budget review and that applications for financial assistance should be requested by September.
- (d) **Payments :** The payments listed in Appendix B were approved.

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** Nothing to report
- (b) **Highway Matters:**
 - (1) **Paynesfield Road:** The Clerk confirmed that he had written to Surrey Highways raising a number of questions as to the criteria to be applied when granting a licence for cultivation of the verge and whether the Parish Council would be consulted.
 - (2) **Local Speed Limits:** The Clerk drew attention to a letter from Chelsham & Farleigh Parish Council suggesting that representatives of Chelsham & Farleigh, Woldingham and Tatsfield should meet to discuss this matter. It was agreed that Alan Fry would represent the Parish Council. He agreed to contact Chelsham & Farleigh Parish Council accordingly.
- (c) **Rights of Way Matters:**
 - (1) **Bridleway Claims CP481 and CP482:** The Clerk indicated that the formal confirmation of the Order was in the process of being dealt with by Surrey CC.

8. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, the Clerk reported on the following matters:
 - (1) **Tatsfield School:** At the request of a number of residents, he had checked on the cost of re-positioning the high pressure gas main and he had been informed that the cost of any alteration far exceeded the cost of building the new school as proposed.
 - (2) **Council Tax:** He hoped that the Council would approve a rise of 4.2%, which would be the lowest rise for many years.
- (b) **District Councillor:** In the absence of Bob David due to illness, there was no report. On behalf of the Parish Council, the Chairman wished Bob David a full and speedy recovery
- (c) **Police Matters:** Ian Mitchell drew attention to the Public Meeting to be held the following evening.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that he would place in circulation a copy of the Airport's response to the Government Consultation on the Future of Air Transport. Aircraft movements were up but complaints were down.
- (e) **Transport Matters:** Alan Fry indicated that he had attended a recent Rail Forum meeting but there had nothing discussed that directly affected Tatsfield. He would place the minutes in circulation in due course. He had been appointed as a member of the newly formed East Surrey Passenger Transport Group and would be attending its inaugural meeting in the coming week.
- (f) **LA 21:** Ian Mitchell reported that the Local Committee was involved in publicising and implementing the Fair Trade Policy locally. It was also pressing for proper signage on the Cycle Way along Limpsfield Road.
- (g) **Children in Need Fun Day:** The Clerk indicated that he had circulated a copy of the report from Louise McRandal indicating that the total amount raised for Children in Need had amounted to £3,933.93 and requesting permission to use Westmore Green for a similar event in August 2004. This was agreed and thanks were expressed at the efficient way that the Day had been organised.

9. Notified Items:

- (a) **Parish Appraisal:**
 - (1) **Young People:** Margaret Boadella and Jon Allbutt reported that the recent meeting had been cancelled because of the snow but another meeting would be arranged as soon as possible. A Youth Project Meeting would take place on 11 February.
 - (2) **Tatsfield Village Website:** Nothing to report.
- (b) **Risk Assessment:** The Clerk reported that he had not yet received any reports. Ian Mitchell then handed in a report relating to the Parish Room. The Chairman emphasised that all members must carry out their duties in this regard.
- (c) **Traffic Census:** There was no report in the absence of Tony Erbes.

10. Village Hall

- (a) **Management Committee Report:** Margaret Boadella reported that a budget had now been produced and the Clerk had circulated copies to all members.
- (b) **Hall Lease:** The Clerk reported that the meeting with the Management Committee representatives on Tuesday 20 Jan Thursday 22 Jan had had to be cancelled due to the illness of Bob David. A further meeting would be arranged at an early date.

11. Property & Land Maintenance

- (a) **General:**
 - (1) **Storm Damage:** The Clerk reported that Jon Allbutt had reported a dangerous tree in the King Edward VII Garden and he had accordingly authorised Jon Allbutt to instruct Chris Lehan to fell the tree as a matter of urgency.
 - (2) **Police House:** In the absence of Tony Erbes, there was nothing to report.
 - (3) **Land Registration of Property:** The Clerk indicated that he had not as yet had an opportunity to look into this matter.
 - (4) **Tatsfield Green:** The Clerk confirmed that Tandridge DC had carried out the tree work.
 - (5) **Ashen Shaw:** The Clerk reported that Chris Lehan had been instructed to proceed.
- (b) **Tatsfield in Bloom:** Jon Allbutt indicated that preparations were well in hand for the coming summer's display. Alan Fry asked about the outcome of the discussions regarding the proposed development of the Green outside The Old Bakery Restaurant. There was some confusion as to what had been decided and Jon Allbutt suggested that the Clerk should write to Andrew Bond setting out the view of the Parish Council.
- (c) **Pond:** Wendy Maddison indicated that there was a need to obtain competitive quotations for the maintenance of the pond for the coming year. Jon Allbutt agreed to assist in the preparation of a specification. Jon Allbutt indicated that he made contact with the Surrey Heathland Project and he was hopeful that the Project could be of assistance. He would be pursuing this contact.
- (d) **Westmore Green:**
 - (1) **Playground:** Jon Allbutt indicated that, having inspected the playground, he was concerned that the surface was not up to standard. He agreed to take the matter up with Tandridge DC.

12. Meetings to Attend

- (a) **Rural Housing Trust Open House:** 13 February 2004 between 10.00 a.m. and 4.00 p.m. at Canada Close, Milford – Alan Fry indicated he would be attending.
- (b) **SCAPTC Transport Seminar:** Tuesday 16th March 2004 at Council Offices, Oxted – Alan Fry and Margaret ^{Boadella} agreed to attend.

13. Correspondence

- (a) **The Grasshopper Inn:** The Clerk reported that he had received notification of the transfer of the Licence from NJ Brett, B Jacobs and JJ Bickel to Messrs B Jacobs and JJ Bickel.

14. Any Other Business

- (a) **Dog Litter Bins:** It was noted that these were not being emptied.

The Meeting closed at 10.02 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**FEBR 2004/10
JANUARY 2004**

RESULTS:-

Approved	03/1584	Working Men's Club, Westmore Green
Refused		
Appeals	03/730 03/483 03/1128946 033/1128638 03/1064 03/352 03/1429	Treeview, Ninehams Road (written statements + site visit) Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 31 Paynesfield Rd (Written statements + site visit) Rosebank, Hillside Road (Written statements + site visit) Parkwood Cottage, Parkwood Road

CURRENT APPLICATIONS:-

03/1849	33 Paynesfield Road Demolition of existing garage and erection of single storey side extension incorporating attached garage Recommendation: Concern to be expressed at over-development of site and, if granted, request for condition preventing conversion to residential
03/1767	Kemscott Farm, Lusted Hall Lane Demolition of existing bungalow and Erection of 3 bed Bungalow with basement and detached double garage (amendment to 2000/1424) Recommendation: Concern to be expressed that re-siting will make development more intrusive into Metropolitan Green Belt.
04/0014	Ferndale, Lusted Hall Lane Demolition of existing carport and erection of integral garage Recommendation: If granted, request for condition preventing conversion to residential
04/0024	Tatsfield Primary School, Church Lane Creation of Early Years Play Area comprising extension of existing hard play area & erection of new fence, gate & freestanding Glazed Canopy (County Determination) Recommendation: If granted, request for condition preventing conversion to residential
04/0007	Hillside, Ricketts Hill Road Erection of 2 storey side extension Recommendation: No objection
04/0008	42 Westmore Road Erection of single storey side extension. Recommendation: Imposition of condition requiring retention of hedge.
04/0029	23 Westmore Road Erection of rear extension (Certificate of Lawfulness for Proposed Use) 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**

RT

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/10
JANUARY 2004**

04/0089	torrington, Goatsfield Road Erection of pitched roof over existing garage. Recommendation: No objection
04/0128	9 Whitewood Cottages, Crossways Erection of single detached garage (revised application 03/1725) 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	

RJ

TATSFIELD PARISH COUNCIL

04/11

APPENDIX B

February 2004

Expenditure to be authorised:-

Payee	Description	Month	Nett	VAT	Total
J Sandiford	Salary	January			650.33
	Telephone				10.00
	Postages		8.60		
	Photocopying		19.15		
	Stationery				
	Travel		15.00		42.95
					<u>703.28</u>
Mrs G Miles	Cleaning	January			28.00
St Mary's Church	Flower Festival				45.00
SERPA	Annual Contribution				20.00
Chris Lehan	Felling of storm damaged tree in Old Lane		300.00	52.50	352.50
North Tandridge Local History Centre	Donation				75.00
East Surrey Museum	Donation				75.00

Total Payments to be authorised 1,298.78

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	January	1,043.22
HSBC	Interest on Current Account	December	4.20
Westerham Drs	Surgery rent	Oct-Dec	3,129.00
Westerham Drs	Ditto	Jan-Mar	3,129.00
HSBC	Interest on Current Account	January	5.60

Total Receipts 7,311.02

Balance 6,012.24

Balances at Bank
01/02/2004

Current Account No.01123588 4,641.39
Deposit Account No.31123823 ***** 29,282.79

***** includes interest for January 35.48

DJ

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th March 2004 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),
Mr Philip Clarke (Parish Constable)

And 9 parishioners.

1. Apologies:

None

2. Minutes

The Minutes of the meeting held on the 9th February 2004 were approved and signed as a correct record subject to the correction of "Margaret Fry" to read "Margaret Boadella" in the second line of Paragraph 12(b).

3. Matters Arising:

None.

3. Tatsfield School

The Clerk reported that he had not as yet received any reply to the letter written following the last meeting. This letter had requested detailed information about all the matters of concern to the Parish Council and a copy had been circulated to all members. He also reported that, since the last meeting he had written again to Roger Taylor, SCAPTC Solicitor for clarification about the position of the L-shaped Field. Mr Taylor had now confirmed that the transaction was one which, in principle, the Parish Council could enter into. He had indicated that it would be necessary to clarify the facilities that are to be provided and the terms upon which they would be owned. A copy of the letter had distributed to all members.

The Clerk also reported that all members, with the exception of Jon Allbutt, had attended Tatsfield School on 25 February for an inspection of the school premises. It was felt that the visit had been very useful as it had enabled members to see for themselves both the premises in which the School was presently operating and the extent to which the restricted land reduced the amount of land within the site available for development. He confirmed that a visit to Dormansland School had been arranged for 9 March at 4.30 p.m.

The Clerk had circulated a resume of the matters that members would need to consider in this matter. He indicated that there was an additional matter that was not included in the resume. This involved the question of access across Westmore Green and he felt that it was necessary to refer this aspect to Roger Taylor as to whether the Parish Council had the power to grant such an access. This was agreed.

Considerable discussion took place as a result of which it was agreed that a letter should be sent to Surrey CC expressing disappointment that no reply had been received. It was also agreed that the letter should make clear that the Parish Council was fully in support of the inclusion of the Field in the application but wished to make clear that a decision could not be reached as to whether it was willing to allow the L-shaped Field to be part of the development until it had details of the proposed facilities and the terms upon which they would be owned and maintained, and until it was satisfied that it had the power to allow access across Westmore Green.

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) **Regional Planning Guidance:** The Clerk drew attention to the copy of the proposed alterations to the minerals policies and waste management policies in Regional Planning Guidance for the South East. It was agreed that these should be placed in circulation so that members could read them and, if they wished, raise specific matters at the next meeting.



(2) **The Old Ship Proposed Development:** The Chairman indicated that Tyler Homes Ltd had contacted him concerning its proposed planning application. He had subsequently been sent a copy of the plans of the proposed development comprising 11 assorted 1/2/3 bedroomed dwellings, some of which might be made available as affordable housing units. He had circulated these plans to all members for their information. In accordance with his instructions, the Clerk had acknowledged the letter enclosing the plans and, at the same time, had indicated that the Parish Council could not comment until such time as a planning application was formulated.

(3) **Tomorrow's Tandridge:** Ian Mitchell reported that he attended this seminar at Tandridge DC when Paul Newdick had outlined the forthcoming changes in planning procedures. He indicated that Paul Newdick was willing to speak to the Parish Council on the matter.

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

5. Finance

(a) **Grants Procedure:** The Clerk requested guidance on the procedure to be adopted. He had circulated members with details of the present procedure. It was agreed that, as far as possible, all applicants for grants should be asked to supply financial statements and that all applications should be considered by the Finance Committee in October each year.

(b) **Grants:** The Clerk reported that the application for a SITA Grant by the Village Hall Management Committee had been approved subject to ENTRUST registration being completed. The third party funding of £2,154.75, previously agreed by the Parish Council, would become payable and it was likely to appear in the Payments Schedule for next month.

(c) **Financial Regulations & Standing Orders:** The Clerk reported that new financial regulations had come into force and consequently the Parish Council would have to consider these. He suggested that the Council's Standing Orders should also be considered as the two were to some extent connected. It was agreed that he would supply members of the Finance Committee with copies of the new specimen regulations so that they could consider them and make recommendations to the full Council.

(d) **Tatsfield Website:** The Clerk indicated that the Appraisal Committee needed to submit receipted invoices for expenditure by 31 March but it had not yet received the account. The account was likely to be in the region of £400 and the Countryside Agency would reimburse the amount in full once the claim was submitted. It was agreed that the account should be paid as soon as details were known.

(e) **Tatsfield Community Responders:** The Clerk reported that the Responders were endeavouring to arrange a second tier of cover and additional equipment was required that would cost £250 approximately. Efforts had been made to get Surrey Ambulance Service to pay for this equipment but it did not have sufficient funds available. After discussion, the Clerk was asked to write Surrey Ambulance Service to see if an approach from the Parish Council would secure funding. The matter would be discussed at the next meeting when the result of this response was known.

(f) **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 the safety audit had been carried out but the report had not yet been submitted. The Parish Council would be supplied with a copy of the report as soon as it was available.

(b) **Highway Matters:**

(1) **Paynesfield Road:** The Clerk confirmed that he had written to Surrey Highways raising a number of questions as to the criteria to be applied when granting a licence and whether the Parish Council would be consulted. The Clerk was asked to chase the matter up.

(2) **Local Speed Limits:** Alan Fry indicated that he had not yet met the representatives of Chelsham & Farleigh, Woldingham and Tatsfield to discuss this matter.

(c) **Rights of Way Matters:**

(1) **Old Lane:** The Clerk reported that he had received an enquiry from a resident whose daughter had been stopped from riding her horse along Old Lane. She had been informed that Old Lane was not a bridleway and she had no right to ride along the road. As the road belonged to the Parish Council, clarification was required. After discussion, it was agreed that the Clerk should seek further details of exactly where the incident occurred.

(2) **SCC Rights of Way Improvement Plan:** The Clerk drew attention to this consultation, copies of which had been circulated. This would be discussed at the next meeting.

(3) **Tatsfield School:** The Appraisal Steering Committee was endeavouring to negotiate a permissive footpath between the School and the Church over land belonging to Parkwood Golf Course. The Committee would benefit from the support of the Parish Council and it was agreed that such a footpath would be of great value to pupils and others.



7. Reports

(a) County Councillor:

Harry Pettifor reported on the following matters:

- (1) **Safe Routes to School:** He confirmed that the safety audit had been carried out.
- (2) **Moorhouse Sandpit:** He was sure that this application would be approved as it did not affect any adjoining properties.
- (3) **Surrey Ambulance Service:** He wished to make clear that this Service was not controlled by the County Council nor was it funded in any way by the Council.
- (4) **Council Tax:** The actual rise in the County rate was 4.995% and not as previously reported.
- (5) **Tatsfield School:** He believed that the delay in replying was due to the fact that the County wished to deal with all matters comprehensively and he was sure a reply would be forthcoming in the next week.

(b) District Councillor:

Bob David reported on the following matters:

- (1) **Clacket Lane MSA:** He was aware that the barriers were not being operated correctly and that the crossing was being used by unauthorised persons. Tandridge DC were about to take enforcement action on the matter.
 - (2) **Bridleways:** He reported that Cudham Road was in the process of being upgraded to a BOAT and that no objections had been received to the making of the final orders for CP136 and CP139.
 - (3) **Road Salting:** Salting by the Contractors had not been done very well in the last spell of cold weather and this had been reported to Surrey Highways.
 - (4) **Highways Repairs:** A large number of white lines identifying wants of repair had appeared all over the district. He wished to make clear that this did not mean that repairs were about to be carried out. There were insufficient funds available to carry them out but dangerous potholes would be dealt with.
 - (5) **Planning:** He drew attention to the fact that approximately 90% of planning applications were now dealt with officers under delegated powers and this meant that very few applications were brought before the Committee.
- (c) **Police Matters:** Philip Clarke reported that crime was at a very low level. Efforts were being made to restrict motorcycles and cars on unmade roads and tracks but there were difficulties in enforcement because the offenders changed vehicles regularly. Action had been taken to confiscate one motorcycle. He reported that there would be major operation involving police, Customs & Excise and Immigration on a major local road in the near future.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that the minutes of the last meeting of the Joint Consultative Committee had been placed in circulation. He also reported that consideration was being given to the installation of a radar system to track movements of aircraft at Biggin Hill.
- (e) **Transport Matters:** Alan Fry reported that he had attended the first meeting of the East Surrey Passenger Consultation Group and he hoped that future meetings would gain more purpose.

8. Notified Items:

- (a) **Parish Appraisal:** The Clerk reported that Mike Clayton had now taken over as chairman of the Appraisal Steering Group from Gerald South. Margaret Boadella reported that the first meeting with 13 young people had taken place and details had been placed in circulation. A further meeting was being arranged.
- (b) **Risk Assessment:** Ian Mitchell handed in his reports.
- (c) **Traffic Census:** This had been cancelled.
- (d) **Annual Parish Meeting:** It was agreed that this would be held on Wednesday 19 May 2004 at 7.30-8.00 p.m.

9. Village Hall

- (a) **Management Committee Report:** Tony Erbes reported that the external decoration of the Hall was due to take place in the near future and he had expressed concern that the Contractor should maintain an access to the Surgery.
- (b) **Village Hall:** The Clerk reported that the meeting with the Management Committee representatives would take place on 12 March.



9. Property & Land Maintenance**(a) General:**

- (1) **Police House:** Tony Erbes indicated that he had discussed the matter with Mr Carr and he wished the hedge to remain at its present height. It was agreed that the Clerk should write to Mr Carr to advise him that the hedge would be reduced to 6feet in height unless Mr Carr was willing to pay the additional cost involved in cutting the hedge at its present height.
 - (2) **Land Registration of Property:** The Clerk indicated that, of the land owned by the Parish Council, the land forming the Surgery and the L-shaped Field was registered as was Kemsley Woods and Ashen Shaw. Westmore and Tatsfield Greens and King Edward VII Garden were not registered. It was therefore agreed that the Clerk should arrange for registration of these titles.
 - (3) **Tatsfield Green:** The Clerk indicated that the tree work had been carried out by Tandridge DC.
 - (4) **Ashen Shaw:** The Clerk reported that Chris Lohan had been delayed with the completion of this work as he had had to arrange for the power lines to be disconnected temporarily. The work had been carried out on 2 March.
- (b) **Tatsfield in Bloom;** Jon Allbutt reported that, as the village had won the competition for two years, it was now being entered in the Champion of Champions Competition. It was also entering for the Environment Award. He was pleased to report that all the sponsors had renewed their support for the coming year. He also reported on a number of improvements that were to take place for which a 100% grant would be forthcoming.
- (c) **Pond:** Wendy Maddison indicated that the Contractor was scheduled to carry out a maintenance visit in March and it was agreed that the contract would have to be reviewed before any work was carried out. Jon Allbutt agreed to co-operate with Wendy Maddison to see that this was put in hand.
- (d) **Westmore Green:**
- (1) **Playground:** Margaret Boadella indicated that she had taken over this matter from Jon Allbutt. A copy of Inspection Report had now been obtained and this confirmed that the maintenance of the surface did not comply with the relevant standards. Margaret Boadella confirmed that she would be chasing the matter up.
 - (2) **Children in Need Fun Day:** The Clerk indicated that this would take place on 21 August

10. Meetings to Attend

- (a) **SCAPTC Transport Seminar:** Tuesday 16th March 2004 at Council Offices, Oxted.- Alan Fry indicated his intention to attend.
- (b) **S Tandridge Youth Forum Presentation:** 14 April 2004 at Bletchingley AE Centre, Stychens Lane, Bletchingley 7.00-9.00 p.m. The Clerk had distributed details. Margaret Boadella or Jon Allbutt to attend.
- (c) **Limpsfield PC Annual Meeting:** 31 March 2004 at 8.15 p.m. at St Peter's Church Hall, High Street, Limpsfield – Guest Speaker Stephen Weigel Chief Executive of Tandridge DC. The Chairman indicated he would attend.
- (d) **Chelsham & Farleigh PC Annual Meeting:** 26 April 2004 at 8.00 p.m. at Farleigh Hall, Farleigh Court Road, Farleigh – Alan Fry to attend.

11. Correspondence

- (a) **Parish Room:** The Clerk reported that the Parish Room would be used for the Parish Appraisal AGM on 22 March and it was agreed no charge would be made.
- (b) **Insurance:** The Clerk reported that he had received an enquiry from Cornhill asking for confirmation that the necessary tree work had been completed and that the area around the manhole on Westmore Green had been repaired. He had replied indicating that both matters had been attended to.

12. Any Other Business

- (1) **Tatsfield Green:** Tony Erbes indicated that there was a strip of Tatsfield Green that was not cut by the Contractors. Up until the present Dr Benison had always cut it but he was now unable to do. The Chairman indicated that he would check the position.
- (2) **Highways:** Wendy Maddison Expressed concern at the road markings at the Approach Road junction.
- (3) **Village Centre:** Jon Allbutt expressed concern at the lack of salting in the area outside The Old Ship where the buses turned.
- (4) **Abandoned Cars:** It was noted that untaxed vehicles were not removed by Tandridge DC until it was satisfied that they had been abandoned. In the meantime the DVLA was notified.

The Meeting closed at 10.20 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/16
APRIL 2004**

RESULTS:-

Approved	03/1767 03/1788 04/0128 04/0090	Kemscott Farm, Lusted Hall Lane 90 Paynesfield Road 9 Whitewood Cottages, Crossways Storrington, Goatsfield Road
Refused		
Appeals	03/483 03/1128946 033/1128638 03/1064 03/352 03/1429 03/1687	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 31 Paynesfield Rd (Written statements + site visit) Rosebank, Hillside Road (Written statements + site visit) Parkwood Cottage, Parkwood Road 2 Beacon Shaw, Approach Road.

CURRENT APPLICATIONS:-

04/0182	80 Paynesfield Road Erection of rear conservatory Recommendation: No objection
04/0288	The Glebe, Greenway Erection of front porch and single storey rear extension and erection of first floor side extension incorporating 1 front, 1 rear and 1 side dormer window Recommendation: No objection
04/0304	Blencathra, 67 Paynesfield Road Erection of 3 front and 1 rear dormer windows to existing roof slope; erection of pitched roof over existing rear addition with side facing dormer. Recommendation: Objection to be lodged on grounds of unneighbourly development and over-development
04/0287	Land at rear of The Old Ship, Westmore Green Erection of 3 buildings to provide 4 x1 bed, 4 x 2 bed and 3 x 3 bed (total 11) dwellings with 3 bin stores and associated parking (16 spaces) and access via Ship Hill. Recommendation: Objection to be lodged on grounds of (1) Unneighbourly development (2) Inappropriate development (3) Difficult access and (4) Insufficient parking provision. Comment to be made on drainage and lack of affordable housing provision.
04/0836	Esher Cottage, Ricketts Hill Road Remove existing roof and erect new roof over the whole property incorporating 3 dormer windows to the rear roof slope and erection of S/S/R Extension Recommendation: Objection to be lodged on grounds of (1) Unneighbourly development and (2) over-development of site
04/0457	40 Paynesfield Road Erection of rear conservatory Recommendation: 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

04/17

APPENDIX B

March 2004

Expenditure to be authorised:-

Payee	Description	February	Nett	VAT	Total
J Sandiford	Salary				650.33
	Telephone				10.00
	Postages		4.56		
	Photocopying		24.35		
	Stationery				
	Travel		15.00		43.91
					<u>704.24</u>
Mrs G Miles		February			28.00
South & South East in Bloom	Entry Fee 2004				35.00
Post Office Ltd	Telephone account		46.49	8.13	54.62
C Lehan	Removal of storm-damaged tree from KE VII Garden		250.00	43.75	293.75
PWLB	Loan repayment due 1 April (payable by Direct Debit)				2,596.28
	Balance outstanding after payment made	20,573.10			

Total Payments to be authorised

3,711.89

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	February		1,043.22	
HSBC	Interest on Current Account	February		5.60	
Goldsmith	Easement			25.00	
Bridge Club	Parish Room Hire			78.00	

Total Receipts

1,151.82

Balance

-2,560.07

Balances at Bank
01/03/2004

Current Account No.01123588		4,953.33
Deposit Account No.31123823	*****	29,325.72

***** includes interest for March 42.93

MINUTES of a Meeting of Tatsfield Parish Council held on the 5th April 2004 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 14 parishioners.

1. Apologies: None.

2. Minutes

The Minutes of the meeting held on the 8th March 2004 were approved and signed as a correct record.

3. Matters Arising: None

4. Tatsfield School

As the governor representative of the Parish Council, Margaret Boadella reported that a very full and detailed reply had been received from Louise Jardella setting out her responses to all the questions raised by the Parish Council. The Governors had visited Dormansland School and this had highlighted the inadequacy of the accommodation at Tatsfield School. She understood that Gordon Reeve had withdrawn his offer of land on which to build the School and the Headteacher had written to all parents advising them of his withdrawal.

Ian Mitchell expressed the view that the withdrawal had been brought by a lack of openness by the Parish Council but the majority of members disputed this view. Discussion then took place as to the consequences of the withdrawal by Gordon Reeve. It was agreed that the Parish Council should write to Surrey CC indicating that the Parish Council was very much of the view that Tatsfield was in need of new School premises because of the inadequacy of the present School site and indicating its support for the County in bringing this about.

5. 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.

In respect of Application No.04/0288 Ian Mitchell declared an interest as the owner of the adjoining property.

In respect of Application No.04/0287 the Chairman declared an interest as an employee of a Company supplying The Old Ship and he vacated the chair for the duration of the discussion of that matter, the chair being taken by the Vice-Chairman Margaret Boadella.

(b) **Sundry Planning Matters:**

(1) **Moorhouse Sandpits:** The Clerk drew attention to an invitation from Strutt & Parker the agents for The Titsey Estate for two members to attend a Briefing Meeting to gain a greater understanding of the operations of the Sandpits. Alan Fry volunteered to attend on either 23 or 30 April. Tony Erbes indicated he would try and attend.

(2) **Proposed Vodafone Base Station, Gorse Down Farm:** The Clerk drew attention to an invitation to submit comments by 14 April with regard to the proposed installation of a base station. It was agreed that the Clerk should request a copy of a plan showing the area that the station was intended to serve and details of the options that had been considered and rejected.

(3) **Tomorrow's Tandridge:** It was agreed to accept an offer from Paul Newdick, the Head of Forward Planning Tandridge DC To speak to the Parish Council on this subject. It was agreed that, if possible, this should take place on 19 April at 8.00 p.m.

(c) **Planning Councillor:** Tony Erbes

6. Finance

(a) **Financial Regulations & Standing Orders:** The Clerk reported that he had circulated a copy of the new financial regulations to members of the Finance Committee and it was agreed that the Committee would meet to discuss these on 25 May.



- (b) **Tatsfield Community Responders:** The Clerk confirmed that he had written to Surrey Ambulance but had not received a reply. Jon Allbutt indicated that he had been given to understand that a reply was on its way.
- (c) **Insurance:** The Clerk drew attention to a letter from Cornhill concerning the insurance renewal.
- (d) **Parish Room:** The Clerk reported that the Non-Domestic Rate payable for 2004/5 would amount to £524.40 payable by an initial payment of £56.40 and then by 9 monthly payments of £52.00. This compared with a total of £510.60 for 2003/4 – an increase of £13.80.
- (e) **Payments :** The payments listed in Appendix B were approved.

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** Nothing to report
- (b) **Highway Matters:**
 - (1) **Paynesfield Road:** The Clerk indicated that it appeared that the original letter to Surrey Highways had gone astray. He had provided a copy but had still not received a reply. He would chase the matter again.
 - (2) **Local Speed Limits:** Alan Fry indicated that he had still not met the representatives of Chelsham & Farleigh and Woldingham to discuss this matter. He was still waiting to hear with a date.
- (c) **Rights of Way Matters:**
 - (1) **Old Lane:** The Clerk confirmed that he had written asking for further details of this incident.
 - (2) **Public Bridleways Nos 638, 639 & 640 & FP18:** The Clerk reported that the Inspector had modified the Order in respect of these bridleways and the footpath by including the footpath No.18 (Cudham Road - Ricketts Hill Road to junction with Avenue Road) as a Byway Open to All Traffic (BOAT). Accordingly a Notice of Proposal to Modify the Definitive Map Order had been given and the Order would not come into operation until it had been confirmed.
 - (3) **Alleged Public Footpath CP135 Lusted Hall Lane to Furze Corner:** The Clerk drew attention to a letter from SCC Rights of Way Group suggesting that the file on this matter would be closed on 1 June 2004 unless the Parish Council indicated that it still wished to collect evidence. The file had been opened in 1965 and re-examined in 1985. After discussion, it was agreed that the matter should be mentioned in the Parish Magazine and the Chairman undertook to look up his papers.

8. Reports

- (a) **County Councillor:** In view of the fact that Harry Pettifor had another meeting to attend, the Chairman allowed him to make his report at the commencement of the meeting. Harry Pettifor reported on the following matters:
 - (1) **Tatsfield School:** He gave details of the steps he had taken to arrange a Question and Answer Session on Saturday 24 April. This would be attended by Nick Skellett, the Leader of the Council, and by Louise Jardella. He had been informed that this would delay the submission of the planning application and he had been asked to cancel the Session but he had refused. He considered that it was essential to hold the Session so that the public could be informed about what Surrey CC was trying to do. His view was that the School was in need of expansion and the public needed to be informed of the reasons. He indicated that Gordon Reeve appeared to have withdrawn his offer but he had no definite information. When questioned on the need for expansion, he indicated that this involved expansion of the premises.
 - (2) **Clacket Lane Sandpit:** He would be attending the Inquiry on 18 May.
- (b) **District Councillor:** Bob David reported on the following matters:
 - (1) **Ship Hill:** He confirmed that the cutting back of the hedge in front of Postacre was to be included in the Work Schedule by Surrey Highways. As nothing appeared to have done, he would look into the matter.
 - (2) **The Paddocks, Lusted Hall Lane:** He had been keeping a constant watch on the earth moving operations and he regretted that Tandridge DC were of the view that the operations were within the terms of the planning consent and consequently no enforcement action could be taken.
 - (3) **2001 Census:** He was pleased to report that non-confidential information relating to Tatsfield had now been released and he hoped to supply copies to the Parish Council.
 - (4) **Tandridge DC Assessment:** This would be published on 8 April and he was pleased that it was a favourable report.

- (c) **Police Matters:** Ian Mitchell indicated that the next PCPG meeting would be held on 20 April. Jon Allbutt expressed concern that information about local crimes was not being disseminated to the Neighbourhood Watches. He understood that this was due to illness. He was concerned that contact telephone numbers for the Police did not have answerphone facilities as this made it difficult for members of the public to pass on information quickly.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that next meeting of the Joint Consultative Committee would in 2 weeks.
- (e) **LA 21:** Ian Mitchell drew attention to the fact that the Committee was giving consideration to the possibility of the introduction of compulsory recycling.
- (f) **Transport:** Alan Fry reported that he had attended a meeting of the East Surrey Rural Transport Partnership at which the introduction of a demand responsive local bus service had been announced. This would be available from 7 a.m. – 11 p.m. and was of particular benefit to children attending Oxted School who were not eligible for assisted transport.
- (g) **Limpsfield PC Annual Meeting:** 26 April 2004 – The Chairman reported that he had attended this meeting.

9. Notified Items:

(a) Parish Appraisal:

- (1) **Young People:** Jon Allbutt reported that a meeting had taken place at The Rectory on 22 March and another meeting was planned in the near future.
- (2) **Tatsfield Village Website:** The Clerk indicated that, following the request at the last meeting, he had not in fact received any request to pay any account.

- (b) **Annual Parish Meeting 19 May:** It was agreed that invitations would be sent to Peter Ainsworth MP, the TDC Chairman Ian Chaplin, Chief Executive Stephen Weigl and The Director of Environmental Protection Bob Evans, Harry Pettifor (SC Councillor), Bob David (TD Councillor), the Chairmen of Woldingham, Chelsham & Farleigh and Limpsfield, and the Rev Catherine Wood. Invitations would also be sent to all local organisations with a request for written reports to be submitted. It was also agreed to ask Charlie March of Surrey Highways and the new TDC Chief Executive Stephen Weigl to speak. Other subjects that it was agreed might appear on the agenda, depending on the situation at the time, were Tatsfield Weekend, The Old Ship Development, Tatsfield School, Tatsfield Appraisal and the L-shaped Field. The Chairman indicated that he had asked Margaret Parsons to organise the refreshments.

- (c) **Risk Assessment:** The Clerk had circulated details of matters requiring attention. It was agreed:

- (1) The Clerk should instruct Ron Miriam to repair the defective light switch in the Parish Room cupboard and also the leaking gutter.
- (2) No action should be taken to repair the Oak bench on Westmore Green
- (3) The Westmore Green bus shelter had been repaired
- (4) The repair of the notice board at School corner was in hand.
- (5) A quotation for the provision of a barrier at Hayes Pasture (to prevent horse riders using it) had been obtained by Jon Allbutt and would be considered at the next meeting.
- (6) Letters should be sent to local Stables requesting them to ask their members not to ride across Tatsfield Green.
- (7) Letters should be sent to appropriate local residents about garden refuse dumping.
- (8) No action to be taken to improve the surface of the L-shaped Field as this was not being used for recreational purposes at present.
- (9) The Clerk had already written to draw to the overhanging tree to the attention of the owner of Gorsey Down Farm.

10. Village Hall

- (a) **Management Committee Report:** Tony Erbes reported that a blockage had occurred to the drains and this appeared to be due to defective repairs.
- (b) **Lease:** The Chairman reported that there had been a very successful meeting with representatives of the Hall Management Committee. It had been agreed that both sides wished to adopt the option whereby the freehold was purchased by the Parish Council for a nominal amount in return for a lease. The last edition of the Parish Magazine had published a letter from the Chairman of the Parish Council and the Committee outlining the proposed action and asking for comments. If no objections were forthcoming, the next step would be to write to the Charity Commission in the strongest possible terms urging it to agree the arrangement.



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

- (1) **Police House:** The Clerk confirmed that he had written to Mr Carr giving him 28 days within which to agree to pay the additional cost. This would expire on 18 April.
 - (2) **Top o' the Down, Ricketts Hill Road:** The Clerk drew attention to a request from Mrs A S Heathfield to be included in the enquiries being carried out concerning the front boundaries of the adjoining properties. It was agreed that whilst consideration would be given to the request, the same facts did not apply.
 - (3) **Land Registration of Property:** The Clerk indicated that he was dealing with the matter.
 - (4) **Ashen Shaw:** The Clerk reported that Chris Lehan had drawn attention to the condition of an oak tree. Jon Allbutt agreed to inspect it and report back. He was also dealing with the third stage of work required by the Tree Survey.
- (b) Tatsfield in Bloom:** Jon Allbutt reported that work was continuing in accordance with the programme and application had been made for grants in the usual way.
- (c) Pond:** Jon Allbutt reported that he had met a representative of the Downlands Project who would be making recommendations about the care of the Pond. He would discuss the matter with Wendy Maddison when the report was available.
- (d) Westmore Green:**
- (1) **Playground:** Jon Allbutt indicated that Tandridge DC had now agreed that the surface did not comply with the required standards. This had been confirmed by the report given by RoSPA, a copy of which he had now obtained.
 - (2) **Little Acorns Pre-School:** It was agreed that the Pre-School could use the Green for a sponsored Toddle on 11 June.

12. Meetings to Attend

- (a) **S Tandridge Youth Forum Presentation:** 14 April 2004 at Bletchingley AE Centre, Stychens Lane, Bletchingley 7-9 p.m. The Clerk had distributed details.
- (b) **Surrey Community Planning:** 26 April at Bletchingley Village Hall 7.30-9.30 p.m.
- (c) **SCAPTC Training Day in Land & Legal Issues:** 8 June at Cranleigh – details to follow.
- (d) **SCAPTC Training Day for Advanced Clerks:** 21 June at East Grinstead – details to follow.
- (e) **SCAPTC AGM & General Meeting:** 21 June at Reigate & Banstead DC.

13. Correspondence

- (a) **SCC Interactive Workshop on Waste:** The Clerk drew attention to an offer from Surrey to run a 2 hour Workshop, details of which he had circulated to members. It was agreed that members would advise the Clerk if they wished a workshop to be arranged.
- (b) **Tatsfield Parish Boundary:** The Clerk drew attention to a letter from Mr Brayne of Broomlands Lane addressed to Tandridge DC complaining at the lack of benefit he received from the Tatsfield precept.

14. Any Other Business

- (a) **Electoral Register:** Margaret Boadella requested a copy of the latest Register.
- (b) **Mains Services:** Jon Allbutt indicated that he had obtained plans of all the mains services in the Village Centre and these would be placed in the archives.
- (c) **Grants:** An application had been received from the Tatsfield Art Group for a grant and it was agreed that copies of their letter of application would be circulated and the matter considered at the next meeting.

The meeting closed at 10.44 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/22
APRIL 2004**

RESULTS:-

Approved	03/1767 03/1788 04/0128 04/0090	Kemscott Farm, Lusted Hall Lane 90 Paynesfield Road 9 Whitewood Cottages, Crossways Storrington, Goatsfield Road
Refused		
Appeals	03/483 03/1128946 033/1128638 03/1064 03/352 03/1429 03/1687	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 31 Paynesfield Rd (Written statements + site visit) Rosebank, Hillside Road (Written statements + site visit) Parkwood Cottage, Parkwood Road 2 Beacon Shaw, Approach Road.

CURRENT APPLICATIONS:-

04/0182	80 Paynesfield Road Erection of rear conservatory Recommendation: No objection
04/0288	The Glebe, Greenway Erection of front porch and single storey rear extension and erection of first floor side extension incorporating 1 front, 1 rear and 1 side dormer window Recommendation: No objection
04/0304	Blencathra, 67 Paynesfield Road Erection of 3 front and 1 rear dormer windows to existing roof slope; erection of pitched roof over existing rear addition with side facing dormer. Recommendation: Objection to be lodged on grounds of unneighbourly development and over-development
04/0287	Land at rear of The Old Ship, Westmore Green Erection of 3 buildings to provide 4 x 1 bed, 4 x 2 bed and 3 x 3 bed (total 11) dwellings with 3 bin stores and associated parking (16 spaces) and access via Ship Hill. Recommendation: Objection to be lodged on grounds of (1) Unneighbourly development (2) Inappropriate development (3) Difficult access and (4) Insufficient parking provision. Comment to be made on drainage and lack of affordable housing provision.
04/0836	Esher Cottage, Ricketts Hill Road Remove existing roof and erect new roof over the whole property incorporating 3 dormer windows to the rear roof slope and erection of S/S/R Extension Recommendation: Objection to be lodged on grounds of (1) Unneighbourly development and (2) over-development of site
04/0457	40 Paynesfield Road Erection of rear conservatory Recommendation: 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

04/23

APPENDIX B

April 2004

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary	March			650.33
	Telephone				10.00
	Postages		4.34		
	Photocopying		26.20		
	Stationery				
	Travel		15.00		45.54
					<u>705.87</u>
Mrs G Miles	Cleaning	March			28.00
P Clark	Contribution to cost of telephone for 12 months +				125.98
Tandridge DC	Contribution to Taxi Voucher Scheme				167.00
SCAPTC	Subscription 2004/5		449.00	78.58	
	NALC Subscription		60.84	10.65	
	Total		509.84	89.23	599.07
SCAPTC	Stationery		12.75	2.23	14.98
Aquajoy Water Gardens Ltd	Routine Maintenance Charge for March 2004		385.00	67.38	452.38
SITA UK Ltd	Community contribution to Village repairs (NB includes an additional 3.5% management fee = £75.42)				2,230.17
Surrey Community Action	Annual Subscription				25.00
NALC	Direct Information Service		91.00	15.93	106.93
Chris Lehan	Tree work to Ashen Shaw (as per estimate)		1,000.00	175.00	1,175.00
	Total Payments to be authorised				5,630.38
<u>Receipts since last meeting:</u>					
Biggin Hill Drs	Surgery rent	March		1,043.22	
HSBC	Interest on Current Account			6.51	
Customs & Excise	Repayment of VAT			1599.65	

Total Receipts

2,649.38

Balance

-2,981.00

Balances at Bank
01/04/2004

Current Account No.01123588 ***** 4,048.40
Deposit Account No.31123823 29,325.72

**** includes interest for March 47.30

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th May 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mr John Sandford (Clerk),
Mr Bob David (Tandridge DC Councillor),

And 6 parishioners.

1. Apologies:

Mr Harry Pettifor (Surrey CC Councillor)

2. Election of Chairman & Vice Chairman

Prior to seeking nominations for the office of Chairman, David Wood indicated that he did not wish to stand for re-election and he wished to express his thanks to members and to the Clerk for the help and support he had received.

- (a) **Election of Chairman:** David Wood asked for nominations and the only nomination was that of Alan Fry, proposed by Tony Erbes and seconded by Wendy Maddison. David Wood therefore declared Alan Fry duly elected as chairman. The newly elected Chairman then signed the appropriate declaration of office after which he took the chair.
- (b) **Election of Vice Chairman:** The Chairman then asked for nominations and the only nomination was that of David Wood proposed by Margaret Boadella and seconded by Tony Erbes. The Chairman declared David Wood duly elected as Vice-Chairman. The newly elected Vice Chairman then signed the appropriate declaration of office.

3. Minutes

The Minutes of the meeting held on the 9th April 2004 were approved and signed as a correct record.

3. Matters Arising:

None.

4. Tatsfield School

The Clerk had circulated copies of a letter written by TD Councillor Bob David to Surrey CC asking for clarification as to the County Council's intentions now that the offer to provide a site for the School adjacent to the Parish Room had been withdrawn. He had also circulated a copy of the reply that had just been received. This reply indicated that there were several options for potential sites and there would be a meeting to appraise these options for their suitability and risk. Those involved in the meeting would be SCC experts, the Headteacher and a Tandridge DC representative. Once the appraisal was complete, the results would be published in the Parish Magazine and would form part of any subsequent planning application. After discussion, it was agreed that the Clerk should write asking that the Parish Council should be part of the consultation and also requesting details of the sites being considered. It was noted that SC Councillor Harry Pettifor had held a Public Meeting on Saturday 24 April 2004 attended by Louise Jardella of Surrey and by Nick Skellet, the leader of SCC. This had not been as well attended as the previous Public Consultation.

5. 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) **Moorhouse Sandpits:** Neither the Chairman nor Tony Erbes had been able to attend the inspection that had been arranged for 7 May and the Clerk was asked to try and arrange an alternative date. See letter
- (2) **Proposed Vodafone Base Station, Gorse Down Farm:** Tony Erbes reported that he had attended a site meeting with Vodafone and, at his instigation, consideration had been given to an alternative site in Kemsley Woods. He understood that Kemsley Woods was not suitable and Vodafone would be proceeding with an application for a site adjacent to the original site. He understood that the new



site would be staked so that it could be identified. After discussion, it was agreed that detailed consideration could be left until an application was lodged.

The Chairman declared an interest in the matter and took no part in the discussion.

- (3) **Tomorrow's Tandridge:** It was agreed that the talk from Paul Newdick, the Head of Forward Planning Tandridge DC on this subject had been very valuable and informative and the Clerk was asked to convey the Parish Council's thanks to Paul Newdick.

(c) **Planning Councillor:** Alan Fry.

6. Finance

- (a) **Financial Regulations & Standing Orders:** The Clerk reminded members of the Finance Committee of the meeting to be held on 25 May.
- (b) **Tatsfield Community Responders:** The Clerk had circulated a copy of the reply received from Surrey Ambulance and Philip Clark had circulated a further letter prior to the meeting that gave details of the current situation. It was agreed that the Finance Committee at its meeting on 25 May would consider the matter and that Philip Clark would submit further information.
- (c) **Tatsfield Village Cricket Club:** The Clerk indicated that he had received a request from the Club to place an order for equipment so as to escape the payment of VAT. Apparently, the suppliers of the equipment had indicated that it is common practice for this to be done. The amount involved would be a saving of approx £400. Alternatively, the Club was asking for a grant of a similar amount. The Clerk indicated that he did not consider that the Parish Council should agree to do this and this was endorsed unanimously.
- (d) **Tatsfield Art Group:** The Clerk drew attention to this matter and indicated that copies of the letter of application had been circulated. It was agreed that this matter should also be referred to the Finance Committee.
- (e) **Tatsfield Computing Classes:** The Clerk indicated that, under the auspices of the Parish Plan, Mike Clayton was hoping to run computer classes at Tatsfield using the school's computers. The School needed to be satisfied that this use was covered for insurance and had ascertained that there would be an additional premium of approx £500 payable. Mike Clayton had therefore enquired whether the risk could be covered under the Council's policy. The Clerk had written Cornhill with details but, as yet, had not received a reply. The Chairman indicated that he believed that another solution had now been found.
- (f) **Village Hall:** The Clerk drew attention to a request from the Hall Management for a contribution to cost of drain repairs occasioned by rubble left in the drains by the Council's contractors. The total cost was £100 and it was agreed to contribute £50.
- (g) **Payments:** The payments listed in Appendix B were approved.

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** The Clerk indicated that SC Councillor Pettifor had indicated that no further progress could be made until funding was available.
- (b) **Highway Matters:**
- (1) **Paynesfield Road:** The Clerk indicated that it appeared that the original letter to Surrey Highways had gone astray. He had provided a copy but had still not received any reply. David Wood drew attention to the difficulties being caused by the parking of vehicles awaiting repair at Watsons Garage in Paynesfield Road. He indicated that there were often vehicles parked in Westmore Road as well. There was also diesel and petrol spillage on the road at the entrance to the garage. Ian Mitchell indicated that he would take the matter up with the proprietor when he took his car in for service but this would not be for about 14 days. In the meantime, it was agreed that the Clerk should write the proprietor and ask for action to be taken to deal with these matters. It was noted that Bob David had already raised the matter with the proprietor but this did not appear to have had any noticeable effect.
- (2) **Local Speed Limits:** Alan Fry indicated that a meeting had still not been arranged.
- (3) **Highway Repair:** Tony Erbes commented on the bad state of repair of local roads and asked for action to have repairs carried out. The Chairman pointed out that this was a matter that could be raised when Charlie Marsh of Surrey Highways attended the Parish Meeting. It was agreed that in the meantime, the Clerk should write and bring the Council's concerns to the attention of Surrey Highways and, in particular, the condition of the roadside verge at the bottom of Ricketts Hill Road.
- (c) **Rights of Way Matters:**
- (1) **Old Lane:** The Clerk indicated he had heard nothing further and had therefore filed his papers.
- (2) **Alleged Public Footpath CP135 Lusted Hall Lane to Furze Corner:** It was agreed that the Clerk should advise SCC Rights of Way Group that it had no objection to the file on this matter being closed.
- (3) **Beech Avenue:** The Clerk indicated that the Bridleways Association had written to Surrey CC complaining about the condition of this bridleway.
- (4) **PF20A Parkwood Road:** The Clerk drew attention to two letters concerning this public footpath. The first letter was merely seeking information concerning the history of the footpath and its redirection.

Ian Mitchell indicated that he would see what information he could produce. The second related to the continuing dispute regarding the right of certain people to use it for vehicular access. The Clerk indicated that he did not consider that the Parish Council had any power in the matter and that it was a private dispute between adjoining landowners. It was agreed that the Parish Council could not intervene and the Clerk was asked to write accordingly.

8. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, there was no report. Matters mentioned to the Clerk by Harry Pettifor were mentioned during the discussion of those items.
- (b) **District Councillor:** Bob David reported on the following matters:
 - (1) **Grants:** He would be willing to include a note in the Parish Magazine concerning the procedure being followed by the Parish Council in respect of applications for grants.
 - (2) **Highway Repair:** This was a matter on which he was constantly chasing Surrey Highways. Emergency repairs were always dealt with quickly but he understood that it was shortage of funds that prevented more permanent maintenance being carried out.
 - (3) **Bridleway Claims CP481 and CP482:** He understood that the objection to the making of the final orders had now been withdrawn and consequently the orders should be confirmed shortly.
 - (4) **Safe Route to School:** The Safety Audit report had been completed but Surrey CC were not prepared to publish it. He had been given some details but he felt that full information was essential and was pressing for consultation about the proposed improvements/alterations that were to be made. It was felt that this was a matter that could be put to Charlie Marsh at the forthcoming Parish Meeting.
 - (5) **Clacket Lane MSA:** He understood that Tandridge DC intended serving a notice to enforce the proper operation of the motorway bridge barrier.
 - (6) **The Paddocks, Lusted Hall Lane:** He had reported to Tandridge DC that large quantities of material were still being moved on to this site and this was the cause of great concern locally.
 - (7) **Tatsfield School:** He intended to continue to press Surrey CC (1) to publish the results of its assessment of the various sites it had considered (2) to publish its conclusions and (3) to consult with the community of Tatsfield on those conclusions. He urged the Parish Council to support him.
- (c) **Police Matters:** Ian Mitchell had nothing to report.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that he would be placing the minutes of the last meeting in circulation.
- (e) **Transport Matters:** The Chairman indicated that he had nothing to report.

9. Notified Items:

- (a) **Parish Appraisal:**
 - (1) **Young People:** Jon Allbutt reported that the numbers of young people attending meetings was steadily growing. There would be a further meeting in the near future and he undertook to advise Margaret Boadella of the exact date.
- (b) **Annual Parish Meeting 19 May:** It was agreed that the Chairman would finalise the arrangement in conjunction with the Clerk. The main speakers would be Stephen Weigl (Chief Executive Tandridge DC) and Charlie Marsh (Local Transportation Director Surrey Highways). The principal guest would be Chairman Tandridge DC Ian Chaplin. Reports would be given by Harry Pettifor (SC Councillor), Bob David (Tandridge D Councillor), Tatsfield School and the Police. Apologies had been received from Peter Ainsworth MP. Arrangements had been made for tea, coffee etc to be available.
- (c) **Risk Assessment:** There were no reports.
- (d) **Chelsham & Farleigh PC Annual Meeting:** Alan Fry indicated that he had attended and it was clear that Chelsham & Farleigh PC had identical problems to Tatsfield.

10. Village Hall

- (a) **Management Committee Report:** Tony Erbes reported that the work both under and above the stage had been completed. The stage itself had however been damaged by the work and it would have to be renewed.
- (b) **Village Hall:** It appeared that there had been no public comment arising from the letter published in the Parish Magazine from the Chairmen of the Parish Council and the Management Committee. It therefore appeared that the residents agreed with the views expressed. The Hall Committee would now be drafting a letter to the Charity Commission for approval by the Parish Council.

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

- (1) **Police House:** The Clerk confirmed that he had written to Mr Carr giving him 28 days within which to agree to pay the additional cost. It was agreed he should instruct Chris Lehan to proceed.
 - (2) **Ashen Shaw:** Jon Allbutt reported that he had inspected the oak tree but it required a further detailed inspection which he would carryout as soon as possible.
 - (3) **Land corner of Maesmaur Road & Ship Hill:** Jon Allbutt reported that the hedge fronting the road required cutting back and he offered to arrange to do this with the help of volunteers. The Chairman expressed thanks and appreciation for his offer which was gladly accepted.
- (b) **Tatsfield in Bloom:** Jon Allbutt reported that the hanging baskets had all been prepared on the preceding Saturday and he praised the efforts of the volunteers to do this despite the atrocious weather. The front of the Village Hall would be a display of fuchsias in memory of Alan Bell. The judging would take place on 8 July and Tandridge DC had been asked to assist as usual.
- (c) **Pond:** Wendy Maddison indicated that she was satisfied and pleased with the service given by Aquajoy and felt that this firm should be allowed to continue to look after the pond. She was not in favour of the maintenance being placed in the hands of volunteers because she felt that volunteers would not necessarily be able or willing to keep up the commitment. Jon Allbutt indicated that he had discussed the matter with the Countryside Management Project and it was willing to prepare a flora and fauna survey and prepare a management programme directed at improving the pond and its surrounds. After discussion, it was agreed that the survey and management programme would be of assistance whether or not a decision was made to continue with Aquajoy and Jon Allbutt was asked to advise the Clerk of the necessary information so that the Project could be instructed to proceed accordingly. It was further agreed that the current maintenance by Aquajoy would continue until such time as the question of maintenance was discussed again.
- (d) **Westmore Green:**
- (1) **Playground:** Jon Allbutt indicated that he would continue to press Tandridge DC to deal with the maintenance of the surface so as to comply with the relevant standards.

11. Meetings to Attend

- (a) **TDC Key Worker Information Event:** 12 May – 4.30-7.30 at Tandridge DC Offices
- (b) **Oxted & District Fair Trade Action Group Meeting:** Saturday 15 May at 10.30 a.m. at Oxted UR Church.
- (c) **SCC Tandridge Local Committee:** Friday 21 May at 10.15 a.m. at St Mary's Church Hall, Church Lane, Oxted.
- (d) **Tandridge History Centre AGN:** Monday 24 May at 7 p.m. at Caterham Valley Library.
- (e) **SCAPTC Training Day in Land & Legal Issues:** 8 June - Cranleigh – details to follow
- (f) **SCAPTC Training Day for Advanced Clerks:** 21 June - East Grinstead – details to follow
- (g) **SCAPTC AGM & General Meeting:** 21 June at Reigate & Banstead DC

12. Correspondence

- (a) **Wheels 2 Work Scheme:** The Clerk drew attention to this Scheme involving the loan of mopeds for up to 6 months to enable 16+ year olds to overcome transport problems as a barrier to work.

13. Any Other Business

- (a) **Church Hill:** Wendy Maddison drew attention to rainwater flooding on to Church Hill and flooding down towards Old Lane.

The Meeting closed at 10.18 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/28
MAY 2004**

RESULTS:-

Approved	03/1767 04/0288 04/0304	Kernscott Farm, Lusted Hall Lane The Glebe, Greenway Blencathra, 67 Paynesfield Road
Refused	03/1716	31 Paynesfield Road (WITHDRAWN) Land r/o The Old Ship, Westmore Green - WITHDRAWN
Appeals	03/483 03/1128946 033/1128638 03/1064 03/352 03/1429 03/1687	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 31 Paynesfield Rd (Written statements + site visit) - DISMISSED Rosebank, Hillside Road (Written statements + site visit) Parkwood Cottage, Parkwood Road 2 Beacon Shaw, Approach Road.

CURRENT APPLICATIONS:-

04/0457	40 Paynesfield Road Erection of rear conservatory Recommendation: No objection
04/0533	Hillcrest, 1 Sunnybank Amendment to approval given under 2003/0535 Recommendation: No objection
04/0590	3 Kent Cottages, Pilgrims Lane Conversion of existing garage/workshop to additional residential accommodation incorporating a covered walkway linking the proposed accommodation to the main house (amendment to previously approved scheme under 03/0398) Recommendation: Further contact to be made with adjoining owners,
04/0595	Briarley, Shaw Road Change of use of land to residential garden area. Recommendation: No objection but concern to be expressed as to future development.
04/0545	Tatsfield Court Barns, Clarks Lane Conversion of Barn to children's activity play centre. Recommendation: Objection to be lodged based on (1) Inappropriate change of use and (2) Road safety concerns of access on to Clarks Lane.
04/0653	Beulah Mount, Kemsley Road Erection of first floor extension to north elevation. Recommendation: No objection
04/0657	Halston, Clarks Lane Demolition of conservatory and erection of single storey front & side extension with pitched roof over existing flat roof to front. Recommendation: Objection to be lodged on ground of loss of small dwelling.

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

04/29

APPENDIX B

May 20004

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary	April			650.33
	Telephone				10.00
	Postages		6.04		
	Photocopying		21.05		
	Stationery		21.75		
	Travel		15.00		63.84
					<u>724.17</u>
Mrs G Miles	Cleaning + materials	April			30.49
Allianz Cornhill	Insurance renewal				1,577.78
R David	Reimbursement of expenditure for engraving TIB trophies				27.50
RST Glass & Glazing Ltd	Repairs to Ship Hill Notice Board		45.00	7.87	52.87
Tatsfield Village Hall	Contribution to drain repairs				50.00

Total Payments to be authorised 2,462.81

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	April	1,043.22		
HSBC	Interest on Current Account		17.29		
Customs & Excise	Repayment of VAT		8.31		
Ibbett Moseley	TIB Sponsorship 2004		800.00		
Bridge Club	Parish Room Hire		84.50		
Vern d'Anjou Assoc	Parish Room Hire		10.00		
Tandridge DC	Precept - 1st instalment		11,000.00		

Total Receipts 12,963.32

Balance 10,500.51

Balances at Bank
01/05/2004

Current Account No.01123588 16,447.86
Deposit Account No.31123823 26,415.87

**** includes interest for April 42.85

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th June 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry OBE QPM (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 Bob David (Tandridge DC Councillor),
Mr Harry Pettifor (Surrey CC Councillor)

And 2 parishioners.

1. Apologies: Mr David Wood and Philip Clark (Parish Constable)

2. Minutes

The Minutes of the meeting held on the 10th May 2004 were approved and signed as a correct record.

3. Matters Arising: None.

4. Tatsfield School

The Clerk had circulated copies of correspondence that had passed between Surrey CC, Peter Ainsworth MP, Bob David, Harry Pettifor and the Parish Council relating to the consultation process to be adopted. This included an invitation to the Chairman to attend an Options Appraisal meeting on Tuesday 15th June at Tandridge District Council Offices and he had accepted that invitation.

The Chairman indicated that he had not been briefed prior to the meeting other than in the most general terms. He hoped that the meeting would be an objective review of the current situation but he had no knowledge of the proposed procedure thereafter. Louise Jardella had undertaken to provide a full report of the meeting and this would be published in the July edition of the Parish Magazine.

A wide ranging discussion took place during which Harry Pettifor stated that, whilst the Surrey Executive had delegated powers to its Director of Education to deal with the matter, he had been assured that there would be further consultation in the future. Ian Mitchell indicated that he was unable to understand why the County Council had not made public the sites that were being considered. The Chairman indicated that, immediately following the meeting, all this information would be in the public domain.

It was unanimously agreed that the Clerk should write Peter Ainsworth MP, Harry Pettifor and Bob David thanking them for their support of the Parish Council in its efforts to ensure that it was part of the consultation process.

5. Delegation of Responsibilities

The Clerk indicated that he had not received any representations from members regarding any change to the matters for which they were responsible and he circulated an updated list that was agreed. The Clerk reported that he had received a request from the Oxted Citizens Advice Bureau for the appointment of a representative to sit the Management Committee. It was agreed that the Chairman be appointed. The Clerk also reported that he had received a request for a nomination of a member of the Parish Council to serve on the Tatsfield/Vern d'Anjou Committee. It was agreed that Margaret Boadella should continue to be the Council's representative.

6. Planning Matters

(a) **Current Applications:** The Chairman declared an interest in Application No.04/0804 relating to Hawthorne Dene, Ricketts Hill Road and he vacated the chair whilst the discussion on that item took place, the chair being taken by Wendy Maddison. Wendy Maddison declared an interest in Application No.04/0711 relating to Fernlea, Old Lane, and she took no part in the discussion of that matter. The action as shown in Appendix A was then agreed in respect of all applications listed.

(b) **Sundry Planning Matters:**

(1) **Proposed Vodafone Base Station, Gorse Down Farm:** The Chairman reported that he had been given to understand that the matter was unlikely to proceed.

(2) **Tomorrow's Tandridge:** The Clerk indicated that he had just received a report on this Seminar that had been held on 28 February 2004. A copy of the report had been placed in circulation.

(c) **Planning Councillor:** Wendy Maddison.



7. Finance

- (a) **Finance Committee:** The Clerk had circulated a copy of the minutes of the meeting of the Finance Committee held on 25 May. The recommendations of the Committee were unanimously agreed as follows:
- (1) That a grant of £150 be made to the Tatsfield Art Group;
 - (2) That the cost of £250 for the Lewisham Concert Band and £50 for refreshments be met by the Parish Council;
 - (3) That the equipment as listed in the Committee Minutes be purchased for the Community Responders at a cost of £81.95 + VAT and a grant of £115 be made.
- (b) **Oxted & District CAB:** The Clerk reported that he had received the usual request for financial assistance and he had included in Appendix B a grant of £150 in accordance with the Budget provision. This was agreed.
- (c) **Oxted & District Social Centre:** The Clerk reported that he had received a request for financial assistance and indicated that the Council had been in the habit of making an annual grant but had not made a grant in the last financial year because no request had been received. The grant made in 2002/3 had been £55 and it was agreed that a similar grant should be made for the current year.
- (d) **Payments :** The payments listed in Appendix B were approved.

8. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** See District Councillor's report.

(b) **Highway Matters:**

- (1) **Paynesfield Road:** The Clerk had circulated a copy of the reply that had been received. It was agreed that the Clerk should write suggesting that Surrey be asked to reconsider their decision not to circulate the standard letter to residents of Crossways because it was felt that this was inconsistent practice.
- (2) **Local Speed Limits:** Alan Fry indicated that he had still heard nothing in this matter.
- (1) **Approach Road Junction:** It was noted that the white stop lines had now been re-painted.

(c) **Rights of Way Matters:**

- (1) **Bridleways 641-648:** The Clerk reported that the Order had now been confirmed and FP 19A, 20 and 570 had now been upgraded to bridleways.
- (2) **Bridleway 614 Beech Avenue:** The Clerk had circulated a copy of a letter from Tatsfield Bridleways asking if the Parish Council could repair damage to the surface of this bridleway. This damage had allegedly been caused by machinery brought down the bridleway to access the rear of 85 and 87 Paynesfield Road. An approach had been made to Surrey CC Rights of Way Group to carry out repairs but it had referred the matter to the Parish Council as the County Council stated that the Parish Council owned the land. The Clerk was requested to consider the position and, if appropriate, write the owners of the properties concerned.

9. Reports

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

- (1) **Clacket Lane Sandpit:** He regretted that the Operator's appeal had been upheld but the Operator had now promised that small machinery and plant would be used, thereby reducing noise levels.
- (2) **Bridleways:** He confirmed that the Order had now been confirmed.

- (b) **District Councillor:** Bob David reported on the following matters:

- (1) **Clacket Lane MSA:** Tandridge Planning Enforcement Officers had had a meeting with the Operators and certain assurances had been given about the future operation of the barriers. Tandridge would therefore be monitoring the position closely to ensure that the new measures were put into operation. He therefore requested prompt notification of any failures so that he could advise Tandridge.
- (2) **The Paddocks, Lusted Hall Lane:** Tandridge Planning Enforcement Officers had paid several visits to the site and were satisfied that there was no breaches of the planning consent conditions.
- (3) **Safe Routes to School:** Surrey Highways were to have talks with Metrobus and hoped to be able to put forward 2 or 3 alternative options to improve road safety. The Chairman drew attention to the fact that it was an offence to ignore the one way signs on the slip road outside The Ship.

- (c) **Police Matters:** Ian Mitchell reported that some dumping had occurred in Chestnut Avenue. A vehicle registration number had been obtained and there was the possibility of tracing those responsible.



- (d) **Biggin Hill Airport:** Ian Mitchell indicated that minutes of the last meeting would be placed in circulation. He drew attention to the fact that the Air Fair would be held on 18/19 September.
- (e) **Transport Matters:** The Chairman indicated that he would be attending the SCC Annual Passenger Transport Assembly on 2 July.
- (f) **Tatsfield Community Responders:** Jon Allbutt asked if a periodic report could be submitted by the Responders in order to keep members up to date with developments and activities. It was agreed that a written report would be very useful.

10. Notified Items:

- (a) **Parish Appraisal:**
 - (1) **Young People:** Jon Allbutt reported that the next meeting would be on 15 June.
 - (2) **Steering Committee:** The next meeting would be on 17 June.
- (b) **Annual Parish Meeting:** The Chairman reported on the meeting and indicated that any suggestions for improvement of the format of the meeting would be welcome. The Clerk had circulated copies of the minutes of the meeting and these were approved.
- (c) **Risk Assessment:** Tony Erbes drew attention to overhanging branches on Tatsfield Green that could be dangerous and suggested that the matter should be drawn to the attention of the owner of the land on which they stood. Jon Allbutt passed details to Margaret Boadella with regard to the surface of the play area on Westmore Green and she agreed to chase Tandridge to ensure that the surface met with current standards.

11. Village Hall

- (a) **Management Committee Report:** Tony Erbes reported that the alterations above the stage were now complete. However the alterations below stage had been done but the workmen had created considerable dirt and dust throughout the Hall. This had cost £100 to clean up and would be claimed back from the contractor.
- (b) **Village Hall:** He reported that he was concerned that the draft letter to the Charity Commission had still not been drawn up. He was also concerned about comments made by the Hall Treasurer concerning the loan taken out by the Parish Council to finance the Hall extension and alterations. He considered it very important that progress should be made.

12. Property & Land Maintenance

- (a) **General:**
 - (1) **Ashen Shaw:** Jon Allbutt reported that he was arranging to meet Chris Lehan to agree the details of the reduction work to be carried out to the oak tree and he would report back. Jon Allbutt also agreed to supply the Clerk with details of the quotation for the erection of horse barriers at either end of this land.
 - (2) **Parish Room:** The glass to the front door had been vandalised and the Chairman had arranged for it to be replaced.
- (b) **Tatsfield in Bloom:** John Allbutt reported that the judging would take place on 8 July and all last minute arrangements were in place. An Environmental grant from Tandridge had been obtained.
- (c) **Pond:** Wendy Maddison reported that a further maintenance visit had been carried out in readiness for the Tatsfield in Bloom judging. She confirmed that the Downlands Project had been approached previously and Jon Allbutt undertook to advise the Clerk of the necessary details so that the Project could be asked to carry out a survey.

13. Meetings to Attend

- (a) **SCAPTC AGM & General Meeting:** 10 July at Reigate & Banstead DC
- (b) **Surrey Community Action AGM:** 14 July 2004 at 9.15 for 10.00 at the White Hart Barn, Godstone.
- (c) **East Surrey Parishes Liaison Group:** Wednesday 6 October 2004 at a venue to be notified.

14. Correspondence

- (a) **SCC Mobile Library Service:** The Clerk indicated that he had placed the Operations Schedule for the Mobile Library in circulation. The Mobile Library would be at The Old Ship fortnightly on Friday between 3.45 and 4.15.
- (b) **DEFRA Rural Enterprise Scheme:** The Clerk indicated that he had received a request from DEFRA for information on the priorities identified by the Parish Plan. He had passed a copy of this to the Steering Committee so that it could be dealt with.
- (c) **East Surrey Parishes Liaison Group:** Th Clerk reported that he had received the minutes of the last meeting held on 31 March 2004 and also copies of correspondence written following that meeting. A copy



of the minutes only had been placed in circulation but Margaret Boadella had copies of both the minutes and the correspondence.

15. Any Other Business

- (a) **The Ship:** Wendy Maddison asked if the Clerk could write to ask the owners of the ship to have the hedge along Ship Hill trimmed back as pedestrians were having to walk in the road.
- (b) **Parish Room:** It was agreed that a fan should be purchased for use in hot weather.

The Meeting closed at 10.38 p.m.


12/04

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/34
JUNE 2004**

RESULTS:-

Approved	03/1446 04/0182 04/0457	Kylemore, 56 Paynesfield Road 80 Paynesfield Road 40 Paynesfield Road
Refused		
Appeals	03/483 03/1128946 033/1128638 03/352 03/1429 03/1687	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandplt, Clacket Lane Rosebank, Hillside Road (Written statements + site visit) Parkwood Cottage, Parkwood Road 2 Beacon Shaw, Approach Road.

CURRENT APPLICATIONS:-

04/0590	3 Kent Cottages, Pilgrims Lane Conversion of existing garage/workshop to additional residential accommodation incorporating a covered walkway linking the proposed accommodation to the main house (amendment to previously approved scheme under 03/0398) Recommendation: No objection.
04/0674	Manor Livery, Manor Road Erection of new hipped roof with 3 dormer windows in front roof slope and 3 in rear roof slope. Recommendation: No objection
04/0711	Fernlea, Old Lane Repitch rear roof slope and erect dormer window Recommendation: Objection to be lodged based on the loss of a small dwelling in MGB.
04/0725	Land at rear of The Old Ship, Westmore Green Erection of 3 buildings to provide 5 x 3 bed, 2 x 2 bed and 2 x 1 bed dwellings (total 9) with 2 bin stores and associated parking (18 spaces) and access via Ship Hill. Recommendation: Objection to be lodged on grounds of (1) Unneighbourly development (2) Inappropriate development (3) Difficult access and (4) Insufficient parking provision. Comment to be made on drainage and lack of affordable housing provision.
04/0768	15 The Square, Paynesfield Road Erection of single storey rear extension (application for a Certificate of Lawfulness) Recommendation: No objection
04/0804	Hawthorne Dene, Ricketts Hill Road Erection of front dormer window and conversion of garage to habitable room and loft space over shower room Recommendation: Objection to be lodged to the loss of a garage and reference made to previous planning history
04/0820	43 Paynesfield Road Erection of single storey front extension to existing garage and conversion of part of garage to provide utility room.

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
PLANNING LIST**

APPENDIX A

**2004/34
JUNE 2004**

04/0879	<p>Recommendation: No objection.</p> <p>105 Paynesfield Road Demolition of existing rear additions and erection of two storey rear extension Recommendation: Objection to be lodged on grounds of cramped and unneighbourly development out of proportion and out of character to the site and to the loss of a garage.</p>
04/0848	<p>Woodside, Parkwood Road Demolition of part of stable building and erection of detached double garage. Recommendation: No objection.</p>

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



Expenditure to be authorised:-

Payee	Description	Month	Nett	VAT	Total
J Sandiford	Salary	May			650.33
	Telephone				10.00
	Postages		5.44		
	Photocopying		26.20		
	Stationery				
	Travel		15.00		46.64
					<u>706.97</u>
Mrs G Miles	Cleaning + materials	May			29.00
Tatsfield Art Group	Grant for Saturday Workshops				150.00
Lewisham Concert Band	Concert fee				250.00
Mrs M Parsons	Refreshments for Band				50.00
Tatsfield Community Responders	Grant for General expenses				125.00
Post Office Ltd	Telephone account		46.52	8.14	54.66
Oxted CAB	Grant				150.00
Chubb Fire Ltd	Fire Extinguisher Maintenance		46.50	8.14	
	Replacement CO2 Extinguisher		125.65	21.99	202.28
Express Printing	Printing of TIB leaflet				50.00
Macmillan Plants	Supply of plants		687.72	120.36	808.08
Oxted & District Social Centre	Grant				55.00
Mrs E Pearce	Re-imbursment of net expenses for Tatsfield W/End				139.00
	Total Payments to be authorised				2,769.99
<u>Receipts since last meeting:</u>					
Biggin Hill Drs	Surgery rent	May		1,043.22	
HSBC	Interest on Current Account			16.01	
Badminton Club	Hire of Parish Room			10.00	
	Total Receipts				1,069.23
	Balance				<u>-1,700.76</u>
Balances at Bank 01/06/2004	Current Account No.01123588			6,100.96	
	Deposit Account No.31123023		*****	37,403.02	
	**** includes interest for	May		47.75	

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th July 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry OBE QPM (in the chair)
Mr Jon Allbutt
Mr Ian Mitchell
Mr David Wood

In Attendance: Mr John Sandiford (Clerk),
Mr Bob David (Tandridge DC Councillor),
Mr Philip Clark (Parish Constable)
And 2 parishioners.

Before commencing the formal agenda, it was unanimously agreed that the Parish Council wished to express its sympathy to Margaret Boadella at the recent tragic death of her husband and to Tony Erbes at the loss of his brother.

1. Apologies Mrs Margaret Boadella, Mrs Wendy Maddison, Mr Tony Erbes and Mr Harry Pettifor (Surrey CC Councillor)

2. Minutes

The Minutes of the meeting held on the 14th June 2004 were approved and signed as a correct record. Jon Allbutt indicated that he considered that some reference should have been made in Paragraph 4 of those Minutes to points that he had made. It was suggested by the Chairman that he should indicate to the Clerk what addition he wished to have made and the matter could then be considered at the next meeting.

3. Matters Arising: None.

4. Tatsfield School

The Chairman reported that he had attended the options appraisal meeting on Tuesday 15th June at Tandridge District Council Offices when Surrey CC had indicated that it had a total of eight sites under consideration. After discussion, five of these sites had generally been agreed as not being suitable. These sites were:

1. Furze Comer
2. Gorse Down Farm
3. Church Hill (opposite the present School)
4. Land adjacent to the present School
5. Golf Course land adjoining the Scout Hut

The three remaining sites were

1. The site owned by Gordon Reeve adjacent to the Village Hall and Parish Room;
2. Part of the Golf Course fronting Approach Road belonging to Ray Goldsmith;
3. Land fronting Approach Road (opposite Westmore Green) belonging to Whelan Farms

It was considered that insufficient details were available with regard to the sites numbered 2 and 3 and it was decided that a further meeting would take place on 22 July when it was hoped that these details would be available and a conclusion reached as to the preferred site. In answer to questions, the Chairman indicated that he would endeavour to obtain these details in sufficient time before the meeting on 22 July so that he could advise members of these details and canvass their views. He warned, however, that he considered that this might prove impossible as he had had no prior briefing for the last meeting due to the fact that Surrey was still gathering information right up to the meeting itself.

General discussion took place during which it was agreed that it was important to ascertain exactly what procedure would be adopted once Surrey CC had reached a conclusion about a preferred site. The Chairman indicated that he believed that any public consultation would be part of the planning process and that this would occur after the planning application was lodged. Strong views were expressed that such consultation should take place before such an application was lodged and that such consultation could be of assistance to Surrey in the subsequent planning application. The Chairman indicated that he was well aware of members' views and would endeavour to obtain a clear statement of how Surrey intended to proceed.

The Chairman also indicated that Gordon Reeve had expressed a wish to have an informal private meeting with Parish Councillors to explore the various possibilities of the development of his site and to canvass the views of the Parish Council with regard to the inclusion of the L-shaped Field in the overall plan. It had made been clear to Gordon Reeve that the Parish Councillors would not be in any position to reach any binding

decisions until they had been presented with definite proposals and they had had the opportunity to have a full discussion. The meeting would take place on Wednesday 14th July at 6.30 p.m. in the Parish Room. It was further agreed that Ray Goldsmith and Mrs Whelan should be offered a similar opportunity to meet informally with the Parish Council.

5. Planning Matters

- (a) **Current Applications:** The Chairman indicated that, due to the absence of Wendy Maddison abroad, he had dealt with the planning applications during the last month. The action as shown in Appendix A was then agreed.
- (b) **Sundry Planning Matters:**
- (1) **Proposed Vodafone Base Station, Gorsey Down Farm:** There was nothing to report and it was agreed that the matter should taken of future agendas.
 - (2) **Surrey Structure Plan Deposit Draft December 2002:** The Clerk reported that the Examination in Public had been held in November/December 2003 as a result of which modifications would be made to the Plan. Comments could now be made on the proposed modifications and these must be submitted by 6 August. Ian Mitchell agreed to look into the matter and take action, if required.
- (c) **Planning Councillor:** Ian Mitchell and Jon Allbutt

6. Finance

- (a) **Annual Accounts:** The Clerk had circulated a copy of the Annual Account to all members. He had submitted papers to David Sinclair, the Internal Auditor, and he had just heard indirectly that everything was in order. It was agreed that final approval of the Account would be deferred until the Clerk had spoken to David Sinclair.
- (b) **Parish Room:** The Clerk indicated that Tandridge Council was changing its banking arrangements as a consequence of which it required a fresh mandate for the payment of the Council by monthly instalments. It was agreed that two councillors should sign this.
- (c) **Payments :** The payments listed in Appendix B were approved.

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** Discussions between Surrey Highways and Metrobus were continuing.
- (b) **Highway Matters:**
- (1) **Paynesfield Road:** The Clerk had circulated a copy of a letter signed by seven residents of Paynesfield Road complaining about the number of vehicles connected with Tatsfield Garage parked during daylight hours in the road. The Clerk indicated that, after consultation with the Chairman, he had written to Andy Harding, the manager of Tatsfield Garage, to draw the matter to his attention and requesting that he should endeavour to minimise the difficulties that were apparently being caused. The Clerk further reported that Mr Harding had telephoned him immediately on receipt of the letter and had indicated that he was aware of the complaint and had done and would continue to do everything he could to alleviate the problem. The Chairman then read a joint statement from Tony Watson, the owner of Tatsfield Garage and Andy Harding detailing the history of the matter and the steps that they had taken to alleviate the difficulties. The Chairman thanked them for their attendance and it was agreed that the Clerk would send the residents a copy of the statement.
 - (2) **Local Speed Limits:** The Chairman indicated that the question of local speed limits would come up for discussion at the next meeting of the Surrey CC Tandridge Local Committee on 16 July.
- (c) **Rights of Way Matters:** Nothing to report

8. Reports

- (a) **County Councillor:** In the absence of Harry Pettifor, the Clerk reported that Harry Pettifor would make an application for financial assistance for Tatsfield Community Responders to the SCC Tandridge Joint Committee when appropriate details were provided.
- (b) **District Councillor:**
Bob David reported on the following matters:
- (1) **Tandridge DC:** The first meeting of the new Council had taken place on 24 June when Councillor Peter Brown had been elected to the chair. Bob David indicated that had been re-appointed to the same jobs as he had held previously.
 - (2) **Refuse & Recycling:** This contract was out for tender with effect from 1 October. He would make enquiries to ascertain whether a Best Value review had been or was being carried out.



- (3) **Planning Public Meeting:** This meeting on 1 July had been very successful and was attended by 50-60 people.
- (4) **Tatsfield School:** He was very much of the opinion that there should a Public Meeting before the planning application was lodged.
- (c) **Police Matters:** Philip Clark reported that he had been involved with the parking problem in Paynesfield Road. He indicated that the Garage had always co-operated with his requests to move vehicles and he believed that the problem had been much improved of recent weeks. There had been a spate of stolen vehicles being abandoned locally for which a small gang of youths might be responsible. Investigations were continuing. He had also been involved with the access difficulties at Parkwood Road. There had been an incident of fly tipping and this had been witnessed and was being investigated.
Ian Mitchell indicated that he would be attending the PCPG meeting to be held on 20 July.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that he would be attending the next Joint Consultative Committee meeting on 22 July.
- (e) **Transport Matters:** Alan Fry indicated that he had been unable to attend a recent Surrey Passenger Transport Committee meeting.

9. Notified Items:

- (a) **Parish Appraisal:**
- (1) **Young People:** Jon Allbutt indicated that there would be a meeting of the Youth Committee shortly and the County Youth Worker would attend this.
- (2) **DEFRA Rural Enterprise Scheme:** Jon Allbutt enquired whether the request from DEFRA for information about the priorities identified by the Parish Plan had been dealt with. The Clerk undertook to check this.
- (b) **Risk Assessment:** The Clerk reported that the defective switch in the Parish Room cupboard had been repaired. It was also noted that Surrey Highways were dealing with the overhanging branches on Tatsfield Green. The Chairman reported that Tandridge DC had inspected the Westmore Green Playground and some work had been carried out but Jon Allbutt was still of the opinion that the surface was not up to standard. He agreed to chase the matter up.

10. Village Hall

- (a) **Management Committee Report:** It was noted that the last meeting of the Hall Management Committee had been postponed consequent upon the sudden death of Margaret Boadella's husband.
- (b) **Village Hall:** Concern was expressed at the continuing lack of progress in this matter and the Clerk was instructed to write and seek an urgent meeting between representatives of the Management Committee and the Parish Council to ascertain the reasons for the delay in writing to the Charity Commission and to discuss other aspects of the Hall management that were causing concern to the Parish Council.

11. Property & Land Maintenance

- (a) **General:**
- (1) **Ashen Shaw:** Jon Allbutt reported that he had not yet met Chris Lehan but would deal with the matter as soon as possible.
- (2) **Hayes Pasture:** After discussion, it was agreed that urgent action was required and Jon Allbutt indicated that he believed that it would be possible to erect horse barriers at either end of this land for a moderate cost. It was therefore agreed that he be authorised to arrange for the work to be completed within a budget of £100. He would also obtain an estimate for the erection of posts in Barnfield Road.
- (3) **Police House Hedge:** The Clerk reported that this work had now been carried out.
- (b) **Tatsfield in Bloom:** Jon Allbutt reported that the judging had taken place in pouring rain and the result would be announced in September. The normal work maintaining the displays would continue.
- (c) **Pond:** There was no report in the absence of Wendy Maddison. Jon Allbutt indicated that he was concerned that weed again appeared to be a problem. ✓

12. Meetings to Attend

- (a) **SCAPTC AGM & General Meeting:** 21 June at Reigate & Banstead DC – Due to the absence of Margaret Boadella, no report was available.
- (b) **Surrey CC Tandridge Local Committee:** Friday 16 July at 10.15 a.m. at Victoria Club, High Street, Lingfield
- (c) **East Surrey Parishes Liaison Group:** Wednesday 6 October 2004 at The Community Centre, Bletchingley at 7.30-7.45 p.m.

13. Correspondence

- (a) **Oxted & District Social Centre:** The Clerk reported that the User Committee had decided to cease its management of the Social Centre due to lack of volunteers. Tandridge DC was considering the future management and new arrangements would come into force as from 1 September.
- (b) **Tandridge DC Planning Future Services:** The Clerk drew to attention to request from Tandridge for views on how Tandridge DC should meet the local need for housing and Business. It was agreed that a copy of this survey would be made and circulated to members for them to append their views.

14. Any Other Business

- (a) **Edna Ward:** Jon Allbutt had received a request from the executors of this lady for permission to bury her ashes under a tree either on Westmore Green or some other suitable place. There would be no plaque or other outward sign that the ashes were buried under the tree. It was agreed that the Clerk would look into the matter.
- (b) **Standing Orders & Financial Regulations:** It was agreed that the Finance Committee would meet to discuss these at a date to be arranged

The Meeting closed at 10.06 p.m.



Handwritten signature and date: 13/9

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/40
JULY 2004**

RESULTS:-

Approved	04/0725	Land rear of The Old Ship, Westmore Green (deferred for site inspection).
Refused	04/0711 04/0386 04/0657 04/0545	Fernlea, Old Lane (withdrawn) Esher Cottage, Ricketts Hill Road Halston, Clarks Lane Tatsfield Court Barns, Clarks Lane
Appeals	03/483 03/1128946 033/1128638 03/1429 03/1687	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane Parkwood Cottage, Parkwood Road 2 Beacon Shaw, Approach Road.

CURRENT APPLICATIONS:-

04/0921	Kemscott Lodge, Lusted Hall Lane Erection of detached double garage (application for Certificate of lawfulness for proposed development). Recommendation: No comment to be made
04/0962	Esher Cottage, Ricketts Hill Road Erection of pitched roof over existing flat roofed side extension & mono-pitched roof over single storey front extension and conversion of garage to habitable room. Recommendation: Objection to be lodged based on (1) unneighbourly development and (2) over-development of site; request for limitation on garage conversion
04/1014	3 Kent Cottages, Pilgrims Lane Erection of single storey rear extension linked to main house via covered walkway Recommendation: No objection
04/0955	Hillbrow, 106 Paynesfield Road Erection of single storey rear extension to form enclosed swimming pool Recommendation: In view of the fact that the applicant acted as the Internal Auditor to the Parish Council, no comment would be made by the Parish Council but any comments and/or objections by adjoining owners would be passed on.

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

04/41

APPENDIX B

July 20004

Expenditure to be authorised:-

Payee	Description	June	Nett	VAT	Total
J Sandiford	Salary	June			650.33
	Telephone				10.00
	Postages		5.56		
	Photocopying		15.90		
	Stationery				
	Travel		15.00		36.46
					<u>696.79</u>
Mrs G Miles Galls Tandridge VSC Earth Anchors Ltd+++	Cleaning	June			29.00
	Equipment for Responders		81.95	14.36	96.31
	Subscription				10.00
	2 New Litter Bins + installation (TIB)		778.00	136.15	
	Repairs to Litter Bin (TIB)		89.00	15.58	
			<u>867.00</u>	<u>151.73</u>	1,018.73
Surrey Wildlife Trust+++ Macmillan Plants	40 Waymarker posts		760.00	133.00	893.00
	Bedding Plants etc (TIB)		307.40	53.80	
	Ditto		484.72	84.83	
			<u>792.12</u>	<u>138.63</u>	930.75

*697.79
17.00
ANN
in
cheque*

The items marked +++ are covered by a 100% Environmental Grant from Tandridge District Council to be paid on production of paid invoices.

Total Payments to be authorised 3,674.58

Receipts since last meeting:
Biggin Hill Drs
HSBC

Surgery rent	June	1,043.22
Interest on Current Account		7.97

Total Receipts 1,051.19
Balance -2,623.39

Balances at Bank
01/07/2004

Current Account No.01123588	*****	3,574.25
Deposit Account No.31123823		37,534.11
**** includes interest for	June	70.49

TATSFIELD PARISH COUNCIL

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2004

RECEIPTS	2002/03	2003/04	PAYMENTS	2002/03	2003/04
	£	£		£	£
Property:			Property:		
Surgery	25035	25035	Surgery Loan	18734	17494
Parish Room (Note 1)	413	1189	Rates	503	511
	25448	26234	Maintenance	1211	1928
				20448	19933
Land:			Land:		
Easements	25	25	Maintenance	1815	2360
			Village Pond	1090	700
Grants:			Tatsfield in Bloom (Note 2)	2418	5323
Horticultural Soc (TIB)	318	500		5323	2477
Tandridge DC (TIB)	800	500			5537
Parish Plan	2257	1219	Administration:		
Ibbett Moseley (TIB)	800	800	Insurance	1281	1449
Tandridge DC (Shredder)	1003	0	Audit	758	350
Parkwood Rd Refund		210	Telephone	281	307
	5178	3229	Cleaning	323	335
			Election	0	1384
Interest:			Clerk's Salary	6506	7708
Deposit Account	841	593	General Expenses (App A)	2083	1115
				11232	12648
Precept:	18500	18500	Borrowing	5193	5193
VAT	110	0	Capital	80	0
Village Hall			Grants etc (Appendix B)	2360	1444
			Parish Plan	504	2726
TOTAL INCOME	50102	48581	Village Hall:		
			Building Costs/Repairs	6209	375
Excess of Expenditure over Income	1247				
			TOTAL EXPENDITURE	51349	47856
	51349	48581	Excess of Income over Expenditure		725
				51349	48581

The above statement fairly represents the financial position of the Parish Council as at the 31st March 2004 and reflects its income and expenditure during the year.

Responsible Financial Officer

Approved by the Parish Council on

2004.

Chairman

TATSFIELD PARISH COUNCIL

APPENDIX A - GENERAL EXPENSES 2003-04

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

Travel - Clerk	180	
Councillors	41	221
Postages		60
Photocopying (net)		354
Stationery		89
Expenses for		
Annual Parish Meeting	45	
Summer Concert	200	
Christmas Tree lighting	90	
Tatsfield School Meeting	56	391
		<u>£1,116</u>

APPENDIX B - GRANTS ETC 2003-04

The following are the details of this item:-

1. Grants to local organisations		
Tatsfield/Vern d'Anjou Association	250	
Tatsfield Composting Project	55	
St Mary's Church Flower Festival	45	
Citizens Advice Bureau	150	
Tatsfield Parish Magazine	45	
East Surrey Museum	75	
North Tandridge History Project	75	
East Surrey Mediation	50	745
2. Subscriptions/Affiliation fees		
Surrey County Assoc Of Parish Councils	487	
Council for the Protection of Rural England	25	
Surrey Voluntary Service Council	25	
Tandridge Voluntary Service Council	20	
South East Regional Play Association	20	
Surrey County Playing Fields Assoc	10	
National Association of Local Concils	87	
Surrey Crimestoppers	25	699
TOTAL		<u><u>1444</u></u>

TATSFIELD PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2004

ASSETS

Movements in the Year:

(A) During the year no assets were purchased.

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

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

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

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

Nominal Value £1.00

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

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

Nominal Value £1.00

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

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

Current Insurance Value £569,239

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

Current Insurance Value £411,592

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

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

Nominal Value £1.00

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

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

Nominal Value £1.00

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

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

Nominal Value £1.00

(8)	3 Noticeboards	-	Insurance Value	£2505
	1 Sign Post	-	Ditto	501
	1 Carved Oak Bench	-	Ditto	3758
	1 Bus Shelter	-	Ditto	2004
	10 Little Buis	-	Ditto	3758
	2 Pond Safety Signs	-	Ditto	365

BORROWINGS:

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

(1) A loan by Capital Bank plc (formerly NW Bank plc) in respect of the building of the Surgery/Parish Room (Para (4))

TATSFIELD PARISH COUNCIL

Assets) which was completed in 1990.

The original loan was for £206,624.61 which was repayable over 15 years by equal instalments of £13,781.67 payable on 30 October in each year. The balance outstanding after payment of the repayment made in October 2003 was £27,460.50.

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

In addition to the capital repayment, interest at 1% above LIBOR rate is payable. The amount of interest at 9% for the current year amounted to £3,711.81. The total annual interest reduces by approximately £1,240 per annum provided that the LIBOR interest rate does not increase above 8%.

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

This loan is repayable over a period of 10 years with interest at 5.25% by equal half yearly annuity payments of £2,596.28 on 1 April and 1 October. Two repayments were made during this year and the balance outstanding as at 31 March 2004 was £22,576.74.

LEASES

At the year end there were no leases in operation.

TENANCIES

During the year no tenancies were entered into.

S.137 PAYMENTS

The limit for expenditure in the year of account was £4,896.00 (1399 electors x £3.50) and the payments made were as shown in Appendix B attached to the Accounts.

AGENCY WORK	}	
ADVERTISING	}	
SUPERANNUATION	}	Nothing spent on these items

Signed
Chairman

Signed
Clerk

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2004

TATSFIELD PARISH

COUNCIL/MEETINGS

SECTION 1 - THE STATEMENT OF ACCOUNTS

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 2004. See page 6 and the Practitioners' Guide for guidance.

	Balances ending		Notes and Guidance for Chairperson
	31 March 2003 £	31 March 2004 £	
1 Balances brought forward	34,604	33,357	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
2 (+) Annual precept	18,500	18,500	Total amount of precept income received in the year.
3 (+) Total other receipts	31,602	30,081	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	6,506	7,708	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	23,927	22,687	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	20,916	17,461	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	33,357	34,082	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
8 Total cash & investments	34,178	34,142	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 and long term assets	837,573	980,831	The recorded current book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties.
10 Total borrowings	81,456	63,819	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).

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 year ended 31 March 2004.

Signed by Responsible Financial Officer:

Date

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

Date

Signed by Chair of meeting approving council's accounts:

Date

SECTION 2 – STATEMENT OF ASSURANCE

We acknowledge as the members of TATSFIELD PARISH COUNCIL/MEETING our responsibility for the preparation of the statement of accounts and confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2004 in section 1, that:

	Agreed – Yes or No*	Yes means that the council:
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its statement of 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 have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the statement of 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

dated 13/09/04

Signed on behalf of TATSFIELD PARISH COUNCIL/MEETING

Signed by: Chair Date

Signed by: Clerk Date

* 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.

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th September 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry OBE QPM (in the chair)

Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes
Mr Ian Mitchell Mr David Wood (left early)

In Attendance: Mr John Sandiford (Clerk),
Mr Harry Pettifor (Surrey CC Councillor)
Mr Bob David (Tandridge DC Councillor),
Mr Philip Clark (Village Constable)
And 11 parishioners.

1. Apologies Mrs Wendy Maddison

2. Minutes

The Minutes of the meeting held on the 12th July 2004 were approved and signed as a correct record.

3. Matters Arising: None.

4. Tatsfield School

The Chairman reported that an informal meeting with Gordon Reeve had taken place on 14th July at which Gordon Reeve had shown his revised plans to those present. Contact had also been made with Ray Goldsmith and with Whelan Farms but there had been insufficient time to arrange any meeting prior to the second Options Appraisal meeting held by Surrey CC on the 22nd July at Tandridge District Council Offices. At that meeting the proposals relating to the three sites had been considered and, based on the matrix laid down by Surrey CC, it had been decided that the site offered by Whelan Farms in Approach Road would be the preferred option. The Chairman had advised members of the outcome of this meeting and, at their request, the Chairman had approached Whelan Farms to see if any community facilities would be offered. Whelan Farms had indicated that, whilst this was possible, future maintenance would rest with the community. He had kept all members informed of developments since the July meeting and there was nothing further to report. As members were aware, Surrey CC was holding a public meeting in the Village Hall on 18th September to outline all three proposals and gain public feedback. Surrey CC then intended to lodge a planning application as soon as possible thereafter.

General discussion took place as to the view to be adopted by the Parish Council in relation to the preferred site. After all members had given their individual view, the Chairman indicated that there appeared to be a clear majority of members who were not in favour of the Whelan Farms site but were in favour of the site offered by Gordon Reeve. It was unanimously agreed that Louise Jardella (Surrey CC) should be informed as soon as possible of the Parish Council's view and the factors that had led members to reach that view. It was also agreed that the presence of the Director of Children & Young People, Paul Gray (who had been delegated by the Surrey CC Executive to make the final decision) should be requested at the public meeting on the following Saturday.

5. Planning Matters

(a) **Current Applications:** Ian Mitchell and Jon Allbutt reported on the applications that had been lodged since the last meeting and the action as shown in Appendix A was then agreed.

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

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

6. Finance

(a) **Annual Accounts:** The Clerk had circulated a copy of the Annual Accounts and the Annual Return to all members. David Sinclair, the Internal Auditor, had not yet completed the Annual Return but he had indicated that he would do so in the near future. It was unanimously agreed that the Annual Accounts be



approved and that the Annual Return be completed in accordance with the copy circulated to members and thereafter signed by the Chairman. Copy Annual Accounts and Annual Return attached to these Minutes.

- (b) **Clerk's Salary:** The Clerk indicated that NALC had recently published the National Salary Award for the two years commencing 1st April 2004 and 2005. It was agreed that the Clerk's salary based on NALC SCP22 for 16 hours per week (inclusive of the Outer London Fringe Allowance) for the year commencing 1st April 2004 should be £8,020.22 p.a. (£668.35 p.c.m.) and for the year commencing 1st April 2005 should be £8,257.05 (£688.09 p.c.m.). It was also noted that the recommended equivalent salary for the year commencing 1st April 2006 was £708.39. The effect of the retrospective increase in salary meant that a further payment of £90.10 was due to the Clerk for the period from 1st April to 31st August 2004 and this was agreed.
- (c) **Finance Committee:** The Clerk indicated that a meeting of the Finance Committee was required in order to commence the preparation of the 2005/6 Budget and it was agreed that the Committee would meet on 27th September 2004 at 6.30.
- (c) **Payments :** The payments listed in Appendix B were approved.

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** See District Councillor's Report.

(b) **Highway Matters:**

(1) **Lusted Hall Lane/Ricketts Hill Road:** The Clerk reported that he had received a letter from Mr McPherson of Deepdene Lusted Hall Lane with regard to vandalism that was occurring at this junction. As had been noted at a previous meeting, young people were in the habit of congregating around the BT Telephone box and the box was often vandalised. Mr McPherson had contacted BT with a request to move the box and had been told that this would only be considered if a request was received from the Parish Council. The Clerk had circulated copies of the correspondence and had also contacted the Parish Constable. The Clerk had also contacted Steve Marley of SCC Highways who had agreed to arrange for the graffiti to be cleaned off the back of the sign. Philip Clark agreed that this was a trouble spot and was happy if the telephone box was removed completely, rather moving it to another location close by. It was agreed that the views of local residents should be sought and that notice of the intention to request complete removal of the telephone box should be contained in the Chairman's monthly report published in the Parish Magazine. The matter would therefore be reconsidered once this had been done.

(c) **Rights of Way Matters:**

- (1) **Alleged Public Footpaths CP136 and 139:** The Clerk indicated Surrey CC Rights of Way Group wished to know whether the Parish Council wished to proceed with these applications now that other outstanding applications had been resolved. It was agreed that the matter would be referred to David Wood for comment.
- (2) **BW614 (End of Paynesfield Road to junction with Ricketts Hill):** Tony Erbes raised his concerns over the use of this bridleway by vehicular traffic and the detrimental effect that such use was having on its surface. It was agreed that Tony Erbes would supply the Clerk with full details of the person and/or vehicle involved so that a letter could be sent asking for the use to be discontinued.
- (3) **Bridleways:** The Clerk indicated that he had received an up-to-date Schedule detailing all the bridleways in the Parish.

8. Reports

(a) **County Councillor:**

Harry Pettifor reported on the following matters:-

- (1) **Tatsfield Community Responders:** He was proposing to obtain financial support of £1,500 for the Responders through his allocation on the Tandridge Local Committee.
- (2) **School Bus Service:** He was pressing for improvements to this service between Tatsfield and Oxted.
- (3) **Highways:** Charlie had now retired and was succeeded by Simon Nielson.
- (4) **County Council:** It was proposed that staff levels would be reduced by 10%.
- (5) **Tatsfield School:** He understood that Gordon Reeve was having meeting with Paul Gray on the following day to discuss possible alternatives. He wished to make clear that a Committee on which the Local District Councillor Bob David and the Parish Council Chairman Alan Fry had sat, had chosen the preferred site. It was his opinion that Surrey had made every effort to consult the local community.

(b) **District Councillor:**

Bob David reported on the following matters:

- (1) **Tatsfield School:** He considered that the most important aspect of the matter was that the local community should be properly consulted.

- (2) **Safe Routes to School:** He understood that it was still the intention of Surrey Highways to place proposals before the Parish Council for the improvement of the Village centre and he hoped that this would be done shortly.
- (3) **Housing:** In the coming months, Tandridge DC would be carrying out a comprehensive review of its housing stock and its policy options. This would involve consultation with tenants and the public.
- (4) **Regional Government:** He was organising a public meeting on 3rd November to acquaint local people with information concerning regional government.
- (c) **Police Matters:** Philip Clark reported that there had been a number of thefts from garden sheds and outbuildings and from vehicles and he emphasised the need to lock sheds and cars when unattended. He had caught some youths guilty of vandalism and intended to charge them unless the parents were prepared to take appropriate action to prevent a recurrence. These youths had established a makeshift camp in the L-shaped Field and he was anxious that this should be removed. He also needed to know the cost of removal for the purpose of the charges.
- (d) **Biggin Hill Airport:** Ian Mitchell reported that there had been a meeting of the Consultative Committee in July at which a Working Group had been set up to consider the future membership of the Consultative Committee. He had been appointed to be a member of this Group.
- (e) **Transport Matters:** Alan Fry reported that he had attended a meeting of the East Surrey Transport Committee but he had nothing of special interest to Tatsfield to report.
- (f) **Tatsfield History Project:** Eileen Pearce reported that a Welsh Television company was making a television documentary about Welsh princes. One of these princes had owned land in Tatsfield and, from investigations that had been carried, it seemed that the old manor house and garden may have been located adjacent to the church. Investigations were to continue and English Heritage was being consulted and might be interested in financing a "dig".

9. Notified Items:

- (a) **Parish Appraisal:** Jon Allbutt reported that there would be a meeting of the Appraisal Steering Committee on 14 September and a meeting of the Youth Committee shortly. He had noted the request made by the young people for the provision of a basketball goal somewhere near the village centre and would ensure that this was on the agenda for the Youth Committee meeting.
- (h) **Risk Assessment:**
- (1) **Parish Room:** There had been some vandalism to signs outside the Parish Room and to the direction post in the village centre. The Chairman indicated that he had dealt with these matters.
- (2) **Westmore Green Playground:** Jon Allbutt indicated that the playground had not been usable in the recent bad weather because of water collecting in an area under the swings. The Clerk was asked to report the matter.

10. Village Hall

- (a) **Management Committee Report:** Tony Erbes reported that the Hall was now looking very nice that the floor work had all been completed. Consideration was being given to the provision of curtains at the back of the stage.
- (b) **Legal Position:** The Chairman reported that he, along with Tony Erbes and Wendy Maddison, had met members of the Management Committee on 30 July when the terms of the letter to be sent to the Charity Commission had been agreed. This letter had sent and a reply had been received indicating that the Commission would need time to consider the position.
- (c) **Building Contract:** The Clerk reported that he had received a notification from the Liquidators of Southern Builders (Croydon) Ltd indicating that the claims received to date totalled £126,832.26. If the Parish Council wished to be included, a Proof of Debt had to be submitted on or before the 30 September. He reminded members that previously the Parish Council had decided that no claim should be made against the company for uncompleted work as the Liquidator had made no claim against the Parish Council for the unpaid balance of the contract monies.

11. Property & Land Maintenance

- (a) **General:**
- (1) **Ashen Shaw:** Jon Allbutt promised to deal with this matter.
- (2) **Inclosure Act 1845 – Section 147: Exchanges of Land:** The Clerk indicated that DEFRA were seeking to introduce a charge to cover the administration and valuation costs incurred by the Department in considering applications under this section. Such applications involved the "swapping" of pieces of land e.g. to move the village green from one piece of land to another to facilitate development. There were a number of proposals being put forward and the Department was seeking the Parish Council's views.



- (3) **Ship Hill/Maesmaur Road:** It was noted that this piece of land had become very overgrown and required attention. Jon Albutt agreed to deal with the matter.
- (b) **Tatsfield in Bloom:** Jon Albutt reported that he was pleased to report that Tatsfield had been awarded a Silver Gilt Award in the Champion of Champions section and also a Community Involvement Award. He congratulated all those involved and this was endorsed by all members.
- (c) **Pond:** The Clerk reported that a further maintenance visit had been carried out during August.

12. Meetings to Attend

- (a) **East Surrey Parishes Liaison Group:** Wednesday 6 October 2004 at The Community Centre, Bletchingley at 7.30-7.45 p.m.
- (b) **Handyperson Scheme Launch:** Thursday 16 September at Common Room, Eastlands Close, Oxted 11.30-2.00.
- (c) **Tandridge Community Safety Partnership Natural High Tour:** 22 September at Oxted County School Oxted at 9.00 a.m.
- (d) **Rural Housing Trust Affordable Village Housing Seminar:** 16 September at Billingshurst Village Hall 10.00 -3.30.
- (e) **Surrey Community Action Community Planning Workshop:** 25 September at Ashcombe School Dorking 10.00 – 4.00.
- (f) **Surrey CC Heritage Conference:** 22 September at Royal Holloway, University of London, Egham 9.15-4.00
- (g) **Tandridge DC World's Biggest Coffee Morning:** 24 September at Council Offices Oxted.

13. Correspondence

- (a) **Flytipping:** The Clerk indicated that Tandridge DC and Surrey Police had launched a campaign against flytipping and were asking for co-operation from all sections of the public. He had circulated a copy of the news release to all members.
- (b) **Tandridge DC Planning Future Services:** The Clerk indicated that he had circulated details to all members.
- (c) **Affordable Housing:** The Clerk drew attention to a letter from the Rural Housing Trust reporting on the present situation and indicating that a meeting scheduled for 10 August to discuss the various environmental considerations had been postponed TDC officers and had yet to be re-scheduled. The Clerk had circulated a copy of the letter to all councillors.
- (d) **Tatsfield Church Fly Tipping:** Jon Albutt drew attention to the flytipping that was occurring in the Church Car Park. This was becoming impossible for the Church to deal with and the matter had been drawn to the attention of Ray Goldsmith because the land forming the carpark belonged to the Golf Course. It was agreed that the Parish Council would support any initiative that would prevent the problem recurring.

14. Any Other Business

- (a) **Emergency Planning:** Jon Albutt reported that he had made contact with both the County and District Emergency Planning Officers and had obtained a copy of the Tandridge Emergency Plan. These Officers had welcomed the Parish Council interest and were willing to attend a meeting with Parish Council and other community representatives to discuss the matter.
- (b) **Right to Roam:** Margaret Boadella asked for a copy of the plan showing the areas affected.

The Meeting closed at 10.56 p.m.



11/10/04

**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/46
SEP 2004**

RESULTS:-

Approved	<p>04/0725 04/0653 04/820 04/0804 04/0848 04/0879 04/0921</p>	<p>Land rear of The Old Ship, Westmore Green. Beulah Mount, Kemsley Road 43 Paynesfield Road Hawthorne Dene, Ricketts Hill Road Woodside, Parkwood Road 105 Paynesfield Road Kemscott Lodge, Lusted Hall Lane (Certificate of Lawfulness)</p>
Refused	<p>04/0545 04/0674</p>	<p>Tatsfield Court Barns, Clarks Lane Manor Livery, Manor Road</p>
Appeals	<p>03/483 03/1128946 033/1128638 03/1429 03/1687 04/0674</p>	<p>Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane Parkwood Cottage, Parkwood Road - DISMISSED 2 Beacon Shaw, Approach Road. Manor Livery, Manor Road</p>

CURRENT APPLICATIONS:-

04/1135	<p>Halston, Clarks Lane Demolition of existing conservatory/sun room; erection of front porch & single storey side extension incorporating conservatory, utility room and chimney stack; erection of 1.5m high close boarded fence and alterations to existing access. Recommendation: No objection</p>
04/0772	<p>Roadchef Travel Inn, Clacket Lane MSA, M25 westbound. Display of 4 internally illuminated signs. Recommendation: No objection</p>
04/1114	<p>Ashdown, Ricketts Hill Erection of front porch – Application for Certificate of Lawfulness Recommendation: No comment</p>
04/1254	<p>The Paddocks, Lusted Hall Lane Erection of detached 3 bed dwelling with garage under Recommendation: Objection to be lodged based on the fact that development was in MGB and outside settlement contrary to Local Development Plan.</p>
04/1317	<p>The Chalet, Ninehams Road Demolition of existing dwelling & outbuildings and erection off 3 bed single storey dwelling Recommendation: No objection</p>
04/1320	<p>The Studio, 31 Paynesfield Road Demolition of existing dwelling and erection of 1 pair of semi-detached 3 bedroomed semi-detached dwellings with attached garages, parking/turning area & vehicular access on to Paynesfield Road. Recommendation: Objection based on fact that application was not materially different from previous application dismissed on appeal.</p>

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

04/47

APPENDIX B

September 20004

Expenditure to be authorised:-

Payee	Description	July & Aug	Nett	VAT	Total
J Sandiford	Salary	July & Aug			1,300.66
	Telephone				20.00
	Photocopying		16.15		
	Postages		5.60		
	Underpayment (July)		17.00		
	Fan		17.99		
	Stationery		18.51	3.24	
	Travel		30.00		108.49
					<u>1,429.15</u>
Mrs G Miles	Cleaning	July & Aug			58.88
Macmillan Plants	TIB Plants		307.40	53.80	361.20
EDF Energy Networks Ltd	TIB - fee for location of electricity cables	++	75.00	13.13	88.13
R David	Re-imbusement of TIB miscel. expenditure & Prizes				567.11
Aquajoy Water Gardens	Pond Maintenance (Aug)		385.00	67.38	452.38
Blue Mercury	Village Website (part)	++ ##			314.55
Hever Countryside Services	TIB Oak Posts	++ ##			360.00
Chris Lehan	Village Hall hedge reduction	##	750.00	131.25	881.25
RST Glass	Repairs to Parish Room door	##	120.00	21.00	141.00
Aquajoy Water Gardens	Pond Maintenance (June)	##	385.00	67.38	452.38
Post Office	Telephone account	##	46.06	8.06	54.12
G South	Parish Plan expenditure	++ ##			200.00
Blue Mercury	Village website	++ ##			72.95
## = cheques drawn and signed to avoid undue delay in payment					
++ = expenditure that is covered by grant					
A payment is due to the Public Works Loan Board on 30 September for the half-yearly repayment due under the Village Hall loan					2,596.28
Total Payments to be authorised					8,029.38

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	38169		1,043.22	
	Surgery rent	38200		1,043.22	
HSBC	Interest on Current Account	38169			
	ditto	38200			
Tatsfield Bridge Club	Parish Room Hire			80.00	
Tatsfield Horticultural Soc	Reimbursement			238.53	
Tandridge DC	Precept - 2nd instalment			11,000.00	
Countryside Agency	Balance of Parish Plan Grant			314.55	
Countryside Agency	Further Balance			272.95	
	Total Receipts				<u>13,992.47</u>
	Balance				<u>5,963.09</u>

Balances at Bank
01/07/2004

Current Account No.01123588 ***** 7,738.80
Deposit Account No.31123823 34,672.03

**** includes interest for July & August 137.92

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th October 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Mr John Sandiford (Clerk),
Mr Bob David (Tandridge DC Councillor),
And 4 parishioners.

1. Apologies Mr Tony Erbes (absence abroad) and Mr Harry Pettifor (Surrey CC Councillor)

2. Minutes

The Minutes of the meeting held on the 13th September 2004 were approved and signed as a correct record.

3. Matters Arising:

(a) **Tatsfield Church Flytipping:** Jon Allbutt indicated that he had not heard anything further but would make contact with Jennie South to assure her that the Parish Council was concerned about the problem and would do what it could to assist if she felt that was necessary.

4. Tatsfield School

The Chairman reported that the public meeting on 18 September had agreed that there would be a further meeting of the options appraisal group to consider the points that had been raised at the public meeting. This meeting would unfortunately not take place until 1 November. The Chairman indicated that he was somewhat disappointed that more detailed information had not been made available about the three sites on the short list. He intended to repeat this request and hoped that such information would be made available at the latest by the meeting on 1 November. The Chairman then asked if members wished to add anything to the views previously expressed but there was no further comment and the Chairman indicated that he would therefore continue to maintain the view previously expressed by him on the Parish Council's behalf.

5. Planning Matters

(a) **Current Applications:** Margaret Boadella reported on the applications that had been lodged since the last meeting and the action as shown in Appendix A was then agreed.

(b) Sundry Planning Matters:

(1) **LBB Unitary Development Plan Review:** The Clerk reported that part of the draft Interim Inspector's Report had been received by Bromley and could be downloaded from the Council website. The remainder of the Report would not be published until February 2005 and Bromley would be formally considering the matter thereafter.

(2) **Planning & Compulsory Purchase Act 2004:** The Clerk reported that Bromley was drawing up a list of consultees under the new Local Development Framework and it had submitted a list of the existing groups & bodies that were consulted. This included the Parish Council. It was agreed that the Clerk should advise Bromley that it wished to continue to be consulted.

(c) **Planning Councillor:** Alan Fry (in the absence of Tony Erbes).

6. Finance

(a) **Annual Accounts:** The Clerk reported that he had lodged the Annual Return and the Auditor had asked for an amendment to the figures shown for the preceding year. This arose from the fact that the Auditor had amended the figures in the previous return and the Clerk had mistakenly used the original figures. He circulated a copy of Section I of the Annual Return showing the alteration to the "Balances brought forward" from £34604 to £34266 and to "Total other payments" from £31602 to £31904. It was agreed that these alterations should be made and initialled by the Clerk as requested by the Auditor.

(b) **Finance Committee:** The Clerk indicated that a meeting of the Finance Committee was required in order to finalise the 2005/6 Budget and it was agreed that the Committee would meet on Monday 18th October at 6.30 p.m.

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

7. Highways & Rights of Way

(a) **Tatsfield Safe Routes to School Project:** There was nothing to report.

(b) **Highway Matters:**

(1) **Lusted Hall Lane/Ricketts Hill Road:** The Clerk reported that he been informed that BT had repaired the damage to the telephone box and it had immediately been vandalised again the same evening. The Chairman reported that he had raised the matter in the October issue of the Parish Magazine and neither he nor the Clerk had any response. It was therefore agreed that the Clerk should write BT and request the removal of the telephone box.

(c) **Rights of Way Matters:**

(1) **Alleged Public Footpaths CP136 and 139:** David Wood indicated that he had not completed his investigations into this matter. When he had done this, he would advise the Clerk so that a reply could be sent to the Surrey CC Rights of Way Group.

(2) **BW614 (End of Paynesfield Road to junction with Ricketts Hill):** The Clerk had drafted a letter to be sent to the resident in question who owned one of the vehicles that used this brideway. This would be sent immediately.

(3) **Barnfield Road:** The Clerk reported that he had been approached by a local resident with regard to 2 Minis apparently dumped on the verge in Barnfield Road. The resident had indicated who he believed was responsible and had asked if the Parish Council could do something about it as the vehicles were an eyesore. David Wood undertook to check the position out and report back. It was also agreed that both he and Jon Allbutt would consider the best way to deal with this area in an effort to prevent further dumping.

8. Reports

(a) **County Councillor:**

In the absence of Harry Pettifor, the Clerk reported on the following matters:-

(1) **Tatsfield Responders Scheme:** He had managed to obtain approval of funding of £1500 from the Surrey CC Tandridge Local Committee.

(2) **Local Youth Activities:** He wished to submit a bid for funding to the same Committee to support local youth and wished to urge the Parish Council to support the venture financially as well. It would assist him to know the level of that assistance. After discussion, it was agreed that funding would be made available but the level of that funding could not be established until details of the particular project were available.

(b) **District Councillor:**

Bob David reported on the following matters:

(1) **Vodafone Mast:** He was pleased to report that the siting of a mast in Ricketts Hill Road had been abandoned, at least for the time being.

(2) **Best Value Review of Sheltered Housing:** This had now been completed and revealed that Tandridge administered some 800 units. The review indicated that the accommodation at Crossways was to be retained but attention would have to be given to the provision of disabled access. There was also difficulty in letting some of these units because there was insufficient demand from Tatsfield residents and there was a reluctance on the part of non-Tatsfield residents to move to the village. He had undertaken a tour of Tandridge housing units and had been very impressed with the standard of accommodation provided.

(3) **Victim Support Panel:** As the Tandridge DC representative on this Panel he had recently attended its AGM and had been impressed by the marvellous work carried out by the volunteers.

(4) **Tandridge Local Committee:** The Committee was considering traffic speed management in Tatsfield and adjoining villages and was considering the imposition of a blanket 30 m.p.h. limit but before this was done, it had put aside funds to allow traffic surveys to be carried out in the current financial year. He considered that Surrey's information as to existing speed limits was inaccurate and he was urging Surrey to consult the Parish Councils involved to check this and to establish the best locations for the traffic surveys.

(5) **Tatsfield School:** He did not consider that anyone knew which site for the School the residents preferred and he intended writing to every household to ask them to indicate their views. He hoped that the result of this survey would be available by the time of the meeting of the options appraisal group on 1 November.

(c) **Police Matters:** Ian Mitchell indicated that he had nothing to report.

(d) **Biggin Hill Airport:** Ian Mitchell reported that the sub-committee appointed to consider membership of the Consultative Committee, of which he was a member, would be recommending that the commercial interests

at the Airport should be allowed 1 additional representative. At present, the commercial representation was in a minority. He was in favour of this proposal because the alternative was to reduce the community representation and, as Tatsfield had three representatives, he felt that it would be more than likely that one of those three would be reduced.

- (e) **Transport Matters:** Alan Fry reported that the Tandridge Local Committee had set aside funding of £7000 for traffic surveys in Tatsfield and the surrounding villages in the current year. He had ensured that Parish Councils would be consulted, rather than could be consulted. As had been previously mentioned, it was important that the surveys were properly located and, in due course, that sufficient funds were made available for the traffic calming measures that were forthcoming as a result of the surveys.

9. Notified Items:

- (a) **Parish Appraisal:** Jon Allbutt reported on a recent meeting of the Steering Committee when matters discussed had included the Village website and Neighbourhood Watch. He indicated that he had also attended a meeting on 22 September of the Youth Committee when the Surrey Youth Worker had been expected to attend but had not appeared. A further meeting would be arranged and steps would be taken to ensure the attendance of the Youth Worker at that meeting. Matters discussed at the last meeting included:
- (1) Transport: a service to Oxted on Saturdays was urgently required. The Chairman mentioned that the "Buses for You" service would be starting in January 2005 and he understood that it was intended to cover this need.
 - (2) Basketball: The only site suggested had been the carpark area behind the Village Hall.
 - (3) "Drop-In" Centre: All the young people consulted had indicated that they wanted a venue open both early mornings and in the evenings where they could meet to socialise.
- Jon Allbutt recognised that further investigations would have to be undertaken but wished to have approval in principle for the establishment of a "drop-in" centre. After discussion, it was clear that there was a unanimous wish on the part of members to support the young people provided that the practical difficulties could be surmounted. The active participation of the County Youth Worker was considered to be crucial to any project of this nature.
- (b) **Risk Assessment:** The Clerk was asked to re-circulate members with a schedule listing their responsibilities.

10. Village Hall

- (a) **Management Committee Report:** Wendy Maddison drew attention to the forthcoming Barn Dance on the following Saturday. She reported that a Schedule had been drawn up of the Redecoration requirements for the Hall.
- (b) **Village Hall:** The Chairman reported that the Village Hall Management had been officially notified by the Charity Commission that the Commission would agree to the proposal to vest the freehold in the Parish Council in consideration of £1 and in exchange for a lease. As had already been agreed, this lease would provide for the Parish Council to be responsible for the insurance and for the maintenance of the building. It was now necessary to deal with the legal formalities including the preparation of the transfer of the freehold to the Parish Council and the final agreement of the terms of the lease followed by the formal granting of the lease. All of this would have to be approved by the Charity Commission and its requirements in these respects were being ascertained. Once this information was available, an early meeting with the Management Committee would be arranged. The Clerk was asked to make all necessary arrangements so that the matter could be completed at an early date.

11. Property & Land Maintenance

- (a) **Ashen Shaw:** Jon Allbutt reported that Chris Lehan had been forced to cancel a meeting that had been arranged. He would be arranging a further meeting as soon as possible.
- (b) **Parish Room:** The Clerk reported that the Finance Committee had discussed the question of the access to the Parish Room in relation to the Disability Discrimination Act 1995. This had come to light as a result of the possibility of the Tatsfield Bridge Club ceasing to meet in the Parish Room solely because of the difficulty of access. The Clerk had obtained some information and he was of the opinion that if the Parish Council wished to hold meetings that were open to the public, then it had to ensure that there was disabled access available. This might therefore mean that the Parish Council considered either providing such access or changing its venue to some venue where such access was available. After discussion, the Clerk was requested to seek advice from SCAPTC on the matter.
- (c) **Tree Survey:** Jon Allbutt undertook to review the position and make recommendations as to the work required.

- (d) **Tatsfield in Bloom:** Jon Allbutt reported that the volunteers had planted out the beds with polyanthus on the previous Saturday.
- (e) **Pond:** Wendy Maddison reported that the contractors had carried out a routine maintenance visit on 27 August and a further visit was due on 18 November.
- (f) **Westmore Green Playground:** There was still concern about the adequacy of the surface and the Clerk was asked to write to Tandridge and request an on-site meeting.

12. Meetings to Attend

- (a) **East Surrey Parishes Liaison Group:** Advance notification that this meeting will now take place on Tuesday 30th November 2004 at Margaret Paveley Room, Centenary Hall, Wheelers Lane, Smallfield (Host Burstow PC) at 7.45 p.m.
- (b) **Sussex Assoc of Local Councils:** Initial Councillors' Course on 29-31 October at Midhurst at £145 + VAT for full course.
- (c) **East Surrey Dial-a-Ride AGM:** 20 October 2004 at Douglas Brunton Centre, Caterham at 4.30 p.m.

13. Correspondence

- (a) **Affordable Housing:** The Clerk drew attention to an e-mail he had received from Andrew Smith that indicated that the results of all the ecological and technical investigations on the site in Lusted Hall Lane had been received from which it was clear there were enormous problems, possibly insurmountable. He wished to come and discuss the matter with the Parish Council and it was agreed that Andrew Smith should be asked to attend the next meeting.
- (b) **County Playing Fields Association:** The Clerk drew attention to a questionnaire asking for information as to how the Association could best help. David Wood agreed to pass a copy to the local PFA.
- (c) **Tandridge DC Statement of Licensing Policy:** Comments on the draft Statement of Licensing Policy were being invited by 5 November 2004. It was agreed that the Chairman should consider this and respond as he considered right.
- (d) **DEFRA Consultation on Clean Neighbourhoods:** The Clerk drew attention to a letter from the Minister for Rural Affairs & Local environmental Quality (DEFRA) drawing attention to this consultation "recently launched" and urging the Parish Council to respond. The Consultation document was only available on the website and responses were required by 24 September but " comments received after date will inform its on-going work to refine policy and practice".

14. Any Other Business

- (a) **Hedgerows:** Wendy Maddison commented on the number of overgrown hedgerows, in particular along Tatsfield Lane where she considered that they were becoming a hazard to high sided vehicles. It was agreed that the Clerk would write to owners of properties where this was a particular problem.
- (b) **Maesmaur Road/Ship Hill Corner:** Jon Allbutt reported that he and some volunteers had cut back the hedge on this corner but a contractor would have to be employed to reduce the height. It was agreed that he should a quotation for this work as soon as possible so that it could be taken into account in the Budget.
- (c) **Tatsfield Green:** The Chairman indicated that Louise McRandall was organising a charity function at The Bakery and wished to locate a large floodlight on the Green to illuminate The Bakery. It was agreed that this could be done on that portion of the Green immediately outside The Bakery on the understanding that she was entirely responsible for any damage or injury occurring as a result of its use and that the Parish Council was suitably indemnified against claims.
- (d) **Surrey Transportation Plan:** The Chairman was authorised to submit any comments that he deemed necessary on this Plan.

The Meeting closed at – 10.33 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/52
OCT 2004**

RESULTS:-

Approved	04/1114 04/533 04/595	Ashdown, Ricketts Hill Road 1 Sunnybank, Old Lane Briarley, Shaw Road
Refused		
Appeals Pending	03/483 03/1128946 033/1128638 03/1687 04/0674	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 2 Beacon Shaw, Approach Road. Manor Livery, Manor Road

CURRENT APPLICATIONS:-

04/1279	Hill Cottage, Johns Road Erection of double detached garage with terrace over (amendment to previously approved Application No.00/0512). Recommendation: No objection
04/1445	Chart House, Ship Hill Erection of single storey rear extension (Application for Certificate of Lawful Use). Recommendation: No objection
04/1467	Gorse Down Farm, Ricketts Hill Road Erection of first floor extension to form new bedroom Recommendation: No objection
04/1520	25 Shipfield Close Demolition of garage and rear utility room; erection of 2 storey side extension & front porch 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

04/53

APPENDIX B

October 2004

Expenditure to be authorised:-

Payee	Description	Sept	Nett	VAT	Total
J Sandiford	Salary	Sept			668.35
	Retrospective payment				90.10
					<u>758.45</u>
	Telephone				10.00
	Photocopying		5.15		
	Postages		2.16		
	Stationery Supplies		23.98		
	Travel		15.00		46.29
					<u>814.74</u>
Mrs G Miles	Cleaning	Sept			29.00
R David	Re-imbusement of TIB expenditure				
	Basket Liners		104.50	18.29	
	Plants		300.00	52.50	
			<u>404.50</u>	<u>70.79</u>	475.29
Public Works Loan Board	Hall Loan repayment paid by Direct Debit				2,596.28
Bank of Scotland	Surgery Loan repayment due 30th October 2004				16,260.09

Total Payments to be authorised

20,175.40

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	September		1,043.22
HSBC	Interest on Current Account	September		11.21
Tandridge DC	Environmental Grant (TIB)			2,062.00
Tandridge DC	Contribution to TIB			500.00

Total Receipts

3,616.43

Balance

-16,558.97

Balances at Bank
01/10/2004

Current Account No.01123588			5,889.66
Deposit Account No.31123823	*****		46,770.31
**** includes interest for	September		98.28

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th November 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry (in the chair)
Mr Tony Erbes Mr Alan Fry

In Attendance: Mr John Sandiford (Clerk),
Mr Bob David (Tandridge DC Councillor),
And 3 parishioners.

Apologies: Mr Jon Ailbutt, Mrs Margaret Boadella and Mr Ian Mitchell (all absent abroad), Mrs Wendy Maddison (unwell) and Mr Harry Pettifor (Surrey CC Councillor).

- As there only three councillors were present, the Chairman declared that there was not a quorum and adjourned the meeting until the 15th November at 8.00 p.m.



-

MINUTES of an Adjourned Meeting of Tatsfield Parish Council held on the 15th November 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry OBE QPM (in the chair)
Mr Tony Erbes Mrs Wendy Maddison
Mr Ian Mitchell Mr David Wood

In Attendance: Mr John Sandiford (Clerk),
Mr Bob David (Tandridge DC Councillor),

And 1 parishioner.

1. Apologies Mr Jon Allbutt, Mrs Margaret Boadella and Mr Harry Pettifor (Surrey CC Councillor)

2. Minutes

The Minutes of the meeting held on the 13th October 2004 and 8th November 2004 were approved and signed as a correct record.

3. Matters Arising:

(a) **Tatsfield Church Flytipping:** It was noted that a temporary barrier had been erected to prevent access to the carpark.

4. Tatsfield School

The Chairman reported that the options appraisal group had a further meeting on 1 November when all three sites were reconsidered on the same matrix as previously but on this occasion all three sites were offered on the same basis ~~that~~ that the land being offered would be exchanged for the existing School site without any money changing hands. There was now no residential development involved in any of the sites and no guarantee was being given as to the way in which the School site could be developed. There had been a clear majority in favour of the Reeve site and this site would now be the preferred option. There would be discussions with the Headteacher and with the Parish Council about the details of the proposed school. The planning application would be dealt with by Surrey CC and Tandridge DC would be consulted. It was hoped that the new school would be built and ready to open by September 2006. It remained to be seen whether the planning application would be determined by the Secretary of State.

5. Planning Matters

(a) **Current Applications:** Alan Fry reported on the applications that had been lodged since the last meeting and the action as shown in Appendix A was then agreed.

(b) **Sundry Planning Matters:** The Chairman commented that, as a result of dealing with recent planning applications, he felt that property owners making applications for planning consent should be encouraged to discuss with their neighbours their plans before submitting an application. He appreciated that applicants were not under any obligation in this respect but felt that this would make the passage of applications much smoother and would, in some cases, forestall objections. It was agreed that this was a matter that could be canvassed in the Parish Magazine.

(c) **Planning Councillor:** Tony Erbes.

6. Finance

(a) **Budget for 2005-06 and Precept:** The Clerk had circulated to all members a copy of the draft Budget approved by the Finance Committee together with a copy of the minutes of the Committee's last meeting at which it had recommended a precept of £22,000. After discussion, the Budget as recommended by the Finance Committee was agreed and the recommendation for a precept for 2005-06 of £22,000 was also agreed.

(b) **Standing Orders & Financial Regulations:** The Clerk had also circulated to all members a copy of the draft Standing Orders and Financial Regulations recommended by the Finance Committee. It was agreed that these should be accepted.

(c) **Parish Room:** The Clerk reported that he had received notification of an amended rateable value of £1175 with effect from 1st April 2005. This was an increase of £25.

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



7.8. **Highways & Rights of Way**

- (a) **Tatsfield Safe Routes to School Project:** It was understood that Surrey Highways hoped to submit its report in December. Attention was drawn to the dangerous state of the pavements on the Route, particularly in Ship Hill, caused by fallen leaves. It was understood that Surrey Highways would be carrying out an additional clean-up next week. In the normal timetable, there would be no further clean-up until January. It was agreed that if this additional clean-up was carried out, the Clerk should write a letter of thanks to Surrey Highways and, at the same time, ask if the additional could become a regular item in the timetable.
- (b) **Highway Matters:**
- (1) **Lusted Hall Lane/Ricketts Hill Road:** The Clerk reported that he had advised BT that the Parish Council wished to have the telephone box removed. BT had responded by denying any responsibility and indicating that its experience was that the removal of a telephone kiosk in these circumstances would merely move the problem elsewhere. It suggested involving the police and requesting the Local Authority to consider the use of an ASBO. A copy of both the letter to and the reply from BT had been sent to the resident concerned. It was agreed that the Clerk should respond and indicate that all avenues had been explored prior to the request for removal being submitted.
- (c) **Rights of Way Matters:**
- (1) **Alleged Public Footpaths CP136 and 139:** The Clerk indicated, ^{met} Surrey CC Rights of Way Group wished to know whether the Parish Council wished to proceed with these applications now that other outstanding applications had been resolved. It was agreed that as no further evidence was available, the Clerk should indicate that the Parish Council did not wish to proceed.
- (2) **BW614 (End of Paynesfield Road to junction with Ricketts Hill):** The Clerk reported that a reply had been received denying that damage had been caused and accusing the Parish Council of harassment. The Clerk read out the response he had sent on the Parish Council's behalf and it was agreed not to take any further action.
- (3) **Barnfield Road:** David Wood reported that he had been promised that the 2 Minis apparently dumped on the verge in Barnfield Road would be removed in the next week. As a result of discussions with residents, he was sure that a solution could be found and he intended to arrange a meeting in the near future to discuss what could be done to tidy up the area and prevent further dumping.
- (4) **Road Closures:** It was noted that BT were to carry out extensive work on telephones lines in Rag Hill Road and Tatsfield Lane. This would result in disruption on three Sundays (5, 12 and 19 December). This was being advertised in the Parish Magazine.

8. **Reports**

- (a) **County Councillor:**
In the absence of Harry Pettifor, the Clerk reported on the following matters on his behalf:-
- (1) **Tatsfield School:** He was sure that plans would progress with urgency now that a final decision on the site had been taken.
- (2) **Local Youth Activities:** As yet, there no plans sufficiently advanced that allowed him to progress this matter at present. He thanked the Parish Council for its support.
- (3) **Highway Speed Limitation:** He was pleased to report that £45,000 had been allocated for speed control works in Tatsfield of which £5,000 was for the initial survey. The Chairman commented that he believed that funds would only be allocated for work once the survey had been carried out and the extent of the work required established.
- (b) **District Councillor:**
Bob David reported on the following matters:
- (1) **Highway Speed Limitation:** He indicated that Surrey Highways were asking for suggestions as the Tatsfield Roads to be the subject of the survey. These roads were to be chosen from the roads that were not subject to an existing 30 m.p.h. limit or less and the exact location on those roads would be selected by the Surrey Highways. It was agreed that the roads to be nominated would be Ricketts Hill Road, Approach Road, Lusted Hall Lane, Church Hill Lane and Rag Hill.
- (2) **Regional Government:** He considered that the recent Public Meeting had been very successful and had been attended by approximately 35 people. He commented that, although it seemed that elected regional government had been rejected in the North East, regional government would apparently still continue as a body with some directly appointed members and some local councillors appointed by Local Authorities.

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- (c) **Police Matters:** Ian Mitchell indicated that he was placing the Crime & Disorder Audit in circulation.
- (d) **Biggin Hill Airport:** Ian Mitchell had submitted a written report, a copy of which had been sent to all members and its contents were noted. He also mentioned that the Air Fair organisers were concerned that the proposed redevelopment of the ex-Air Force quarters might mean that the Air Fair's future was in doubt due to safety concerns.
- (e) **Transport Matters:** Alan Fry reported that he had attended the recent meeting of the East Surrey Transport Committee. He indicated that there was little discussed at the meeting that directly affected Tatsfield but he drew attention to the fact that there would be no bus service anywhere on Christmas Day and no 464 service to Tatsfield on Boxing Day.
- (f) **Emergency Planning:** The Chairman indicated that he, in company with Jon Allbutt, had had a meeting with Jerry Marsh and Kevin Smith (Surrey CC Emergency Planning Team) and David Holmwood (Tandridge DC Emergency Planning Officer). As a result, he had been supplied with a copy of the SCC Parish Council Draft plan format and the Tandridge Emergency Plan. He felt that the approach by the Parish Council had been met with enthusiasm and some pleasant surprise. It was agreed that a Steering Committee be set up under the chairmanship of the Chairman and with a membership comprising Jon Allbutt, Wendy Maddison, Ian Mitchell, the Parish Constable and the Clerk. This Committee would initially consider what actions needed to be taken and the scope of individuals to be involved.

9. **Notified Items:**

(a) **Parish Appraisal:**

- (1) **Young People:** There was no report in the absence of Margaret Boadella and Jon Allbutt but the Chairman indicated that he did not believe that any meetings had taken place.
- (b) **Risk Assessment:** There were no reports.

10. **Village Hall**

- (a) **Management Committee Report:** Tony Erbes reported that there had been a successful Barn Dance held that raised £300 for Hall funds.
- (b) **Village Hall:** The Clerk reported that the Charity Commission had now made some comments on the draft lease and the Management Committee had drafted its Scheme and had submitted this to the Commission. The Committee had also drawn up some additional comments on the draft lease. A copy of the draft Scheme and the Comments on the lease had been sent to the Parish Council for comment and the Clerk indicated that he had prepared a memorandum setting out his comments that had been circulated to all members ready for discussion at the next meeting. It was agreed that both the discussion on the Lease and on the Scheme would be adjourned to that meeting when it was hoped that all members would be present and also to give members an opportunity to consider the notes.

11. **Property & Land Maintenance**

(a) **General:**

- (1) **Ashen Shaw:** The Clerk reported that Jon Allbutt had submitted a written report indicating that he had obtained prices from Chris Lehan for various work to trees but he had not indicated what was required in this particular case. The matter would be left over to the next meeting.
- (2) **Hayes Pasture:** Jon Allbutt had also indicated that he had obtained a quotation of "just under £200" to erect fencing designed to prevent the use of this land by horses. The Clerk indicated that he had received a letter from Ann Hayes indicating that she was saddened by the proposal to erect a barrier to prevent passage by horses. She indicated that a previous Parish Council had named it in recognition of her work in identifying it as vacant land and she and others had used it for both walking and horse riding for many years. Discussion took place and it was agreed the damage being caused to the pathway could not be allowed to continue and the erection of the barriers was the only way that this could be achieved. It was therefore agreed that the order for the work should be put in hand.
- (3) **Parish Room:** The Clerk reported that the Finance Committee had discussed this matter again and were of the view that a professional opinion should be sought from Brian Drury as to the viability of the provision of access that would meet the requirements of the Disability Discrimination Act 1995. It was agreed that the Clerk should instruct Brian Drury to give such an opinion. Tony Erbes indicated that he had obtained one estimate from Denis H Reeves & Co for the redecoration of the exterior of the Surgery and was obtaining another estimate.
- (b) **Tatsfield in Bloom:** In the absence of Jon Allbutt, Bob David reported that the plans for next year were being considered. The theme to be adopted would probably be the 80th anniversary of Tatsfield WI.
- (c) **Pond:** Wendy Maddison indicated that a final visit from the Contractor would take place on 18 November.
- (d) **Westmore Green:**
- (1) **Playground:** The Chairman reported that he had had a meeting with Tandridge DC and it had been acknowledged that the maintenance had not been as good as it should have been. New arrangements

had been put in place and it was to be hoped that the position would improve. The Work Schedule provided for two visits weekly.

- (2) **Use of Green:** It was agreed that St Mary's Church could use Westmore Green on the afternoon of Sunday 1 May 2005 for a May Day Celebration.

1204
10. Meetings to Attend

- (a) **East Surrey Parishes Liaison Group:** Tuesday 30th November 2004 at Margaret Paveley Room, Centenary Hall, Wheelers Lane, Smallfield (Host Burstow PC) at 7.30 for 7.45 p.m. – Margaret Boadella to be asked to attend.
- (b) **TDC Standards Committee Training course:** Saturday 20 November at 10.00 or Thursday 16 December at 7.30 –Details had been circulated and Alan Fry and Ian Mitchell were to attend on 20 November.

1304
11. Correspondence

- (a) **Tandridge Community Safety Partnership:** The clerk reported that he had received the Crime & Disorder Audit 2004 Questionnaire for completion by 26 November. It was agreed that Alan Fry would deal with this.
- (b) **Affordable Housing:** The Clerk reported that Andrew Smith had indicated that he had had a positive meeting with Tandridge DC as a result of which he thought that a way forward had been found to build between 12-14 units after all the ecological and arboricultural constraints had been taken into account. He wished to hold an Information Day on 1 or 2 December. He also wished to brief the Parish Council and it was agreed that this would be arranged for 6.00 p.m on Monday 22 November. It was also agreed that arrangements would be made for the Information Meeting to be held in the WI Hall on 1 December from 6.00-10.00 p.m.
- (c) **Freedom of Information Act:** The Clerk had received a request to produce the Council meetings back to the inception of the Parish Council. He indicated that the regulations allowed for the Parish Council to charge for the time and expense involved and he had notified the applicant that this would amount to £10.50 per hour together with the cost of copies. The inspection had taken place on Wednesday 10 November and lasted 2 hours.

1404
12. Any Other Business

- (a) **Christmas Tree:** It was agreed that Tony Erbes would make arrangements for the Village Christmas tree and lights.
- (b) **Highways:** It was noted that damage had occurred to the central island in the Village centre. The Chairman said he was making contact with the contractors carrying out work to the Ship car park and hoped the damage would be repaired. It was also noted that the signs at the unction of Approach Road and Clarks Lane and at the Junction of Clarks Lane and Beddlestead Lane required attention. The Clerk was asked to report the matter.

The Meeting closed at 9.54 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/59
NOV 2004**

RESULTS:-

Approved	04/1320 04/1317 04/0618 04/0533	The Studio, Paynesfield Road The Chalet, Paynesfield Road White Gables, Cudham Road 1 Sunnybank, Old Lane
Refused	04/1254	The Paddocks, Lusted Hall Lane
Appeals Pending	03/483 03/1128946 03/1128638 03/1687 04/0674 03/0014	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 2 Beacon Shaw, Approach Road. Manor Livery, Manor Road Ferndale, Lusted Hall Lane - DISMISSED

CURRENT APPLICATIONS:-

04/1535	Stable Cottage, Maesmaur Road Demolition of existing rear porch and erection of single storey side extension. Recommendation: No objection
04/1596	2 The Square, Paynesfield Road Demolition of existing rear addition and erection of rear conservatory (Certificate of Lawfulness) Recommendation: No objection
04/1472	3 Grove Place, Grove Road Erection of a single storey side extension Recommendation: No objection but request to prevent obstruction of access to Rose Cottage.
04/1634	Land in Borough Road (junction with Edgar Road) Erection of Field Shelter Recommendation: No objection
04/1624	Hardcourt, Ricketts Hill Road Demolition of existing attached garage/utility/store: erection of 2 storey extension to south elevation, single storey extension to north and rear conservatory. Recommendation: Objection based on disproportionate size of extension, unneighbourliness and out of character with area.



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

04/60

APPENDIX B

November 2004

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary	October			668.35
	Telephone				10.00
	Photocopying		15.25		
	Postages		5.56		
	Stationery Supplies		19.88		
	Travel		15.00		55.69
					<hr/> 734.04
Mrs G Miles	Cleaning	October			29.00
R David	Re-imbusement of TIB expenditure for bulbs		103.55	18.12	121.67
Surrey County PFA	Affiliation fee				10.00
Payne & Co	Valuation advice		40.00	7.00	47.00
D Bishop	Repairs to Finger Sign				100.00
Tatsfield Parish Magazine	Donation				45.00
Surrey Crimestoppers	Donation				30.00
CPRE	Membership subscription				25.00

Total Payments to be authorised

1,141.71

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	October	1,043.22
HSBC	Interest on Current Account	October	11.44
Westerham Drs	Surgery rent		3,129.00

Total Receipts

4,183.66

Balance

3,041.95

Balances at Bank
01/11/2004

Current Account No.01123588		21,017.65
Deposit Account No.31123823	*****	31,876.41

**** includes interest for September 106.10

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th December 2004 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Alan Fry OBE QPM (in the chair)
Mr Jon Allbutt Mrs Margaret Boadella
Mr Tony Erbes Mr Ian Mitchell

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

And 2 parishioners.

1. Apologies Mrs Wendy Maddison (absence abroad) and Mr David Wood (ill health).

2. Minutes

The Minutes of the meeting held on the 15th November 2004 were approved and signed as a correct record.

3. Matters Arising: None.

4. Tatsfield School

The Chairman reported that Surrey CC was at present consulting with Gordon Reeve to identify the exact parcel of land for the site of the new school. Once this had been done, an application for planning consent would be submitted and specific terms for the land exchange would be agreed with Gordon Reeve. These would then have to be approved by the SCC Members Asset Panel. He would be meeting Gordon Reeve to discuss whether the L-shaped Field could be part of the scheme and he would also be discussing the matter with the Headteacher.

5. Planning Matters

(a) **Current Applications:** Tony Erbes reported on the applications that had been lodged since the last meeting and the action as shown in Appendix A was then agreed. Ian Mitchell declared an interest in Application No.04/1797 being an owner of adjoining property and he took no part in the discussion of that matter.

(b) **Sundry Planning Matters:**

(1) **Tandridge DC Local Development Framework:** The Clerk reported that Tandridge had prepared a draft Statement of Community Involvement upon which it was inviting comment. It was agreed that Ian Mitchell would consider the matter and submit comments if he thought it necessary to do so.

(2) **Sevenoaks DC Local Development Framework:** The Clerk reported that he had received a notification indicating that Sevenoaks was preparing its Local Development Framework. It asked the Parish Council (a) to supply any plans or information that it considers should be taken into account (b) to provide details of any specific area that it considered should be developed and (c) to indicate how it can be involved in planning decisions. It was agreed that the Clerk should reply indicating that the Parish Council would wish to be consulted on planning matters that affected areas adjoining the Parish boundaries.

(3) **SERA Consultation on Housing:** Ian Mitchell drew attention to a forthcoming consultation as to the number of new houses to be built in the South East.

(4) **Mobile Phone Mast Consultation:** Ian Mitchell also drew attention to a forthcoming Government consultation on this subject but he pointed out that as yet there were no proposals as the subject of the consultation.

(c) **Planning Councillor:** Wendy Maddison.

6. Finance

(a) **Audit:** The Clerk reported that HLB AV Audit had indicated that it might not complete the audit by 31 December in which case it was necessary for a notice to that effect to be displayed on the public notice board. No reason had been given for the delay but presumably it was simply because HLB AV Audit were overloaded and not because of any difficulty.

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

7. Highways & Rights of Way

- (a) **Tatsfield Safe Routes to School Project:** No report on safety audit had as yet been received.
- (b) **Highway Matters:**
- (1) **Lusted Hall Lane/Ricketts Hill Road:** The Clerk reported that he had written again to BT as requested at the last meeting. BT had telephoned him and indicated that they would reconsider the matter if the Parish Council could produce documentary evidence that the local residents had no objection to the removal of the kiosk. If such evidence were produced, BT would be able to satisfy OFTEL that there was no local demand for the telephone service. After discussion, it was agreed that an approach should be made to the Biggin Hill Residents Association to see if it would co-operate by circulating a letter to the its residents within the immediate vicinity of the kiosk.
- (c) **Rights of Way Matters:**
- (1) **Alleged Public Footpaths CP136 and 139:** The Clerk indicated that Surrey CC Rights of Way Group was considering whether it would continue with the application for the establishment of a footpath through Hayes Pasture between Greenway and Goatsfield Road.
- (2) **Barnfield Road:** In the absence of David Wood, there was no report as to any further developments regarding the removal of the two Minis and the establishment of a parking area. A further complaint was received of abandoned cars in this area and in Old Lane.

8. Reports

- (a) **County Councillor:** Harry Pettifor reported on the following matters:-
- (1) **Clacket Lane Sandpit:** There was an application for amendment of the existing planning consent had been lodged, the terms of which had been discussed with the County Council beforehand. He did not consider that the proposals called for comment.
- (2) **Road Salting:** He had attended a meeting with the Contractors on this matter at which Bob David had been present and he would leave him to report.
- (3) **Local Funding:** He was still awaiting further details before submitting bids for grants to assist youth ventures in Tatsfield.
- (4) **Council Tax:** He was sure that the County Council would keep Council Tax as low as possible in 2005/6.
- (5) **Footpath Clearing:** If provided with suitable details, he promised to look into this matter.
- (b) **District Councillor:**
- Bob David reported on the following matters:
- (1) **Affordable Housing:** He had requested a meeting with Rural Housing to discuss this matter.
- (2) **SERA:** He drew attention to the fact that the proposed consultation on new housing was a choice between 25000,28000 and 32000 whereas the Government wanted a figure between 32000-36000.
- (3) **Waste Recycling:** Tandridge would receive revised final tenders from contractors by 23 December and the various alternative schemes would then be considered and a choice made as to the extent of the service to be provided in 2005/6.
- (4) **Road Salting:** He had had a meeting with Carillon, the road salting contractors and had managed to agree that the Ship triangle would be included in the schedule. The contractor had promised to ensure that all main junctions were fully salted. He had failed to persuade Carillon to include Westmore and Paynesfield Road. It had been suggested to him that the contractor should be asked to omit Church Hill (from the school to Clarks Lane) from the Schedule and Westmore and Paynesfield Road substituted. The opinion of members that this was not a good idea.
- (5) **Highway Speed Limitation:** The Tandridge Local Committee had approved funding for 2005/6 to be allotted initially to Woldingham Parish, then Chelsham and finally to Tatsfield. This had been done without knowing what works were required and the degree of need and it was possible that when the measures were identified, a request would have to be made to prioritise matters differently.
- (c) **Police Matters:** Ian Mitchell reported that the Police were now sending weekly e-mail reports to co-ordinators able to receive them. Jon Allbutt indicated that he would be willing to receive such reports and pass them on to local co-ordinators who were not on e-mail. He would look into the matter.
- (d) **Biggin Hill Airport:** Ian Mitchell indicated that the next meeting of the Consultative Committee was in January.
- (e) **Transport Matters:** Alan Fry indicated that he had nothing report other than to observe that the much publicised new rail timetables had just come into force.

9. Notified Items:**(a) Parish Appraisal:**

(1) **Young People:** Jon Allbutt reported that there was a meeting the following the evening at which it was hoped the County Youth Officer would be present. The Tatsfield Appraisal Group would also be meeting shortly.

(b) **Risk Assessment:** There were no reports.

(c) **Emergency Planning:** The Clerk reported that a copy of the Draft SCC Parish Council Emergency Plan had been obtained and copies circulated to all members of the sub-committee which would be meeting to consider this in detail. It was agreed that Jon Allbutt would call such a meeting as soon as possible. Jon Allbutt reported that he was astonished to learn that Surrey did not have a supply of generators available and he considered that this was a matter that would have to be addressed.

10. Village Hall

(a) **Management Committee Report:** It was agreed that the Committee should be asked if minutes of the Management Committee meetings could be made available in time for the monthly Parish Council meetings.

(b) **Village Hall:** The Chairman indicated that further matters had been raised and he felt that it was important that all members were present when this matter was discussed. He proposed to call a special meeting to discuss the matter and it was agreed that this would take place in the Parish Room at 6.30 p.m. on Friday 7 January 2005.

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

(1) **Ashen Shaw:** Jon Allbutt indicated that he would give the order for this work to proceed.

(2) **Hayes Pasture:** Jon Allbutt also indicated that he would give the order for this work to proceed.

(3) **Parish Room - Access:** The Clerk reported that he had received from Brian Drury a suggested scheme for the provision of disabled access. The estimated cost of a lift was £12,500 and the cost of Alterations £7,500. It was agreed that further investigations were necessary and the matter would be referred back to the Finance Committee.

(4) **Parish Room – External Maintenance:** This work could not proceed until the spring when a further estimate would be obtained.

(5) **Rag Hill Road:** Parents taking children to school were finding difficulty in parking because of overgrowing branches. As the verge formed part of Tatsfield Green, the Chairman agreed to look into the matter and take appropriate action. Jon Allbutt volunteered to look at the hedge to see if he could deal with it without the necessity of employing a contractor.

(b) **Tatsfield in Bloom:** Jon Allbutt reported that arrangements for the coming year were well in hand.

(c) **Pond:** The Clerk reported that the winter Routine Maintenance visit had taken place on 18 November and the invoice indicated that no treatments were required.

(d) Westmore Green:

(1) **Use of Green:** It was agreed that Tatsfield Horticultural Society for its Annual Plant Sale could use Westmore Green on Saturday 15th May 2005.

(2) **Use of Green:** It was agreed that Tatsfield School PTA could use the Green for Christmas Stall on Saturday 18th December 2004 approx 9.00 – 11.30 a.m.

(3) **Parking:** It was noted that residents of Lusted Hall Lane were parking more and more on part of the Green. It was agreed that it should be pointed out that parking on the Green was not allowed and Jon Allbutt agreed to arrange this.

12. Meetings to Attend

(a) **Tatsfield Vern Association:** Tuesday 30th November 2004.

(b) **TDC Standards Committee Training course:** Thursday 16 December at 7.30 – Details circulated to all members other than Ian Mitchell and Alan Fry.

13. Correspondence

(a) **Register of Electors:** The Clerk reported that he had received a copy of the Register in force from the 1st December 2004. It was agreed that he should furnish all members with a copy.

(b) **Affordable Housing:** The Clerk had circulated a letter from Andrew Smith reporting on the outcome of the Information Evening held on 1 December. He also drew attention to a letter from an adjoining resident indicating a number of issues that had been raised with Andrew Smith and which had been dealt with in a reply from him. The Clerk was instructed to write to Rural Housing asking for copies of the further reports

that were being obtained and to indicate that the Parish Council might thereafter wish to have a meeting to discuss matters arising from these additional reports.

14. Any Other Business

- (1) **Parish Room:** It was noted that on one occasion lights and heating had been left after the Room had been used. The Clerk said he would draw the matter to the attention of users and put up a notice to remind users to ensure that all lights and appliances were turned off.
- (2) **ESPLG:** Margaret Boadella indicated that she had attended the recent meeting. She also drew attention to a forthcoming seminar to be organised by Tandridge DC on the new licensing laws.
- (3) **Xmas Tree:** The Chairman expressed thanks to all those involved with putting up the Tree in the village centre.

The Meeting closed at 10.30 p.m.



**TATSFIELD PARISH COUNCIL
PLANNING LIST**

APPENDIX A

**2004/65
DEC 2004**

RESULTS:-

Approved	04/1279 04/1520 04/1472	Hill Cottage, Johns Road 25 Shipfield Close 3 Grove Place
Refused		
Appeals Pending	03/483 03/1128946 03/1128638 03/1687 04/0674 04/1254	Land adj Ship Hill (Orange PCS Ltd) Land at Great South Street Farm (LBB) Clacket Lane Sandpit, Clacket Lane 2 Beacon Shaw, Approach Road. Manor Livery, Manor Road The Paddocks, Lusted Hall Lane

CURRENT APPLICATIONS:-

04/1531	Fernlea, Old Lane Infill extension to rear elevation at ground floor level; erection of dormer window to rear roof slope. Recommendation: Objection to be lodged based on the possible loss of a small dwelling.
04/1797	Land fronting Goatsfield Road (rear of Whygate & Valleyside, Greenway) Erection of 2 x 4 bedroomed dwellings (Outline) Recommendation: Objection to be lodged based on (1) site within MGB (2) outside the village settlement and (3) contrary to Tandridge District Plan.
04/1812	Land between Vail Ridge and The Retreat, Kemsley Road Erection of detached dwelling and double garage (Outline) Recommendation: Objection to be lodged based on (1) site within MGB (2) outside the village settlement and (3) wildlife habitat.
04/1823	12 Westmore Road Erection of first floor side and rear extension Recommendation: Objection to be lodged on unneighbourly development by reason of the increase in bulk and, in particular the increase in height and the proximity to the adjoining property
04/1849	Clackett Lane Sandpit, Clackett Lane, Westerham Variation of Condition 4 of Planning Permission TA/97/286 dated 14/1/98 & Condition 3 of Appeal Decision APP/B3600/A/03/1128638 dated 27/5/04 for revision to the final ground levels shown on Drawing No.106/CLW/27 involving regrading using in situ materials; Variation of Condition 10 of TA/93/994 dated 3/6/94 for the revision to the landscaping & restoration scheme approved under Ref. No.TA/96/1003 dated 24/2/97 to increased the area restored to agriculture & revised landscape planting (County Determination). Recommendation: To be considered by Ian Mitchell.
04/1863	4 Crossways Erection of first floor extension over existing sun room & dormer window to north roof slope of garage Recommendation: To be dealt with by next Planning Councillor

GROUNDINGS FOR OBJECTIONS:-

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

TATSFIELD PARISH COUNCIL

04/66

APPENDIX B

December 2004

Expenditure to be authorised:-

<u>Payee</u>	<u>Description</u>		<u>Nett</u>	<u>VAT</u>	<u>Total</u>
J Sandiford	Salary	November			668.35
	Telephone				10.00
	Photocopying		17.30		
	Postages		6.00		
	Stationery Supplies				
	Travel		15.00		36.30
					<hr/>
					716.65
Mrs G Miles	Cleaning	November			29.00
Aquajoy Water Gardens	November Pond Maintenance		350.00	61.25	411.25
Post Office Ltd	Telephone Account		46.22	8.08	54.30
RST Glass & Glazing Ltd	Notice Board Repair		45.00	7.87	52.87
D Wood	Purchase of Xmas Tree		60.00		
	Spare Bulbs		2.50		62.50

Total Payments to be authorised

1,326.57

Receipts since last meeting:

Biggin Hill Drs	Surgery rent	November		1,043.22	
HSBC	Interest on Current Account	November		11.44	

Total Receipts

1,054.66

Balance

-271.91

Balances at Bank
01/12/2004

Current Account No.01123588			4,759.51	
Deposit Account No.31123823		*****	31,948.29	
**** includes interest for	November		71.88	